

### **Swim Meet Volunteer Job Descriptions**

Listed below is a brief description of the volunteer positions that need to be filled when Minnetonka Swim Club hosts a meet. There are not any jobs that are incredibly difficult; however, some of the jobs do require training sessions. If you are brand new to the Minnetonka Swim Club and this is your first time volunteering we would suggest you consider the following roles: awards, back-up timer clean-up, concessions, float, hospitality, runner, safety marshal, and timer.

#### **Admin Official (Trained Role)**

Assist the athletes and coaches. Approve all heat sheets, programs, and results for distribution, to post, to go to the announcer and to place in the meet folder. Provide Meet Director with necessary completed meet paperwork/files.

Experience - Must meet specific requirements governed by MN Swimming/USA Swimming

Time - Arrive 10 minutes prior to warmups and stay the duration of the session

#### **Announcer**

Announces all information pertinent to meet including:

- Swimmers names
- Events
- Heats
- General announcements

Experience – None required. Instructions and a template will be given prior to shift. Will touch base with the meet official to learn proper etiquette/preference regarding announcements.

Time - 30 min. prior to warm-ups and throughout the session.

#### **Awards Lead**

Inventory, organize, prepare and distribute awards on site. Manage volunteers who sign up to help with awards.

Experience - Awards volunteer a minimum of two times.

Time - Varies by meet and depends on the awards that are distributed. Specific timing is available closer to the respective meet on the sign-up genius.

#### **Awards**

Hand out awards to athletes at the award table.

Experience - None required

Time - Varies by meet and depends on the awards that are distributed. Specific timing is available closer to the respective meet on the sign-up genius.

### **Backup Timer**

Offers breaks to timers, other volunteers, and will be a timer if we are short timers.

Experience - Previous timer experience a minimum of two times.

Time - Arrives 30 minutes before the start of session to attend the timers meeting 20 min before the start of session. On deck the length of the session.

### **Clean-up**

Help clean up during and after an event. This includes removing trash, cleaning bleachers, putting away tables, folding/stacking chairs, and run through the locker rooms. The more this group does the less custodial staff time and expense.

Experience - None required, good to have one person who is familiar with location and operation of cleaning supplies and tools/equipment.

Time – During Meet/End of Meet/Session

### **Concession Lead**

Will work closely with the Anchor Club to arrange specifics.

Experience - Work the concession stand previously.

Time - Arrives 30 minutes before the start of the session and stays through the duration of the meet.

### **Concession Sales**

Work in the concession stand. Prepare and serve concessions to athletes and spectators attending the meet.

Experience - None required

Time – Start of warmups through the end of session.

### **Float**

Will be used to fill any roles unfilled the day of the meet. Offers breaks to meet volunteers and hand out awards/prizes for hot heats when applicable. Could also act as a runner and will be responsible for picking up the timer sheets from each lane after every event in addition to posting event results in designated areas (on the back wall behind bleachers, in the lobby area). Sometimes the head official will also request assistance in picking up DQ slips from officials.

Experience - None required

Time – Arrives 30 minutes before the start of the session and stays through the duration of the meet.

### **Head Timer**

-Confirms two timers are in each lane before start and throughout the meet. Notify Volunteer Coordinator if timers are missing. Responsible for handing out, collecting and organizing timer clipboards

-Runs two stopwatches at the beginning of each race and trades with timers as needed (should their stopwatch fail and/or they don't start it on time). Coordinates the timers to help carefully put away timing equipment.

-Helps keep unnecessary people away from the starting area (ie. athletes go up and around the bleachers versus in front of the admin. table).

Experience - Previous timing experience at a minimum of two sessions

Time - Arrives 30 minutes before the start of session to attend the timers meeting 20 min before the start of session. On deck the length of the session.

### **Hospitality Lead (Trained Role)**

Coordinates food and workers for meet hospitality. Prior to the meet, prepares a list of shopping items for each meet, coordinates meals, and helps set up the hospitality area. May work with the Concessions Lead on the meet needs.

Experience - Previous hospitality experience at a minimum of two sessions.

Time - Arrives 15 minutes prior to warm-ups. On deck the duration of the session.

### **Hospitality Prep (Trained Role)**

Prior to the meet (week leading up to meet), shops for hospitality items based on a list provided by Hospitality Lead and delivers items to the pool. Helps Hospitality Lead set up for meet.

Experience - None. Training/information provided by Hospitality Lead.

