

Our swim team can only run with the help of ALL our parents. Every family whose child(ren) participates on the team is required to work either 3 whole meets or 6 half meets. If your child swims in Qualifications and Championships you must volunteer to work these events. If you sign up for a position and are unable to attend the meet, you must find your own sub; making the change in Signup Genius and contact the Volunteer Coordinator 24 hours in advance to let her know who will be taking your place. If you do not find a sub and do not show up for an assigned volunteer position, your child will not be allowed to swim in the next meet.

These are the volunteer positions needed during the meet. There are additional Team and Social positions.

DESCRIPTIONS:

AGE GROUP PARENT: Responsible for making sure all swimmers are present at the meet. Line up swimmers in their correct lanes. **THIS IS A WHOLE MEET POSITION;** *prefer same parents for the whole season.*

ANNOUNCER: Responsible for making announcements over sound system during the meet regarding which events are swimming, and on-deck.

CLERK OF COURSE: Responsible for placing swimmers in the holding area, lined up by race/heat. This position is only for Championships.

CLEAN-UP: Responsible for clean up at the end of the meet. Pick up any garbage around pool deck or lawn area. Make sure all chairs and tables are put back in their original places. Take down speaker and sound system and store in the swim office.

CONCESSIONS/HOSPITALITY: Set up and clean up concession area. Sell food items during the meet. Provides water for the workers and coaches during the meet. **THIS IS FOR HOME MEETS ONLY.**

HEAD TIMER: Same as timer, but you will have 2 stopwatches and will primarily be a back-up person in the event a timer misses the start or finish of a race. **THIS IS ONLY NEEDED AT HOME MEETS.**

HEAT RIBBON WINNER: Distribute the heat winner ribbons for each event for 10 and unders. This does not apply to relay teams. This position is needed for both the 1st and 2nd half.

MEET COORDINATOR: Responsible for keeping track of items needed to run the meet. These items are kept in the Swim Team office. Supplies include clipboards, stopwatches, timer, and DQ slips. Make sure all items are in working order and we have enough supply. **THIS IS A WHOLE MEET POSITION.**

PLACE JUDGE: Responsible for sitting poolside where races finish to watch and record which swimmer comes in 1st, 2nd, 3rd, 4th, 5th, and 6th place.

RUNNER: Responsible for picking up timing slips from the timers and DQ's from Stroke & Turn Judges. Take to the Scorers for tallying.

STARTER: Responsible for starting each event and heat for the swimmers during the meet. **THIS IS FOR HOME MEETS ONLY.**

STROKE & Turn JUDGES: Responsible for watching swimmers in the races to make sure they are doing the correct stroke, kicks and turns. You will write-up DQ slips when a swimmer does something incorrectly. You will be *required to attend a Stroke & Turn Clinic for training.*

SET-UP: Report to the pool by 4:30 to rearrange chairs, put ropes around parameter if pool, hang false start rope and flags, and set up sun shades and/or bleachers. Help with concession stand set-up. **THIS IS FOR HOME MEETS ONLY.**

TABLE WORKER: Responsible for recording the finish times on the ribbons and filing into the family box by swimmer.

TIMERS: Must check in with the Meet Coordinator/Clerk of Course to receive a stopwatch and instructions. Responsible for keeping track of a swimmers time and recording it. Must be able to give undivided attention while sitting poolside where races finish. (7 people per Home meet and 6 at Away meets needed.)