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**PARENT VOLUNTEER JOB DESCRIPTIONS**

**ALL HOME MEETS**

**Bullpen Manager**- “corralling kids in bullpen”

Will receive a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim (heat sheet). You will notify each swimmer to line up and take to Lane Worker (about 2-3 events in advance). Swimmers are expected to stay in the bullpen at all times.

**Ribbon Writers**- “administrative work at a table”

Ribbon writers will write the ribbons once given the official finish from the scorekeeper. Ribbons are usually done the day after a meet.

**Runner**- “on deck, always moving”

Runners will be responsible for collecting the following: timer sheets from the timers and disqualifying slips from the officials. You will take these promptly to the scorekeeper’s table.

**Timers**- “at lanes with stop watches recording times of swimmers”

Timers will work next to the start of their assigned lane. Each lane will be given a clipboard with timer sheets with event information and names of swimmers, and a stop watch.

Timers will begin timing when the starter sounds the buzzers, not when the swimmer leaves the wall. The timer will stop the watch as soon as any part of the swimmer’s body touches solid wall at the end of the pool/lane.

All timers from the lane will record the swimmer’s time on the timer sheet and hand them to the runner when the sheet is full.

**Backup Timers**- “at the side of the pool with stop watches recording times”

Backup Timers will watch the timers to see is anyone raises their hands due to issues with timing of the swimmer. You will take over as the lane timer for that particular swimmer.

Timers will begin timing when the starter sounds the buzzers, not when the swimmer leaves the wall. The timer will stop the watch as soon as any part of the swimmer’s body touches solid wall at the end of the pool/lane.

The Backup Timer will provide the swimmer’s time to the original timer so that he/she can write the time on the timer sheet.

**Lane Runner-** “organize swimmers in order behind the start”

Lane Runners will have a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim (heat sheet). You will word directly behind the start of the assigned lane. You will make sure the swimmers are lined up in the order of their events (at least 1-2 events in advance), get to the start of the lane when called for their race, and dive in the water when the starter sounds the starting signal. This is particularly important for younger swimmers who may not know exactly what to do.

**Stroke and Turn/Officials-** Requires training that is provided by the league or team’s head official. Must be in uniform (white shirt and khaki shorts, skirt, or pants). Stays on pool deck.

The Official is responsible for the deck to include strokes and turns and starts. Officials must see that all rules are enforced and applied appropriately. The Head Official must decide all questions arising during the course of the meet.

**Setup and Cleanup-**

*Setup* is responsible for setting up the pool deck prior to the home meets. This may include the concession area, bullpen, lanes, and any other needed area.

*Cleanup* is responsible for tearing down and setting the pool area back to normal.

**Concessions-** “sets up food to sell that is donated by team parents”

Sell food, drinks, candy, and heat sheets. Proceeds from the concession stand benefit the team.

**Scorekeeper- “**tracks the score at the scorekeeper’s table”

The scorekeeper will enter the scores from each event into the computer program immediately after each event.

**Starter**-“pushes buttons”

The Starter is responsible for starting each race. You will tell the swimmers to take their mark and then push the buzzer to begin the race. Helps keep the pace of the meet on time.

**False Start/Event Board-** “drops the rope”

Drops the rope in the pool in the event of a false start. You will also help turn the event board to the correct event and heat number.

**Meet Director-** “the boss”

The Meet Director is responsible for everything involved with the operations of the swim meet. The Meet Director is assisted by the Volunteer Coordinator to make sure all volunteer positions are filled.

**Floaters- Floaters-** “willing to pitch in where needed”

Floaters will fill in where needed. You will need to check in with the Volunteer Coordinator prior to the meet.

**Announcer-** “likes to talk”

The Announcer is responsible for announcing the event and heat number at the beginning of each race. Helps keep the pace of the meet on time.

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**PARENT VOLUNTEER JOB DESCRIPTIONS**

**AWAY MEETS**

**Bullpen Manager**- “corralling kids in bullpen”

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**Timers**- “at lanes with stop watches recording times of swimmers”

Timers will work next to the start of their assigned lane. Each lane will be given a clipboard with timer sheets with event information and names of swimmers, and a stop watch.

Timers will begin timing when the starter sounds the buzzers, not when the swimmer leaves the wall. The timer will stop the watch as soon as any part of the swimmer’s body touches solid wall at the end of the pool/lane.

All timers from the lane will record the swimmer’s time on the timer sheet and hand them to the runner when the sheet is full.

**Backup Timers**- “at the side of the pool with stop watches recording times”

Backup Timers will watch the timers to see is anyone raises their hands due to issues with timing of the swimmer. You will take over as the lane timer for that particular swimmer.

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**Lane Runner-** “organize swimmers in order behind the start”

Lane Runners will have a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim (heat sheet). You will word directly behind the start of the assigned lane. You will make sure the swimmers are lined up in the order of their events (at least 1-2 events in advance), get to the start of the lane when called for their race, and dive in the water when the starter sounds the starting signal. This is particularly important for younger swimmers who may not know exactly what to do.

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**Scorekeeper- “**tracks the score at the scorekeeper’s table”

The scorekeeper will enter the scores from each event into the computer program immediately after each event.

**Floaters-** “willing to pitch in where needed”

Floaters will fill in where needed. You will need to check in with the Volunteer Coordinator prior to the meet.