

Meet Volunteer Duty Descriptions

Admin Assistant – Help the meet officials with the following:

1. Post meet time line
2. Post event heat assignments & 8 and Under Staging Assignments to AM Check In Volunteers
3. Post event results
4. Deliver event results stickers to Awards group
5. Pickup completed timing sheets from each lane
6. Deliver timing sheets to each lane
7. Help meet Officials with other administration needs

Assignment Coordinators – Duties include:

1. Assist meet director in running the meet
2. Make sure that the timers are in place
3. Make sure all the volunteer positions are staffed
4. Provide instructions to the volunteers on what to do

Awards – Duties are:

1. Organize ribbons by place
2. Place results stickers on respective ribbons
3. Sort ribbons by team

AM Check-in/Staging: Duties are:

1. Check in and confirm morning swimmers for their events
2. Scratch events require swimmers initial
3. Direct swimmers not on the list to the Admin area
4. Stage the 25yd swimmers for their events when heat assignments are available
5. Bring 25yd swimmers on deck when their heat is up

PM Check-In/Floater – Duties are:

1. Check in or scratch swimmers for the afternoon session
2. Scratch events require swimmers initial
3. Direct swimmers not on the list to the Admin area
4. Stage the 25yd swimmers for their events when heat assignments are available
5. Bring 25yd swimmers on deck when their heat is up

Clean Up - Duties include:

1. Empty and replace trash bags from trash bins around the pool deck, bleachers and snack concession stand
2. Dispose collected trash bags in dumper found in the parking lot
3. Bathroom monitor
4. Refill bathroom toilet paper and paper towels

Parking Marshals – Duties:

1. Direct incoming traffic
2. Direct assigned parking
3. Limit access to where not appropriate

Pool Marshals – Duties:

1. Ensure order on pool deck, no diving, no running or jumping
2. Limit access around coaches
3. Limit access around timers

Set Up – Duties:

1. Organize and install equipment at the meet site – chairs, tents, timing systems, snack bar
2. Miscellaneous duties as assigned by coordinator

Snack Bar – Duties:

1. Take and fill orders and payments
2. Replenish stock – foodstuff, drinks etc.

Snack Bar Grill – Duties:

1. Prepare and cook food
2. Work the grill

Take Down – Duties:

1. Take down and clean up equipment used for the meet,
2. Help clean and pack the snack bar area, tables and chairs.
3. Load the truck with the items

Head Timers – Duties:

1. Assist timers to their designated lanes
2. Work the back up stopwatches – start the back ups when the strobe flashes
3. Provide assistance to the timers when the timers stopwatch fails
4. Help timers with any other questions
5. Morning timers need to be patient and flexible because the meet may run longer or shorter depending on the number of swimmers or technical delays.
6. Afternoon timers for 2-4 pm should also be patient and flexible because the meet may run longer or shorter depending on the number of swimmers or technical delays.

Timers – Duties (BE AT YOUR STATION 15 MINS BEFORE MEET START):

1. Each lane will have 3 chairs and each chair will have a different job:
 - a. Stopwatch and pickle duty– start the stopwatch when the strobe flashes; when the swimmer finishes/touches the wall, stop the stopwatch and press the pickle simultaneously and give the stopwatch time to the record keeper before resetting the stopwatch
 - b. Recorder Duty- call for the swimmer; press the pickle when the swimmer finishes/touches the wall and record the results of the stop watch
 - c. Pickle duty only – press the pickle when the swimmer finishes/touches the wall.
2. Morning timers need to be patient and flexible because the meet may run longer or shorter depending on the number of swimmers or technical delays.
3. Afternoon timers for 2-4 pm should also be patient and flexible because the meet may run longer or shorter depending on the number of swimmers or technical delays.

Miscellaneous – Duties:

1. May be assigned any job by the meet coordinator and assignment coordinators
2. Must be on call during the period assigned

IMPORTANT NOTE:

ALL VOLUNTEERS NEED TO SIGN-IN TO REPORT FOR DUTY AND SIGN-OUT UPON COMPLETION OF DUTY.