

## 2011 Meet Volunteer | Job Descriptions

Most volunteer positions are divided into 2 shifts per meet. The first shift runs from the start of the meet until after the last backstroke event. The second shift runs from the start of the breast stroke event through the end of the meet. Typical MSL swim meets last 4 hours.

*Note: 1 shift fulfills 1 volunteer position. Each family must fulfill 7 volunteer positions.*

### ***Around the pool deck ...***

- **Gear Sales:** Sell LVST gear and equipment.
- **On-Call:** Be available to Volunteer Coordinator and fill in as needed.
- **Set-up Crew:** Arrive early to set up timing system, lane lines, blocks, tarps, chairs, etc.
- **Shut-down Crew:** Stay after meet to put equipment away and tidy up pool area.
- **Volunteer Checker:** Checks in volunteers and hands out name tags. Notifies Volunteer Coordinator of any changes in positions or no-shows.
- **Photographer:** Shoots photos during his/her shift at the event/meet. Uploads photos to LVST's online photo gallery through Picasa.

### ***At poolside ...***

- **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. Starters must be experienced in Swim Meet procedure and Dual Meet formats. Training is required and is provided by the LVST.
- **Stroke and Turn Judges:** 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.
- **Head Timer:** Supervise and assist Timers/Recorders and keep backup time. Experience as a timer is required.
- **Timer/Recorder:** Times races using a plunger or a stop watch race. You may also be asked to record times on clip board for desk - 2 timers and 1 Recorder per lane in a combination with the other team.
- **8 & Under Line-up:** Line up the 8 & under girls and boys in proper order and escort them to their assigned lanes. This position requires participation intermittently throughout the meet during all 8 & under events. It is best if you have a swimmer in this age group.

### ***At the Desk ...***

- **Announcer:** Uses the microphone to announce meet information such as event, heat, swimmer's name and lane number, etc. The Announcer aids in keeping the swim meet on pace. Persons with public speaking or group leadership experience preferred.
- **Colorado Operator:** Works closely with the starter and the computer operator. Activates or deactivates lanes for the Colorado scoring system.
- **Time Sheet Processor:** Collects time sheets from Runner, collates with output from Colorado, and notates changes for data entry.
- **Computer:** Data entry, report processing, score keeping and ribbon label printing.
- **Auditor:** Double checks entries on printouts from computer against lane time sheets and Colorado outputs.
- **Runner:** Picks up time sheets from the Recorders and brings them to the desk after each event.
- **Ribbons:** Put labels from computer on appropriate ribbon and file in family folder.

### ***Snack Bar...***

There is a Snack Bar at every home meet and a mini snack bar at Time Trials. The Snack Bar Coordinators will provide the details to all volunteers. Parents will be reimbursed for items purchased.

- **Snack Bar Assistant:** First shift sets up snack bar before meet. Second shift cleans up snack bar and kitchen after meet. Both shifts sell items during the meet.
- **Barbecue:** Prepare BBQ, set up condiments, cook and clean up.
- **Baked Potatoes:** Purchase, clean, bake and wrap in foil (provided by snack bar), 7-8 dozen potatoes. Deliver to snack bar by 9:00 a.m. on day of meet.
- **Costco:** Be at LVCC on the Friday before a home meet for the Costco delivery. After delivery, put materials in appropriate locations in the kitchen.
- **Donuts & Bagels:** Place order ahead of time (1-2 days prior to meet). Pick up early and deliver to LVCC day of meet. Stay and assist in snack bar set up.
- **Safeway:** Purchase Safeway items before meet (list to be provided) and deliver to LVCC early on the day of the meet. Assist in snack bar set up.