

SWIM MEET VOLUNTEER JOB DESCRIPTIONS

50/50 SALES: This position is great for a social parent who loves to move around the meet and get their steps in while selling raffle tickets! Let's try to sell as many raffle tickets as we can, all money goes to the team and the kids!

ANNOUNCER: This is a great job for someone with a strong voice and an ability to correctly pronounce names. You announce the names of the swimmers in each event, and work with the Starter/Referee to keep the meet moving quickly and smoothly.

BEGINNING & END OF SEASON PARTY CREW: These positions are great for parents that love to help all swimmers! One parent will supervise the pavilion while the others will float around the complex making sure that the swimmers are following the pool rules and being safe.

COMPUTER TABLE: This position requires training as well as "apprentice/shadow" at the computer table for **two** meets prior to being able to complete the job alone. The computer table positions run both the dolphin computer and the meet manager computer. The dolphin computer operator is in charge of making sure all of the dolphin timers are functioning properly (timing), noticing if/when the timers have not pushed the dolphin timer buttons to stop their timer, taking screen shots of each race, keeping track of events, and making sure that the starter resets the dolphins after each race. The meet manager computer operator is in charge of taking care of any changes based on coach's decisions, pulling in dolphin times, and entering disqualifications.

DONUT / PRETZEL SALE JOBS: Arrival time for donut & pretzel sales is 8:15a.m.; the food will already have been dropped off in the pavilion. Gloves, serving tissue, Venmo QR code sign, and money collection envelope will be in the storage shed clearly marked, price is \$1 per item. Payment must be made via Venmo (@swimtst) or with exact change. We do not provide a cash box, so you do not need to offer change unless you happen to have it from previous sales. Job ends when pretzels & donuts are gone OR (ideally) after 8U swimmers have gotten their treats (11:00 a.m.). Take note of how many pretzels or donuts are left over and write that number on the money collection envelope. That envelope is then taken to the pool office where they have a drop box they keep for us (blue locked box with slip at top, ask for Matt or Ken). Leftover food can be put in the lifeguard room. Supplies (gloves, tissues, QR) should be put back in the shed. Donuts will be sold on Wednesdays and Fridays during practices from 8:15am-11am; the dates for the 2026 season are 6/19, 6/24, 6/26, 7/1, 7/8, 7/10, and 7/15. Pretzels will be sold during Tuesdays and Thursdays practices from 8:15am-11am; dates for the 2026 season are 6/18, 6/23, 6/25, 7/7, 7/9, 7/10, 7/14.

FINISH JUDGE: These judges stand at the end of pool and observe the end of the race. They help decide the order in which the swimmers finished the event (i.e., who won). No technical knowledge of swimming is required, but it does require a keen ability to focus your attention on close races. You pick up your finish judge slips from the computer table prior to meet start.

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There may be other items, but those are the major ones that the set up / clean-up crew are responsible for. Those same items need to be broken down and taken back to the shed before you leave for the night.

READY BENCH: This position helps the coaches by keeping the swimmers lined up and ready for upcoming events and gets them excited for their race. These parents must take the swimmers up to their lanes and line them up behind the blocks based on heat number. You will receive meet programs from the score table prior to the start of the meet that you know who is swimming when and where. (The younger swimmers may need to be reminded of what stroke they are swimming)

RELAY SPLIT TIMERS: These positions are experienced timers that specifically only time during relays. These positions time and document the time it takes a swimmer to complete a specific leg of a relay race. These positions require prior approval to be able to sign up. These positions work all 7 meets.

RELAY TAKE OFF JUDGE: This position is great for a parent with an eye for detail! While no training is required, you do need to be able to pay attention and make sure that the swimmers do not leave their starting position until their relay teammate touches the wall. Relay take-off judges need to be positioned at each end of the pool with one judge positioned on the lane one (1) side of the pool and the other judge shall be positioned directly opposite on the other side of the pool whether it be lane eight (8) or ten (10), with each judge looking across the entire pool. Each judge will be watching all lanes for a take-off violation. Dual written confirmation is needed to disqualify the swimmer. Each take-off judge shall indicate on the Relay Take Off slip the event number, heat number, lane number, and swimmer number when there has been a violation of the take-off rule.

