

Woodlake Hurricanes Swim Team Volunteer Job Descriptions

The Woodlake Swim Team depends on 100% parent involvement for successful swim meets.

- 1 swimmer volunteer commitment = 3 meet halves
- 2 or more swimmers volunteer commitment = 5 meet halves

ANNOUNCER: Announces calls for swimmers to the clerk of course for each event. Announces names and lanes of any gold or blue swimmers during each heat. Announces results and other important meet information as needed. Assigned to work for one half of the meet.

CLERK OF COURSE: Responsible for getting swimmers lined up for the appropriate event, heat and lane (as indicated on the heat sheet). Supervises swimmers while at clerk of course and makes sure they are ready on the bench on time with caps and goggles. Several volunteers will share this job. Volunteers report to the Head Clerk. Assigned to work for one half of the meet.

COMPUTER OPERATOR: Responsible for entering data from time cards (collected from runners) and verifying data entered. Marks the official time for each swimmer per lane, records the order of finishes and verifies the computer results. Prints event results for announcer and posting, and event swimmer labels for ribbons. Volunteers report to the Computer Operator Key Person. *Training is required for this position. Three people are needed per meet, and ideally they will be able to commit to all three home meets.*

EVENT RIBBONS: Places labels on ribbons; sorts and files ribbons into swimmer folders at the morning practice after the meet.

FLIP CHART: Flips the chart numbers so swimmers & parents know which event and heat is currently in the pool. Assigned to work for one half of the meet.

HEAD CLERK OF COURSE: Coordinates all clerk of course and mite helper volunteers. Checks the final line up of swimmers and sends them to heats on time. Works with the announcer to communicate swimmer calls to the staging area. Responsible for any change forms. *Clerk of course experience required for this position. Ideally able to commit to all three home meets.*

HEAD TIMER: Coordinates all timers and timer lane assignments. Organizes timer cards, clipboards and stopwatches. Holds timers meeting approximately 15 minutes before the start of the meet. Starts the “backup” stopwatches each heat to trade with any timer as needed. *Timing experience required for this position. Ideally able to commit to all three home meets.*

HEAT RIBBONS: Determines the (unofficial) winner of each individual event heat and awards that swimmer a heat winner ribbon. Assigned to work for one half of the meet.

HOSPITALITY: Provides hospitality and water to volunteers in all areas of the meet. Helps clean-up and remove any trash around the poolside area. Preps water and ice in coolers prior to home meets (1st half). Packs up water and coolers at the end of the meet (2nd half). Assigned to work for one half of the meet.

MITE HELPER: Assists at clerk of course with the younger swimmers (8 & under). Keeps track of swimmers while they wait, ensures swimmers know which event they are swimming and that they are ready with goggles and caps. Leads mites to appropriate lanes for correct heat. Coordinate with other

volunteers at Clerk of Course. This job can keep you close to your young swimmer during your shift. Assigned to work for one half of the meet.

REFEREE: Oversees the meet for proper procedure and adherence to the rules. Coordinates with strokes and turns, starter, and Computer Ops volunteers. Checks computer entries. Signs off DQ slips and any records set. Communicates with Coaches, Swim board, and lifeguards to determine if a meet needs to be called due to weather. Notifies coaches and athletes of any infractions and resulting disqualifications. Holds officials meeting before the start of the meet. *Training is required for this position. Ideally able to commit to all three home meets.*

RUNNER: Collects the completed timer cards at the end of each event, then delivers them in lane order to the computer table. Delivers printed results from the computer table to the announcer, then posts results (only if 2 runners working the shift). Assigned to work for one half of the meet.

SET UP (Before Meet): Prepares the pool area for the swim meet. Includes moving deck chairs, setting-up canopies, tables, computer station, announcer stand, PA system, coolers, flip chart, clerk of course area, etc. Requires arriving an hour before swimmer check-in to set-up for the meet.

STARTER: Strives to provide a fair start for all swimmers and sets the pace of the meet. Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then pushes the starter button. Judges any FALSE STARTS. *Training is required for this position. Ideally able to commit to all three home meets.*

STROKES & TURNS: Judges swimmers for legal strokes, turns and finishes. Submits any DQs to the referee. Rotates observation positions with the other strokes and turns judges (2 from each team). Attends Strokes and Turns meeting with the referee approximately 15 min before the start of the meet. Assigned to work for one half of the meet. *Training is required for this position.*

SWIMMER CHECK-IN (Before Meet): Arrives 30-45 minutes prior to the time swimmers will report. Records attendance as swimmers come to the check-in table. Notifies coaches and clerk of course of any swimmers who did not check in.

TAKE - DOWN (After Meet): Stays after the swim meet. Helps put away any equipment, tables, swim lane lines, backstroke flags, canopies, etc. Helps clean up the pool deck and spectator areas.

TIMER: Works in a team of 3 timers per lane. Operates stopwatches and/or Dolphin timing system. Checks swimmer names and records times on the timer card. Attends Timers meeting with the head timer approximately 15 minutes before the start of the meet to get instructions and lane assignment. Assigned to work for one half of the meet.

VOLUNTEER CHECK-IN (Before Meet): Arrives 30-45 minutes prior to the time swimmers will report. Distributes name tags and checks in volunteers as they come to the check-in table. Recruits help for any last minute volunteer openings. Reminds volunteers where they should report and clarifies any questions about job descriptions.

EVENT VOLUNTEERS:

T-shirt/Cap Distribution: Assists in distributing team shirts and caps during practice times.

Picture Day Helper: Helps set up for team picture. Helps photographer organize swimmers.

Team Social Helper: Helps with social event set up and clean up. Assists with serving snacks/treats.

Award Banquet Helper: Helps with banquet set up and clean up. Assists with serving snacks/treats.

Updated March 2023