

# VOLUNTEER JOB DESCRIPTIONS

## SWIMMING

**AGE GROUP PARENTS:**        **8 & UNDERS**  
   **9 & 10 YEAR OLDS**  
   **(POSSIBLY 11-12 YEAR OLDS)**

There will be age group parents for the 8&U and the 9-10 swimmer age groups. We may also need them for the 11 -12 year olds. We need to have two parents for both the girl's 8 & Under and 9-10 year old along with two for the boy's 8 & Under and 9-10 year olds due to the large number of children in this age group. Since we switch out the Age Group Parents half-way through the meet, we will need a total 16 parents possible 20 if needed for the 11-12 year olds. Each age group parent will receive a sheet from a coach that shows what each swimmer in the group is swimming. After warm-ups at the meet, the age group parent will gather their swimmers and will check their arms for: Event number, Stroke, Heat, and Lane. It's important that the parents write on their swimmer's arm what they will be swimming before they get in the water for warm-ups. For the 6&U, 8&U, and 9-10, the age group parents should make sure that the kids are at the Clerk of Course (the benches) at the correct time. The announcer will let you know what events are coming up. Please make sure all the swimmers are there. If there is any problem (a swimmer didn't show, etc.) or question, please let one of the coaches know so that we can try to fix the situation.

## **TIMERS:**

Each lane has two timers, one of whom also records the times on the card. At dual meets we need to provide enough for three lanes for the entire meet. Since we switch out timers half way through the meet, we will need a total of 12 timers for the entire meet. That's 4 timers per lane for 3 lanes for an entire dual meet. There will always be a timer and officials' meeting at the beginning of the meet, listen up for the announcement. As a timer, you must check that the name of the swimmer matches the card you have on the clip board and, if it doesn't, then change it. At our home meets we have a stop watch for each of the two timers. At away meets there may also be two stop watches only or one stop watch and a button. At home and away meets, any time taken by a stopwatch is written down in the appropriate space. When you've written the time down, a runner will come and take the card from you. You will move to the other side of the pool when a 25 meter race is swum. To be a timer is an important responsibility. The swimmers and coaches are eager to learn how each swimmer improves with each race over the season. These are possibly the most important jobs in the meet.

### **RUNNER:**

This volunteer goes to the official's meeting and works with the computer person (Rich Tomkins for home meets). For every heat in every event, the runner gets all the cards from all the lanes and delivers them to the computer person. You should also collect the judges' slip from the judge near the starter. We need two to four runners' at all home meets because they will switch out half way through the meet.

### **CLERK OF COURSE:**

This volunteer organizes the swimmers according to which heat and lane they are in. This is mainly done for the 8 & Under and 9-10 year olds. This is an important job making sure each child is in the correct heat and lane. When swimmers are misplaced it slows down the speed of the meet. We need two Clerk of Course people at all home meets because they will switch out half way through the meet.

### **PLACE JUDGE:**

This volunteer determines the order in which the swimmer's finished in the heat. There are three Place Judges at every meet, two people from the home team and one from the visiting team. All three judges at the end of the heat must come to a consensus on how the swimmer's finished. You will write the order on a note card and then hand it to the runner. This volunteer has a front row seat at the finish line.

### **ANNOUNCER:**

This volunteer announces when swimmer's are to report to the clerk of course, the scores of the meet and another items happening at the meet. This volunteer is only needed for home meets.

### **RIBBON TABLE:**

For this job there are two people from each team who sit near the computer person. The printer will print labels for the ribbons and the volunteers put the stickers on the appropriate ribbons and put them in the Ribbon Box (the file box with a folder for every swimming and diving family). Be prepared to stay until the bitter end. Most families without young ones do anyway. It gets you out of clean up!!

### **COMPUTER ASSISTANT:**

Rich Tomkins our computer "guru" needs some help stapling and organizing time sheets during the meet. He will instruct you what to do and it is really just keeping things organized-no "skill" involved.

## **SWIMMING OFFICIALS:**

If you would like to learn to officiate, please contact Mike Grimes.

## **DIVING**

### **DIVING JUDGE:**

There are five judges for each dual meet. We provide three for home meets and two for away meets. Each judge gets cards to score each dive. There will be an officials' meeting before the competition. We encourage prospective judges to come and watch and get a sense of the scoring method. If you are interested in becoming a diving judge, please contact Cindy Smith or Cathy Whittaker.

### **DIVE SCORING TABLE:**

Our team provides three table workers per home meet, an announcer, and a concession worker. We provide 2 table workers per away meet. Table workers perform the following tasks: take down each judge's score, eliminate the highest and lowest score, add the three remaining scores, multiply by the Degree of Difficulty to get the diver's score, add each dive score for a cumulative score then passes back to the announcer. A final worker prepares the ribbons. Be prepared to stay to the end of the dive meet. All jobs are simple and we will show you how your first time.

## **FOOD**

### **SHARK BITE WORKERS:**

This is fairly self-explanatory and just for home meets. Two parents will set up the ice, tables and other donated items for the Shark Bites in time for the dive meet at 4pm. One volunteer is needed for the dive meet and 6 to 8 volunteers are needed to man the concessions area for each swim meet. More information will be provided as we get closer to the season.

### **GRILL WORKERS:**

These workers are needed until the latter part of the meet or when the all food is sold out (whatever comes first!) It is helpful to have 1 or 2 people show up during diving to get grills ready. A concession worker will take the money and orders. We need 4 workers to grill and clean up.

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