RUNNER: After each race, the runner collects the time sheets from the timers in each lane and collects the DQ slips from the Stroke and Turn Judges and Finish Judges and take them all to the scoring table. Please keep heat sheets together, and in order, so that the computer table can input them in a timely manner. You stay on the move throughout the meet, so it's great exercise.

SCORE TABLE: Scorers from each team record the results following each race and track the team scores. This position looks through the printouts from the computer table, cross references that the disqualifications slips were entered properly, go through the timer sheets to check for any discrepancies, and monitor the finish judge slips. This position makes sure that everything matches up.

SET UP / CLEAN UP JOBS: This position arrives prior to the swimmers and sets up the items that are required to run home meets, then stays after the meet is complete to clean up the same meet items. Items are carried from the team shed out to the pool deck, so comfortable clothing is recommended for this position. The following are the main items that must be set up and cleaned up: Ready Benches, tables, tents, and chairs for starter and computer tables, poles and speakers for sound system, score board and wooden surround, stanchions and chains around the pool, and spirit wear table items.

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SNACK STAND COORDINATOR / PARTY ORGANIZER: Create all signup geniuses and coordinate collection of all food items for every home meet. Ensure that the snack stand workers are set up and prepared prior to the meet, assist in clean up after meets. This position must also create all signup geniuses for the team parties and events (including Champs if we are hosting).

SNACK BAR / SWIM STAND PITSTOP: This position is a great place to work if you're not interested in watching the whole meet, you get to interact a lot with both kids and parents. Please arrive early to set up, work the snack bar and stay until the end of meet to break down the snack bar. We place a few parents in this job so that each parent can pop away to watch the meet when your swimmer is about to race then return to the table. If the job is split, then the first half volunteers arrive early to set up and work until the end of backstroke, the second half volunteers arrive during backstroke to take over and stay late to clean up after the meet.

STARTER/REFEREE: This is the most technically demanding job. The Starter/Referee runs the events in the meet by ensuring that the swimmers start simultaneously and oversees all the other meet officials. This is a leadership position that requires experience and a take-charge personality. It is up to the Starter to keep the meet moving. You must have been a Stroke and Turn judge for at least two years prior to being approved for this position.

STROKE & TURN JUDGE: These judges determine whether a swimmer has executed the technical aspects of the swimming strokes properly. It requires knowledge of the US Swimming stroke regulations, and a willingness to fairly disqualify swimmers when appropriate. Those who are interested in this job must attend a training program provided from the league as well as "apprentice/shadow" an experienced judge for **two** meets prior to being able to complete the job alone.

TEAM AREA CHAPERONE: This position is an essential role to make sure that the swimmers are making safe choices while in the team area. No activities with items being thrown (football, baseball, frisbee, etc.), and no wrestling and/or excessive horseplay allowed in the team area for the safety of all athletes.

TIMER: This is the most popular meet job among both new and experienced swim parents, you really get a close-up view of all the action happening in the pool! Our timers use a blue dolphin timer/stopwatch to time the swimmer in your assigned lane. There are three timers per lane; one timer only has a blue dolphin, the second timer has a blue dolphin and a backup stopwatch, and the third timer has a blue dolphin and a clipboard with heat sheets that are specific to their lane. Our blue dolphins will start timing on their own once the starter buzzer is engaged, the timers must click the black buttons once the swimmer touches the wall to end their race. All blue dolphins must be reset after each race. The timer with the backup stopwatch must click the start / stop button once they hear the starter buzzer and hit it again once the swimmer touches the wall to end their race. The timer with the clipboard writes the time from the backup stopwatch onto the sheets that are given to them at the beginning of the meet. Your feet will get wet when swimmers are coming in hot to finish their race, so keep that in mind when choosing footwear.