

Swim Meet Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled when WEST Express Swim Team (WEST) hosts a meet. There are not any jobs that are incredibly difficult; however, some of the jobs do require training sessions. If you are brand new to the WEST and this is your first time volunteering we would suggest you consider the following roles: awards, back-up timer, set up/clean-up, concessions, greeter/floater, hospitality, runner, safety marshal, and timer.

Admin Official (Trained Role) Assist the athletes and coaches. Approve all heat sheets, programs, and results for distribution, to post, to go to the announcer and to place in the meet folder. Provide Meet Director with necessary completed meet paperwork/files. Experience - Must meet specific requirements governed by MN Swimming/USA Swimming Time - Arrive 10 minutes prior to warmups and stay the duration of the session

Announcer Announces all information pertinent to meet including: • Swimmers names • Events • Heats • General announcements. Experience – None required. Instructions and a template will be given prior to shift. Will touch base with the meet official to learn proper etiquette/preference regarding announcements. Time - 30 min. prior to warm-ups and throughout the session.

Awards Lead Inventory, organize, prepare and distribute awards on site. Manage volunteers who sign up to help with awards. Experience - Awards volunteer a minimum of two times. Time - Varies by meet and depends on the awards that are distributed. Specific timing is available closer to the respective meet.

Awards Hand out awards to athletes at the award table. Experience - None required Time - Varies by meet and depends on the awards that are distributed. Specific timing is available closer to the respective meet.

Certificate Writer At Championship meet, will write out certificates for swimmers that reach next time level. Experience - Minimal. Must have good penmanship. Specific timing is available closer to the respective meet.

Check in/Greeter Responsible for greeting everyone and checking in the meet volunteers and Coaches/Officials. Verifying credentials of Coaches and Officials. Supply all volunteers and Coaches/Officials with wristbands to be on deck. Direct volunteers, coaches, spectators, and officials. Answer questions.

Concession Lead Experience - Work the concession stand previously. Time - Arrives 30 minutes before the start of the session and stays through the duration of the meet.

Concession Sales Work in the concession stand. Prepare and serve concessions to athletes and spectators attending the meet. Experience: None required. Time – Start of warmups through the end of session.

Floater Will be used to fill any roles unfilled the day of the meet. Offers breaks to meet volunteers and hand out awards/prizes for hot heats when applicable. Could also act as a runner and will be responsible for picking up the timer sheets from each lane after every event in addition to posting event results in designated areas (on the hallway wall, in the concession area). Sometimes the head official will also request assistance in picking up DQ slips from officials. Experience - None required Time – Arrives 30 minutes before the start of the session and stays through the duration of the meet.

Hospitality Works with Hospitality Lead to distribute snacks & beverages to coaches, officials and meet volunteers during the meet. Restocks fridge and snack table. Helps set up for meals during each session. Experience - None required. Time - Arrives 15 minutes prior to warm-ups. On deck the duration of the session.

Meet Manager Admin/Operator (Trained Role) Uses Meet Manager to validate results in the computer system before being posted as “final” in MeetMobile and if applicable, posting on wall. Updates to the system

include DQ's changes in relay lineup, final race times from plunger or timers if touchpad data is not available. Experience - One - two training sessions on Meet Manager Time - Arrives 45 minutes prior to the start of the meet and at the admin. table through the duration of the session.

Officials - Deck Ref./Meet Ref., Starter, Stroke and Turn Official (Trained Role) Officials are certified through USA Swimming (referee/starter/stroke & turn). -Stroke and turn officials observe swimmers for legal strokes and report violations to the deck ref. -The deck ref. validates DQ slips, answers coaches questions, adjusts heats if swimmers miss them, etc. -Starters begin each heat and are in charge of ensuring a fair start for every athlete. -The admin. official manages the administrative side of the meet including DQ slips, event and heat lineup, meet preparation paperwork, etc. Experience: Must be certified under USA Swimming. For additional Information visit www.usaswimming.org Experience - USA Swimming Certification or Apprentice standing – contact Coach Heidi or Officials Rep Lutfi if you are interested in becoming certified or more information.

Order of Finish Sit poolside and are involved in every race, recording swimmers' order of finish. One person calls the order of finish as they see it (example: Lanes 4,6,7,3,8,1,2,5 finished in that order) and the other person writes down the order. Sheets are collected with each event as are timer sheets. Experience - None required - fast paced! Time - 15 minutes prior to meet start and on deck the duration of the session

Runner Will be responsible for picking up the timer sheets from each lane after every event in addition to posting event results in designated areas (on the hallway wall, in the concession area). Sometimes the head official will also request assistance in picking up DQ slips from officials. Experience - None required. Time – Arrives 30 minutes before the start of the session and stays through the duration of the meet.

Safety Marshal Must have a mixture of male and female marshalls at each session. Enforces warm-up procedures in the pool and maintains order in the venue. -Person #1: Located by diving well: scan the water, keeping athletes off diving boards and diving well blocks. Also remind athletes to walk on the pool deck. -Person #2: Located near the locker room doors. No one should come down the stairs from the balcony. Also reminding athletes to walk on the pool deck. -Person #3: Located near the pool office to ensure only swimmers, coaches, officials & meet volunteers are allowed on deck per USA Swimming regulations. **All adults must have a wristband in order to enter. Experience - None required. Time - 10 minutes prior to the start of warm-ups and remains on deck the duration of the session.

Scoreboard Operator This person operates the electronic timing system. Training is provided for this position, and it is easy to learn. You sit up at the Admin table in the bleachers.

Timer - HEAD -Confirms two timers are in each lane before start and throughout the meet. Notify Volunteer Coordinator if timers are missing. Responsible for handing out, collecting and organizing timer clipboards -Runs two stopwatches at the beginning of each race and trades with timers as needed (should their stopwatch fail and/or they don't start it on time). Coordinates the timers to help carefully put away timing equipment. -Helps keep unnecessary people away from the starting area (ie. athletes go up and around the bleachers versus in front of the admin. table). Experience - Previous timing experience at a minimum of two sessions Time - Arrives 30 minutes before the start of session to attend the timers meeting 20 min before the start of session. On deck the length of the session.

Timer Operates stop watch & timing system plungers and records times of the athletes. There will be two timers per lane - sign up with a friend or meet someone new! Experience - None required. Time - Arrive 30 minutes prior to the start of the meet and attend timers meeting 20 minutes before the start of the session. On deck the duration of the session.

Timer - Backup Offers breaks to timers, other volunteers, and will be a timer if we are short timers. Experience
- Previous timer experience a minimum of two times. Time - Arrives 30 minutes before the start of session to
attend the timers meeting 20 min before the start of session. On deck the length of the session.