

Parent Volunteer Job Descriptions for Meets

Line-ups

Responsible for getting swimmers to the start of their race on time. Line-ups are for age groups 6&under, 7&8, and 9&10 only. Usually two volunteers are needed for each age group for both boys and girls. Check in with Meet Coordinator **45 minutes** before start of meet. Parents with children in these age groups should volunteer for the line-up job for at least one meet.

Starter

Home meets only. Responsible for bringing swimmers to their mark to begin each race using the Colorado start system. Works closely with the Head Timer to make sure that everybody is ready to start the next race.

Computer/Scorer

Assists the Head Scorer with entering each swimmer's times into the computer. Times are transferred from the timer's sheet to the computer after the completion of each individual event sheet. Will assist the Head Scorer seed the meet the morning (or evening) of meet. Check with the Head Scorer for arrival time.

Set up and After Meet Take Down

Set up for a home meet consists of staging the pool area for the meet (pop-up tents, lane lines, back stroke flags, starting blocks, chairs etc...) **Need to report to the pool at least 90 minutes before scheduled start of the meet.** Clean-up after a home meet consists of returning meet equipment to its proper storage area, returning pool furniture to its proper location, emptying trash cans, and picking up litter, assist snack bar coordinator, etc...

Timer

Timers use stopwatches to start each race at the sound of the start and stop the race when the swimmer in their lane touches the wall at the end of the race. Timers work in pairs, one from each team, and record the times on their time sheets. The sheets are then collected by the Runner. Timers must attend the timers' meeting conducted by the Starter. The meeting will be held 15 to 30 minutes before the meet is scheduled to begin.

Runner

The Runner takes the time sheet from each lane to the Computer/Scorer table in the office. This is during home meets only. Also checks with the Stroke and Turn Judges for warning and DQ forms which are also taken to the Computer/Scorer table in a timely manner. Stroke and Turn running is performed at both home meets and away meets.

Snack Bar

Limited to adult workers only. Help sell food and drink during home meets. Help to set up Snack Bar before meet and tear down after meet. Reports to Snack Bar Coordinator. **Those working the first half of the meet must report an hour before the start of the meet**, or as otherwise indicated by the Snack Bar Coordinator.

Costco Shopper

Buy snack bar food from a list provided by the snack bar coordinator. You will be reimbursed for your expenses.

Stroke & Turn Judge

One from each team on either side of the pool. Insures that swimmers are using proper strokes and executing turns correctly. Will either issue warning or disqualify a swimmer if wrong strokes and turns are being used. Training is provided by the League. Mandatory league meeting before beginning of season. (May 21 at 6 p.m. and May 22 at 10 a.m. at DBAC)

Head Timer

Home meets only. An experienced timer who keeps times to back up the timers. Makes sure that timers are ready before the start of each race. Meets with timers 15 to 30 minutes before the start of each meet to check watches, train, go over rules, etc...

Announcer

Home meets only. Sits at Announcer's table with microphone and announces each race. Informs which event and heat is about to start and identifies all swimmers. Makes special announcements during the course of the meet.

Photographer

Responsible for taking pictures during each meet using his/her own digital camera. Tries to capture as much fun as possible and reflect this on a display board for the pool. Photographer will also provide digital photos to web master for posting on team web site. Any expenses will be reimbursed by Swim Team.

Potato Baker

Responsible for baking potatoes for home swim meet. Team will provide the potatoes and foil. Will bring cooked potatoes to the Snack Bar at time chosen by Snack Bar Coordinator. **Will also be responsible for taking home dirty dishes from the Snack Bar, washing them, and bringing them back to the Coordinator prior to next home meet.**