

## SWIM MEET VOLUNTEER DESCRIPTIONS | CLOVIS SWIM CLUB

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**ANNOUNCER** Makes any announcements requested by head officials, meet admin and/or meet directors. Announces event, heat #, swimmer names, lanes and results.

*\*Reports to deck ½ hour before warm-up and works the entire session.*

**AWARDS** Label and sort awards during meet. Handing out awards during awards announcements.

*\* Reports to deck at time of meet*

**CLERK OF COURSE** Runs swim meet check-in table assist swimmers with checking into their events for the session/day. Assists coaches with relay cards, scratching events, swim meet results, time trials and taking payment from coaches and swimmers. Overseas volunteers during swim meets, adjusting volunteers to open positions as needed. Remains at the pool for the entire session.

*\* Reports to deck 1 hour before warm-up*

**COMPUTER OPERATOR/ADMIN** Computer operator Use the Hytek system to verify times from the Colorado timing system. Facilitates the printing of all meet reports and award labels.

*\*SOME GOVERNING BODIES MAY REQUIRE ADMINISTRATIVE OFFICIAL CERTIFICATION.*

**FOOD SERVICE/HOSPITALITY** Coordinate food and workers for concessions stand including what to sell, how to keep it hot or cold, and prices. Arrange for a cash box and change. Safeguard cash box during, and in between, meet sessions. Sets up food for meet officials and coaches, delivers water/snacks to meet volunteers, coaches, timers and officials during meet.

*\* Reports to deck 1 hour before warm-up.*

**HEAD TIMER** Confirm enough timers in each lane at least 5-10 minutes before start and throughout the meet. Notify the Meet Director or announcer asap if timers are missing. Start 2 backup watches at the beginning of each race and trade with timers as needed. Help keep unnecessary people away from the starting area. May be asked to help timers.

*\* Reports to deck ½ hour before meet start.*

**MEET DIRECTOR** Plans, organizes, directs and oversees ALL aspects of the hosted meet including meet set up and break down. Must stay at the pool for the entire meet. (If absence is necessary, a board-approved replacement can be appointed by the meet director.) Chair position must be USA registered.

*\* Reports to deck 1 hour before meet warmup.*

**MEET MARSHAL** Enforce safety rules throughout the meet venue, including the warm-up/warm-down area.

*\* Reports to deck ½ hour before meet warmup.*

**MEET RUNNER** Collect timer sheets from each lane and deliver to the computer room, hand results to announcers and awards area and post results. Reports to the pool at the start of the swim meet and works the entire session. Post heat/ lane assignments and results.

*\* Reports to deck ½ hour before meet start.*

**OFFICIAL** Officials are the volunteers in white who are responsible for ensuring that the rules of swimming are upheld and that all swimmers have the opportunity to compete fairly in whatever events they swim. At any meet there are a range of different officials including referee(s), starters, judges (stroke, finish and turns) and timekeepers.

*\*SOME GOVERNING BODIES MAY REQUIRE ADMINISTRATIVE OFFICIAL CERTIFICATION.*

*\* Reports to deck ½ hour before meet warmup.*

**POOL SET-UP** General set-up prior to the start of the meet. Sets up tables, chairs and tents. Reports to the pool evening before the swim meet.

*\* Reports to deck evening before meet.*

**POOL BREAK-DOWN** Cleans up deck Immediately following swim meet, breaks down tents, tables and chairs. Possible pool covering. Organizes lost and found. Closes and organizes the trailer.

*\* Reports to deck last hour of meet.*

**SHADOW POSITIONS** Shadowing a direct person on a particular job within the swim meet schedule.

*\* Reports to deck ½ hour before meet start.*

**TIMERS** Two timers per lane. Timers line up swimmers in their lanes, directs swimmers in their lane to get on block if the swimmer is not stepping up when required, starts and stops and stops watches at the beginning and end of races. One timer per lane will also depress the back-up button (pickle) at the end of the race, the other timer will record stopwatch times on timer sheets. Reports to pool deck ½ hour before meet start and works the entire session. If required to leave your lane for any reason, the head timer must be notified and a replacement must be in place before leaving.

*\* Reports to deck ½ hour before meet start.*

*Job titles and duties vary from meet to meet and in different locations. As long as the meet host follows governing body rules and the needed work gets done, variations are okay. Sometimes one person can fill more than one job at a time. When combining jobs, be aware that some governing bodies prohibit the combining of some roles. The governing body rule book might list other swim meet job titles and descriptions, particularly in the Officials area. (For example: [USA Swimming Rules and Regulations](#))*