

2026 CHURCH RUN ROCKETS PARENT VOLUNTEER JOB DESCRIPTIONS

Non-Certified Positions

As a volunteer-run organization, we rely on parent volunteers to help make meets and events happen. The volunteer positions listed below are the non-certified/non-trained positions required to run a swim meet. All positions are required for a home meet. During an away meet, we are required to provide many of these positions in limited quantities. All positions listed are divided into 1st half and 2nd half workers unless otherwise noted (i.e., Check-In Coordinator, Set Up Crew, etc.). 2nd half workers usually report during Event 27 except where noted (i.e., Announcer, Snack Bar Workers).

ANNOUNCER

The Announcer is responsible for making all announcements over the PA System. The Announcer will announce anything brought to him/her by a coach, parent rep, clerk or others that are deemed appropriate. The Announcer is required by the League to read the weather policy prior to the start of the meet and once the Meet Director has cleared the pool for a weather delay. It is the Announcer's job to update the Event Number Board each time he/she calls a new event to the Clerk of Course. The Event Number Board **MUST** always reflect the most current Event called to Clerk. The 1st half Announcer must arrive at the meet by 4:30 to call warm-ups, etc. The 2nd half Announcer will take over at 7:00 until the end of the meet.

CLERK OF COURSE HELPER

Four parents work the Clerk of Course role. One of the parents must be certified as HEAD

CLERK. Clerk #1 calls the swimmers' names and tells them what heat and lane they are in based on the preprinted Meet Program. Clerk #2 ensures that swimmers are on the right bench and in lane order before they leave the Clerk to go behind the blocks. Clerk #3 takes the swimmers from the benches to the chairs behind the blocks. He/she also ensures the swimmers remain in the right order and move up to the blocks when called. The Head Clerk must report by 5:30; other help in the Clerk of Course must report by 5:45 (5:30 at away meets).

COMPUTER/DATA ENTRY

The Data Entry volunteer keys the swimmers' times into the computer as directed by the Computer Rep. Report time is 6:00 p.m. This position will take place in the life-guard pool check in area for home meets.

LOLLIPOP PARENT

The Lollipop parent watches each heat and gives a lollipop to the heat winner when they exit the pool. Lollipops are obtained from the Snack Bar. This position must be in place at 5:50 p.m.

PIZZA PICK UP

The Pizza Pick Up volunteer picks up the pizzas that are sold at the snack bar and brings them to the pool. Heat bags must be brought home and returned to the pizza

store the following day. Pizzas must be picked up by 5:00 p.m. and brought immediately to the pool.

REFEREE RUNNER

The Referee Runner reports to the Referee's Table (by the Starter) at 5:45. The Referee Runner picks up DQ cards from the strokes & turns judges around the remainder of the deck. After checking for initials, the Referee Runner takes them to the Referee for his/her signature. Either the Referee or the Referee Runner hands all DQ cards to the Timer Runner who takes them to the table workers.

RIBBON WRITERS

Ribbon Writers place preprinted labels on the appropriate ribbons based on the results obtained from the Computer Rep. Ribbons are then filed alphabetically in the team's ribbon boxes. Ribbon writers start at 6:30 for first shift and second shift is in place by the end of Event 27.

SET UP CREW

The Set Up Crew reports to the Meet Director at 3:00 and removes all "unwanted" items such as tables, lounge chairs, and pool ladders. They rope off the deck for the Officials and ensure the deck is set up for the meet including placing 3 chairs behind each starting block, as well as hanging the results boards and the false start rope. The Set Up Crew is finished when the deck is ready, usually about 5:15. They are also responsible for snack bar set up. Tasks for all Set Up Crew include carrying tables and heavy furniture, moving heavy coolers, etc. It is critical to be on time for this job and be able to lift heavy items. This shift ends when the Meet Director has determined that setup is complete.

SNACK BAR

Snack Bar volunteers sell food and drinks purchased by the Honor Bar Team to customers. The lead snack bar volunteer should manage the exchange of money from customers. The First half workers are responsible for stocking while the second half workers help with the snack bar clean up. First half reports at 4:00 and works until 7:15; second half reports at 7:00 and works until the end of the meet, including clean up.

TABLE WORKER

The table workers are supervised by the HEAD TABLE WORKER, which is a trained position. The first half table workers start at 6:00 and are responsible for preparing the Lane/Timer Sheets for data entry. They review the times on the sheets and write the "middle times" so the data entry person can key it in the computer. The table workers also match up the DQ cards with the appropriate heat and lane and write the swimmer information on the DQ card for the coaches. Once results are printed, the Head Table Worker is responsible for posting the results.

TIMER / COMPUTER RUNNERS

The Runner reports to the Computer Rep at 5:30 p.m. The Runner distributes Lane/Timer Sheets and Meet Programs to the appropriate Officials around the pool deck as directed by the Computer Rep. The Runner then reports to the Referee's Table (by the Starter) at 5:45. The Runner picks up the Lane/Timer Sheets from the Timers after every two events. The Runner checks for initials and takes the sheets to the table workers. The Runner also collects any DQ cards from the S&T Judge at the starting block end of the pool and takes them to the Referee for signature. The Runner collects all DQ cards from the Referee and takes them to the table workers.

TIMER

CRR must provide 10 timers for each half of each swim meet. First half timers report at 5:30. The Recording Timer in each lane will have a clipboard with the list of swimmers for each heat that will swim in that lane only. The Recording Timer asks the swimmer his/her name. The three Timers time the swimmer and the Recording Timer records the three times on the Lane/Timer Sheet. After every event, the Recording Timer initials the sheet. After every 2 events, the Timer Runner picks up the Lane/Timer Sheet from each lane and takes it to the table workers. The HEAD TIMER is responsible for meeting with the Referee at 5:15. The Head Timer joins the Referee for Timer training at 5:30. In addition, the Head Timer starts two watches at the start of each heat in case a timer's watch fails.

VOLUNTEER RESERVE

Volunteer Reserve parents are on call throughout each half of the meet. First half Volunteer Reserve starts at 5:30 and second half starts after event 27 and continues until the end of the meet. Parents in this role should report to the Check-In Table (1st half).

Second half volunteer reserve parents that haven't already been assigned by the Volunteer Coordinator should gather by the referee's table BEFORE event 27 ends. Volunteer Reserve parents will get credit for this role even if they are not needed, but must be at the meet for the entire shift for which they have signed up.

CLEAN UP CREW

These volunteers will help our meet director and lifeguards move chairs, tables and loungers back into their regular places from the time the meet ends until the pool deck is back to its usual state. This includes the items outside of the entrance used for meet check-in, the table worker tables, etc.