

## Swim Meet Volunteer Duties

### GO HORNETS!!!

Organizing and keeping a swim team going takes many volunteers. Home meets require more than 100 workers and away meets require about half that number. It is the responsibility of every parent of a swimmer to help out 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 back in order by lane. 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 (computer entry).

**Clerk of Course** — Organizes and seats the swimmers in the event they are to swim as assigned on the approved heat sheet. A copy of this heat sheet will be provided just before the start of each meet. 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** — Keeps all workers and coaches hydrated with water or other beverages.

**Hospitality, pre-meet** — This is especially for parents who cannot help during the meets, this job involves contributing to the snacks and drinks provided to swim meet volunteers at home meets only. Foods can be brought 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).

**Lane / Place Judge** — Determines which swimmer finishes first, second, third, etc. This is used in case there is a discrepancy with the timers' entries.

**Pre-meet Clerk of Course** — Inputs meet information from both teams into "Meet Manager" for home meets only. Once the meet has been "seeded", heat sheets are sent to both Coaches and copies are made (swim coach is assigned to make copies) for sale at the meet. This should be completed by 2:00pm the day of the meet.

**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.

**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** — Places labels on ribbons indicating swimmer's event, age group, and time, on the morning following a dual meet. Labels are printed out after the meet's data are entered (see Scoring Data Entry).

**Runner** — Transfer meet documents as needed. Runners bring entry sheets from timers to the scoring table. DQ Runners bring DQ slips from judges to meet referee for initialing, then to the scoring table.

**Scoring Data Entry** — Enters each events scores to the computer with "Meet Manager". The software keeps a cumulative score of each event and the meet. Each team provides a Data Entry person, and they work together to confirm accuracy.

**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.

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

**Volunteer Coordinator** — Procures and confirms volunteers for each meet according to volunteer signups.

This is via the volunteer sign-up site and forms posted in the Clubhouse.

\*CSA clinics are required for Meet Referee, Starter, and Stroke Judge positions. See [GreensboroCSA.org](http://GreensboroCSA.org) for times and locations of training