

Swim Meet Volunteer Duties - 2011

GO HORNETS!!!

Organizing and keeping a swim team going takes many volunteers. Home meets require more than 50 workers and away meets require about half that number. **It is the responsibility of every swim parent to volunteer in these positions. Please pitch in to make this a great season for our swimmers!** Following are descriptions of volunteer positions.

Announcer — Calls up events and announces names of swimmers in each event.

Card Sorter — Writes the official time on the card, determined by the middle time recorded. (Fastest and slowest times are discarded.) Swimmers' cards are arranged by fastest to slowest official times for each event, and the corresponding place is recorded on each card. In the event of a DQ, the Card Sorter staples the entry card to the DQ slip, and places all DQs on the bottom of the cards for that event, then passes all cards (in order) to the scorer/data entry volunteer.

Clerk of Course — Organizes and seats the swimmers in the event they are to swim as assigned on the swimmer's entry card. The Clerk of Course also consolidates swimmers into heats in events where there are more swimmers from one team than the other, in order to expedite the meet. For example, in an event with 12 swimmers from Team A and 18 swimmers from Team B, there will be 4 heats of three swimmers from each team, and Clerk of Course will place the remaining Team B swimmers in the fifth heat together despite what lane and heat assignments indicated on their card.

Escort — Walks the swimmers from the "tent" area to the Clerk of Course.

Hospitality (during the meet) — Pushes a cart full of cold water, beverages, fruit, and snacks to keep all coaches and meet volunteers hydrated and happy.

Lane/Place Judge — Determines and records which swimmer finishes first, second, third, etc.

Pre-meet Clerk of Course — labels and organizes all cards for the meet. This job starts around 2:00 pm the afternoon of meets.

Referee** — Presides over the meet to see that the meet runs on time, and is fair and safe for all swimmers. It is the responsibility of the Meet Referee to stop a meet due to hazardous weather conditions. The Meet Referee holds meetings for coaches and officials at the beginning of each meet to answer any questions and make necessary clarifications of rules and procedures. The Meet Referee clears the pool at the start of each race by blowing a whistle. He must also sign all swimmer disqualification forms before they are sent to the Scorer's Table.

Ribbon Labeler (during the meet) — Places labels on ribbons indicating swimmer's event, age group, and time. Labels are printed at the meet after the meet's data are entered.

Runners — Transfer meet documents as needed. Card Runners bring entry cards from timers to scoring table. DQ Runners bring DQ slips from judges to meet referee for initialing, then to scoring table. Note: Card Runners must also run cards from the starting end of the pool to the finish end in races of just one length.

Scorer/Data Entry/Newspaper — Keeps a cumulative score of the meet. This record indicates by event the swimmer's name, team, time, and points earned. Each team provides a Scorer, and they work together to confirm accuracy. At home meets, this person enters meet data into Meet Manager software that is sent to CSA and who then forwards it to the News & Record.

Set-up for Meet – Reports to the pool for home meets at 4:00pm SHARP. Responsible for helping the set-up coordinator prepare the pool deck for the meet. This is a physically demanding job that is quick and intense for approximately 1 hour – then you can relax and enjoy the meet knowing your volunteer duties are fulfilled. If you need to attend to small children and get them ready for the meet during this hour prior to the meet's start – this is NOT the job for you.

Snack Bar Volunteers – help the HL snack bar sell items to meet attendees.

Starter** — Gives the commands to the swimmers to start each race, and then to start the race.

Stroke and Turn Judge** — Determines if each swimmer is swimming the stroke legally as defined by USA Swimming rules. It is the responsibility of the Stroke Judge to disqualify any swimmer whose stroke, start, turn, or finish is illegal.

Tent Parent – Helps keep the swimmers settled in the “tent” area. Calls out the names of upcoming swimmers so they can be walked to the Clerk of Course.

Tent parent guidelines/advice:

- Check in and make sure you get a heat sheet.
- See who is working with you. (find out who wants to find kids and who wants to line kids up)
- It may make your job easier if you highlight HL kids on the heat sheet. (absolutely necessary for city meet, not as much during a duel meet)
- Start getting the first couple of events lined up before the national anthem. It is far better to be ahead than behind and impossible to be too prepared at the start of a meet.
- The meets usually start with little kid relays, so the beginning of the meet will almost always seem a little crazy.
- If you can't find a kid for a relay you need to get a coach to make a substitution. A substitution in one relay will almost always affect another relay so be prepared.
- Deliver kids in order to the escorts to take to clerk of course. Kids 8 and under must hold hands so they stay in order. 9-10 boys should also usually hold hands, but 9-10 girls tend to be better about staying in order.
- At a home meet there is really nowhere to be escorted so the escort can help get and keep kids in order.
- Big kids (11 and up) don't like to hold hands, but on the upside they are really good at finding and getting their friends.
- Big, Big kids (15 and up) don't want to be at clerk of course too early and will often come on their own. They can also escort themselves.
- It really helps to have the hanging numbers that tell what event we are calling. The little kids are always asking what number we are on and the big kids will often come on their own if they know what number we are on.
- The last relays are another really busy time.
- Don't try to micromanage the high school kids (15 and up). They will often come up as a group and stand together until clerk of course calls their names. No need to make them "line up".

Timers — Time the swimmers in each race using stopwatches provided by each respective team. One Timer records all times on the entry card, which the Runner picks up for delivery to the Scoring Table.

**CSA clinics are required for Meet Referee, Starter, and Stroke & Turn Judge positions.
See GreensboroCSA.org for times and locations of training.

Responsibility of ALL Swim Team Families:

Hospitality pre-meet — All families are required to contribute snacks and drinks for each home meet. These are made available to all coaches and swim team volunteers during the meet. Please bring items to the pool at any time prior to the start of the meet. Especially appreciated are home-baked goodies (cookies, muffins, banana bread) and fruit (cut or whole) and bottled water.

Meet Clean up – All families are asked to help clean up after each (home and away) meet. Pick up trash, arrange chairs/lounges, inspect bathrooms, etc.