

## Swim Meet Job Descriptions

### **SET UP/TEAR DOWN FOR MEET** – Friday Night/Sunday Afternoon (Two Different Sessions)

**Location:** upstairs and on deck; Duties include: Setting up/taking down seating around the pool, hanging signs, moving tables, setting up/taking down timing and computer systems, and anything else that will be needed in order to set up/tear down for the meet.

**LEVEL OF DIFFICULTY:** 1 (But volunteer may be lifting, carrying and standing on chairs to hang signs.)

### **SET UP FOR CONCESSIONS** - Friday Night

**Location:** upstairs in the cafeteria/concession stand; Duties include: Carrying in cases of food and drink, setting up tables and seating, hanging signs, and anything else that will be needed in order to set up for concessions.

**LEVEL OF DIFFICULTY:** 1 (But volunteer may be carrying heavy loads.)

### **HEAT SHEETS**

**Location:** Entrance way and stands; Duties include: Selling heat sheets at the door Also responsible for getting other volunteers to sign in and receive their name tags.

**LEVEL OF DIFFICULTY:** 1 (But volunteer must be comfortable interacting with people.)

### **HOSPITALITY ROOM**

**Location:** Down on deck; Duties include: Stocking the Hospitality Room (located down on the deck to the left of the office) with food and drink for the coaches and officials and walking around the deck with refreshments for the working officials, coaches computer and timing system crews and timers.

**LEVEL OF DIFFICULTY:** 1 (But volunteers must be happy hosts/hostesses.)

### **PLACE JUDGES**

**Location:** On deck; Duties include: Judging the order of swimmers finishing the races. You sit on deck near the start/finish end of the pool and monitor and record the order the swimmers finish.

**LEVEL OF DIFFICULTY:** 7 (Volunteers must pay attention at all times!)

### **CONCESSION LEADER**

**Location:** Upstairs in the concession area; Duties include: Running the show in the concession area - setting up,

### **RUNNERS ON DECK**

**Location:** Running up and down the stairs from awards to timing table and times; Duties include: Collection of the timing sheets after each event and taking them over to the timing table. Once results are printed, you are required to “run” them upstairs to the awards table along with the results stickers for the ribbons.

**LEVEL OF DIFFICULTY:** 5 (Volunteer must be able to run up and down stairs.)

### **TIMERS**

**Location:** On deck; Duties include: Timing the swimmers. You will be paired up with a partner. One person will handle the clip board with the time sheets attached to it and the “pickle” while the other will work the stopwatch. The stopwatch is started when the race starts and will be stopped by the timer when the swimmer in the lane in which you are timing in touches the wall. At that same time the “pickle” person will also press the button on the pickle (when the swimmer in that lane touches the wall). The timer will then recorded the time on the sheet attached to the clip board of the stop watch.

**LEVEL OF DIFFICULTY:** 1-5 (Volunteer may find timing difficult at first but as he or she becomes more familiar with the process, timing becomes much easier.)

### **HEAD TIMER**

**Location:** On deck; Duties include: Being in charge of the 12 timers in your session. Should a timer need assistance due to equipment malfunction or just socializing too much (missing the start of the race), you may need to intervene and/or share your stop watch.

**LEVEL OF DIFFICULTY:** 2 (Volunteer should have previous experience as a timer.)

### **TIMING SYSTEM - PLEASE CONSIDER TRAINING FOR THIS POSITION - BEST SEAT IN THE HOUSE!**

**Location:** On deck; Duties include: Running the timing system. Volunteers must be trained on how to operate the timing system. If you would like to learn how to do this, please sign up for “timing system training.”

**LEVEL OF DIFFICULTY:** 8

**COMPUTER SYSTEM** - PLEASE CONSIDER TRAINING FOR THIS POSITION - BEST SEAT IN THE HOUSE!

**Location:** On deck; Duties include: Running the computer system. Volunteers must be trained on how to operate the computer system. If you would like to learn how to do this, please sign up for “computer system training.”

**LEVEL OF DIFFICULTY:** 8

### **SAFETY AND MEDICAL**

**Location:** On deck; YOU MUST BE A CERTIFIED DOCTOR OR NURSE TO HOLD POSITION! Duties include: administering first aid when needed.

**LEVEL OF DIFFICULTY:** 1 (If volunteer has the appropriate training.)

### **OFFICIALS**

**Location:** On deck; YOU MUST BE AMS CERTIFIED TO HOLD THIS POSITION. If you are interested in learning how to become an official, please sign up for “stroke and turn training.”

**LEVEL OF DIFFICULTY** (Volunteers may find S&T judging difficult at first but as he or she becomes more experienced, the job becomes much easier.)

### **STROKE AND TURN TRAINING**

**Location:** On deck; Duties include: Learning how to be a stroke and turn official. **LEVEL OF DIFFICULTY:** 8 (Volunteers are required to become AMS certified.)

### **AWARDS TABLE**

**Location:** Upstairs at the awards table, usually outside the concession area. Duties include: Setting up the awards table with the ribbons, placing stickers on the ribbons for each event, organizing the awards according to event numbers, and having the swimmers initial when they pick up their ribbons.

**LEVEL OF DIFFICULTY:** 1

## **MARSHALS**

**Location:** on deck, bathrooms and hallway; Duties include: Monitoring the pool area during warm ups for safety, clearing lanes for sprint warm ups and monitoring the bathrooms for improper conduct. You will basically “police” the pool deck (only allowing authorized personnel on the deck), the bathrooms and the hallway to ensure safety of the swimmers.

**LEVEL OF DIFFICULTY:** 5 (Volunteer must be a kind but stern enforcer.)

## **DECK ACCESS MONITOR**

**Location:** Entry to hallway leading to the pool deck and locker rooms.  
Duties include: Checking in coaches, officials, and all individuals who are permitted to have deck access during the swim meet; distributing wrist bands and monitoring this entry point during the meet.

**LEVEL OF DIFFICULTY** 3 (Busy at the beginning of the meet, but then lots of quiet time during the course of the meet.)

## **SWIM MEET DRESS CODE:**

PLEASE, if you are on deck NO HIGH HEELED SHOES! Please wear flat shoes, preferably with a nonskid sole. It is hot on deck so dress accordingly. It is also wet on deck, so long pants and leather shoes are likely to get wet, especially if you are timing. Shorts and sport sandals are acceptable.