

Volunteer Positions Descriptions

Meet Manager – Assures all meet positions are filled for home meets and serves as focal point for operational issues before, during and after meets. A familiarization of swim meet procedures would be helpful but not required. Training will be made available prior to the first meet. **Distributes all materials as required for meet to volunteers as they sign in.**

TSA Rep - Represents the swim club on the TSA board of directors. Works as the representative of the TSA at the season's dual meets. Resolves or takes to the TSA board any events of question. Sets up officials meeting before the dual meets. Receives copies of each swim teams' rosters by age. **Yellow vest, list of opposing teams swimmers including birth dates, must have copy of TSA rules**
http://www.tsanc.org/about/documents/pdf/2011_TSA_Rules.pdf.

Starter - Furnished by the home team. The starter has complete control of swimmers delivered to the starting blocks by the clerk of the course. Uses the commands "step up" (or "step in the water" for backstroke), "Timers and judges ready", announce the distance and stroke or relay event, "Take your mark", press the starting device button. This position remains stationary at the starting end of the pool. **This position remains stationary at the starting end of the pool. Bullhorn or microphone, starting gun or air horn, script, yellow vest.**

Announcer - Communicates to swimmers, officials, and observers over the public address system. Welcomes the visiting team to our pool, announces the officials for the evening, calls each event so the meet flows smoothly, and announces team scores throughout the evening. **Script**

Clerk of Course - Lines up our swimmers in the order that they swim. The announcer calls for each gender/age group for each event to report to the clerk of course. You will organize the swimmers according to the event sheets and lineup prepared in advance by the coach. You will get to meet all the swimmers and give them a word of encouragement as they line up to swim. You will be moving about the starting end of the pool. **All completed pink and blue sheets provided by the coaches, pen, and meet lineup sheets, yellow vest.**

Runner - Takes event sheets from the recorder and disqualification sheets from stroke and turn judges and carries them to the scorer's table. The runner must deliver the sheets directly to the scorer's table and not allow coaches or other interested parties to see them in transit. This is a mobile position (wear comfortable shoes). **Yellow vest.**

Stroke & Turn - Observes the main event swimmers looking for disqualifying motions. These judges must learn what to look for and disqualify swimmers in point-scoring events who commit violations. Heats are not judged. This judge stands on the side of the pool. Each S&T Judge is required to attend a TSA one-hour class. Each team provides one judge per meet. Fills out DQ sheets as necessary and gives to the runner. **Pen, DQ sheets, yellow vest.**

Place Judge – Assigned a specific race place to track (1st, 2nd, 3rd, etc.) Receives a vest with assigned place number on it. Observes the finish order for the point-scoring heats (main events). First and second place judges use stopwatch to maintain pool records. You'll communicate the finish results to the place recorder by holding up the number of the lane that received the place you are tracking. You have no duties during non-scoring heats. You will be moving about the pool deck throughout the meet. Each team supplies three judges/timers at each meet. **Yellow vest with appropriate number.**

Place Recorder – Home meets only. Looks to the place judges hand signals for the lane finish placements. For Main event only. Completes event sheets for each main event by recording the order of finish and times according to the place judges. Gives the sheets to the runner. **Clipboard, pen, place recorder sheets.**

Scorer – Sits at scorer's table. Receives event sheets and DQ sheets from the runner. Records place

finishes from the event and disqualification slips and scores on the score sheet. Pass on the event sheets and DQ sheets to the ribbon writers. **Pen, score sheets, light, calculator, clipboard.**

Swimmer Check-In – Check in swimmers prior to the meet and insures their swim number is correctly displayed. Informs the Coach of any swimmers that have not check in. Help volunteer coordinator with passing out volunteer equipment, as necessary. **Black Sharpie Marker, list of swimmers for the night, pen, clipboard**

Timer – Assigned to a specific lane and positioned with a time recorder at the finish point of each race. Times that lane's racer and provides time to the time recorder.. Times all races, not just main event. **Stopwatch.**

Time Recorder – Assigned to a specific lane and positioned with a time recorder at the finish point of each race. Receives the time from the timer and completes event sheets for each event for the assigned lane. Times all races, not just the main event. **Clipboard, pen, Time Recorder sheets.**

Setup/Breakdown – Home Meets only. Must arrive 1 hour earlier than warm-up time. Sets up backstroke flags, starting blocks, lane ropes, chairs behind blocks, scoring, ribbon and announcer tables, temporary lights, distributes vests and stopwatches to officials. You need to have the pool ready for warm ups which begin at 5:00pm. Gets the facility back in order, collects trash, puts away lane ropes, starting blocks, backstroke flags, 6-under finish rope, lights, and PA system. Must stay after the meet to breakdown all equipment and furniture.

Kid Pusher Supervises an age group of boys or girls during the meet and delivers swimmers to the Clerk of Course according to the meet lineup sheets prepared in advance by the coach showing each swimmer's events. If your team records the unofficial time for each swim, you will be responsible for making sure all swimmers in your group have their swimmer number (tattoo) printed on the arm or leg where it will be visible to the personal best times. You will be moving about the pool deck, primarily between the team sitting area and the starting end. **Sign stating gender/age, meet lineup sheets.**

Ribbon Writer – Sits at the ribbon writers table. Receives event sheets and DQ slips from the scorer's table. Records the swimmer's name and event on the back of each place ribbon. You will receive the results on the main event sheets after the scorer has recorded the necessary information. You will have a supply of ribbons and a roster. File the completed ribbons and DQ sheets in the individual swimmer's file. You do not pass these ribbons out to swimmers. The coach will do that following the meet or at the next practice. **Pen, ribbons, labels, files of all swimmers.**

Ribbon Assembly – Prior to each meet, obtain ribbons from Ribbons and Medals committee member, create and print out place labels and put on the applicable ribbons, bring prepared ribbons to meet and provide to ribbon writers.

Alternate – Must be prepared to fill in at any of the above positions except TSA REP or Clerk of Course unless qualified.

Concession – During Home Meets only. Set-up and Breakdown concession area. Cook, Sell, and make change concession items.