Time - Pre-meet prep week before first day of meet if you are the individual shopping for items otherwise you arrive 15 minutes prior to warm-ups and are on deck the duration of the session.

### **Hospitality**

Works with Hospitality Lead to distribute snacks & beverages to coaches, officials and meet volunteers during the meet. Restocks fridge and snack table. Helps set up for meals during each session.

Experience - None required.

Time - Arrives 15 minutes prior to warm-ups. On deck the duration of the session.

### **On-Site Meet Director (Trained Role)**

Prior to the meet: Verify the installation and set-up of the following: starting blocks, starter stand (or table), automatic timing system, touch pads, computer/printer, chairs and livestream.

Once the meet has started: Trouble shoots as the meet progresses and is the main contact with any issues that arise

Experience - Shadow two - four times during a meet

Time - Set-up is diff. depending on the meet, more information is available as the meet gets closer. The day of the meet, arrives 15 minutes prior to warm-ups. On deck the duration of the session.

### **Meet Manager Operator (Trained Role)**

Data from the Swim6 system flows to the Meet Manager to validate in the computer system before being posted as “final” in MeetMobile. Updates to the system include DQ’s changes in relay lineup, final race times from plunger or timers if touchpad data is not available.

Experience - One - two training sessions on Meet Manager

Time - Arrives 45 minutes prior to the start of the meet and at the admin. table through the duration of the session.

### **Order of Finish**

Sit poolside and are involved in every race, recording swimmers’ order of finish. One person calls the order of finish as they see it (example: Lanes 4,6,7,3,8,1,2,5 finished in that order) and the other person writes down the order. Sheets are collected with each event as are timer sheets.

Experience - None required - fast paced!

Time - 15 minutes prior to meet start and on deck the duration of the session

### **Safety Marshal**

Enforces warm-up procedures in the pool and maintains order in the venue.

-Person #1: Located by diving well: scan the water, keeping athletes off diving boards and diving well blocks. Also remind athletes to walk on the pool deck.

-Person #2: Located near the bleachers and steps to the balcony: keep people from crossing in front of the railing on the south side of the pool (in front of the bleachers). Coaches, officials and volunteers are okay to pass through during the meet. No one should come down the stairs from the balcony. Also reminding athletes to walk on the pool deck.

-Person #3: Located on top of the ramp to ensure only swimmers, coaches, officials & meet volunteers are allowed on deck per USA Swimming regulations.

\*\*All adults must have wristband in order to enter

Experience - None required.

Time - 10 minutes prior to the start of warm-ups and remains on deck the duration of the session.

### **Officials - Deck Ref./Meet Ref., Starter, Stroke and Turn Official (Trained Role)**

Officials are certified through USA Swimming (referee/starter/stroke & turn).

-Stroke and turn officials observe swimmers for legal strokes and report violations to the deck ref.

-The deck ref. validates DQ slips, answers coaches questions, adjusts heats if swimmers miss them, etc.

-Starters begin each heat and are in charge of ensuring a fair start for every athlete.

-The admin. official manages the administrative side of the meet including DQ slips, event and heat lineup, meet preparation paperwork, etc.

Experience: Must be certified under USA Swimming. For additional Information visit [www.usaswimming.org](http://www.usaswimming.org)

Experience - USA Swimming Certification or Apprentice standing – contact Coach Mikaela if you are interested in becoming certified.

### **Swim6 Operator (Trained Role)**

The Swim6 system connects the scoreboard with the touchpads. This volunteer modifies the system on what is actually happening (scratches, bad touches, etc.) in the pool for the viewers and the event data flowing to and from Swim6 to the Meet Director to the validated.

Experience - Necessary training

Time - Arrives 45 minutes before the meet starts and stays the duration of the session.

### **Timer**

Operates stop watch & timing system plungers and records times of the athletes. There will be two timers per lane - sign up with a friend or meet someone new!

Experience - None required.

Time - Arrive 30 minutes prior to the start of the meet and attend timers meeting 20 minutes before the start of the session. On deck the duration of the session.

### **Volunteer Coordinator (Trained Role)**

In charge of setting up the volunteer sign up, communicating volunteer needs to the club, adjusting the timeline once confirmed. Continues to send emails until roles are filled. Checks the volunteer gmail account and responds as necessary. Checks volunteers in on the day of the meet at the entry of the aquatic center, provide direction to volunteers and answer any questions that arise.

Experience - None required.

Time - 15 minutes prior to warm-ups – 10 minutes after the meet starts.