

## Meet Volunteers | Job Descriptions

Positions are divided into 2 shifts per meet: AM and PM. The AM shift runs from the start of the meet (approximately 7:30am) until after the last backstroke event (approximately 10:30am). The PM shift runs from the start of the breast stroke event (approximately 10:30am) through the end of the meet (approximately 1:30pm). A typical MSL swim meets last 5-6 hours.

1 position fulfills 1 volunteer assignment. Each family must fulfill a minimum of 6 volunteer assignments.

### On the pool deck ...

- **Starter:** The Starter calls the swimmers to their mark, starts the race, and judges that the start was fair. The Starter sets the pace of the meet and keeps it on track with the help of the Announcer. Starters must be experienced in Swim Meet procedure and Dual Meet formats. Training is required and is provided by the LVST.  
*Positions: 1 AM shift and 1 PM shift*
- **Stroke & Turn Judge and Referee:** Each team supplies judges to check that all swimmers are competing fairly. Swimmers must start, swim, turn and finish according to the rules. The judges must disqualify anyone who swims improperly, with some exceptions. Training is required and is provided by the LVST.  
*Positions: 3 AM shift and 3 PM shift*
- **Head Timer:** Oversees timers and recorders at home and away meets. Keeps backup time. Head timer needs to instruct and assist recorders and timers. The Head Timer is responsible for insuring that ALL LVST TIMERS are contacted one day prior to the event and insure that all timers are present for the timing session. Experience as a timer is required.  
*Positions: 1 AM shift and 1 PM shift*
- **Timer/Recorder:** Timers use a plunger or stop watch to time races. Recorders are timers who also write the manual time on the lane sheets for desk. There are 2 Timers and 1 Recorder per lane with a combination of home and visiting team volunteers.  
*Positions: 9-12 AM shifts and 9-12 PM shifts (depending upon number of lanes)*
- **Runner:** Picks up time sheets from the Recorders and brings them to the Timesheet Processor at the desk after each event.  
*Positions: 1 AM shift and 1 PM shift*
- **8 & Under Line-up:** Line up the 8 & under girls and boys in proper order and escort them to their assigned lanes. It is best if you have a swimmer in this age group.  
*Positions: 3 AM shifts*

### **At the desk ...**

- **Announcer:** Uses the microphone to announce each race and general meet information. The Announcer aids in keeping the swim meet timeline on track. Persons with public speaking or group leadership experience preferred.  
*Positions: 1 AM shift and 1 PM shift*
- **Colorado:** Works closely with the Starter and Announcer using the Colorado Timing System to capture event data.  
*Positions: 1 AM shift and 1 PM shift*
- **Time Sheet Processor:** Receives the lane sheets from Runner and collates paperwork with the output from Colorado. Checks lane assignments for changes and notates revisions Computer operator.  
*Positions: 1 AM shift and 1 PM shift*
- **Computer:** Imports Colorado data into Meet software; inputs changes to line-up; notes DQs; creates labels for ribbons and reports for posting; tallies meet score. Training will be available.  
*Positions: 1 AM shift and 1 PM shift*
- **Auditor:** Double checks entries on printouts from computer against lane sheets, Colorado output and DQs.  
*Positions: 1 AM shift and 1 PM shift*
- **Ribbons:** Put labels from computer on appropriate ribbon (i.e., first, second, third, etc.) and files in family folder.  
*Positions: 2 PM shifts*

### **Before and after ... and in between**

- **Set-up Crew:** Arrive early to set up timing system, lane lines, blocks, desks, tarps, chairs, etc. Experience makes a faster set-up, so for this job please sign up for a minimum of 2 meets.  
*Positions: 4 AM shifts*
- **Shut-down Crew:** Tear down equipment and clean the pool and kitchen area after a home meet. It is best if you have an older swimmer or one who swims in later events. Experience makes a faster set-up, so for this job please sign up for a minimum of 2 meets.  
*Positions: 10 PM shifts*
- **Photographer:** Takes photographs at the meet. Uploads photos to an online gallery.  
*Positions: 1 AM shift and 1 PM shift*
- **On-Call Volunteers:** Be available to the Check-in Volunteer and fill in as needed.  
*Positions: HOME - 2 AM shifts and 2 PM shifts | AWAY - 1 AM shift and 1 PM shift*
- **Check-in Volunteer:** Checks in volunteers and hands out name tags. Notifies Volunteer Coordinator, in the respective area, of any changes in positions or no-shows. Contacts On-Call Volunteers when there are areas of need.  
*Positions: 1 AM shift and 1 PM Shift*

### **At the snack bar...**

There is a Snack Bar at every home meet and a mini snack bar at Time Trials. The Snack Bar Coordinators will notify those who have volunteered on individual assignments and their details prior to each meet. Volunteers will be reimbursed for items purchased.

- **Potatoes:** Purchase potatoes and cook (at home) the morning of the meet and deliver to snack bar.  
*Positions: 1 shift*
- **Costco:** Shop at Costco a few days before the meet and deliver to pool kitchen.  
*Position: 1 shift*
- **Bagels:** Order bagels and deliver to snack bar the morning of the meet. Help in snack bar on bagel preparation, etc. until 9:30 am or earlier if not needed.  
*Position: 1 shift*
- **Donuts:** Order donuts and deliver to snack bar the morning of the meet. Help in snack bar until 9:30 am or earlier if not needed.
- **Barbecue:** AM shift preps BBQ, preps and displays condiments and cooks. PM shift cooks and cleans up.  
*Positions: 2 AM shifts and 2 PM shifts*
- **Safeway:** Shop at Safeway a few days before the meet and deliver to pool kitchen.  
*Positions: 1 shift*
- **Snack Bar Workers:** Both shifts help with sales and specific duties assigned for that day. The AM shift assists with set up of tables and food prep (bagels, drinks, etc). The PM shift helps with clean up and restocking at end of meet.  
*Positions: 6 AM shifts and 6 PM shifts*