



# SWIM TEAM

### Ribbon Writer (2)

Applies printed award labels to appropriate ribbons; divides them by home/visiting team; files home team ribbons into folders; delivers visiting team ribbons to visiting coach. Must be on deck by 8:00am.

### Time Sheet Runner (2)

"Runs" (walks fast!) between scoring table, timers and on-deck Officials. Takes completed timer sheets from head timers and DQ slips for completed events from Referee (Possibly Head S&T Judge or S&T Judges). Brings completed timer sheets and associated DQ slips to scoring table; brings new blank timer sheets to head timers. Must be on deck by 8:00am.

### Event Tracker (2)

Stands next to Referee/Starter station and writes the event that is in the water, events on-deck and events that should report to the Bull Pen so that swimmers can see this info from afar. Must be on deck by 8:00am.

### Heat Winner Ribbon Awardee (2)

Hands out heat winner ribbons to visual heat winners. (Individual events only) Must be on deck by 8:00am.

### Meet Setup Helper (4)

One & a half hours (1 1/2) prior to meet starting (6:30am-7:30am) sets up meet-related pool equipment but not limited to (starting blocks, backstroke flags, Starter's equipment, Bull Pen chairs, etc.); tables, chairs, sun canopies, tarps, event board w/markers & eraser; helps carry equipment and supplies in from shed and cars; helps concession stand set up. This job is easy to do!

### Meet Breakdown/Cleanup Helper (4)

At conclusion of meet (usually at 12:00pm depending on duration of meet) takes down and stores all meet equipment mentioned in "Meet Setup Helper" section. Cleans up anything leftover from the meet and throws it away.

### Concession Stand Coordinator (1)

Set up, coordinate, and run concession stand and assistants. Responsible for cash drawer. Making sure there is enough small change to start with in cash drawer. Provides an assistant to prepare and serve meet officials and workers with drinks (water, soda, lemonade, etc.) several times throughout the meet. Home meets only. Must be there by 7:00am.

### Concession Stand Assistants/Cashier (2)

Help Concession Stand Coordinator set up concession stand. Receive and display food contributions from team members; price them consistent with prices determined by Concession Stand Coordinator. Serve food and collect money for items (cash box provided by Team Treasurer). May also be asked to sell team-related items (Apparel: sweat shirts, T-shirts, towels, goggles, water bottles, etc.) and meet programs through concessions. Must be there by 7:00am.

### Publicity/Press Coordinator (1)

Shall obtain from the Clerk of Course the records the names of all swimmers in each event and the results of each finish with times or record performances. Sees that articles are written up and photos are received and forwarded to our newspaper publishers for print in our local newspapers. Shall keep the local newspapers press personnel thoroughly informed on all details of each competition.



## SWIM TEAM BOARD MEMBERS

- President:
- Vice President:
- Treasurer:
- Secretary:



## COMMITTEE CHAIRS

- Official's (S&T Judges):
- Parent Jobs:
- Sponsorship:
- Purchasing:
- Concessions:
- Publicity/Press:
- Special Events:

# PARENT JOB DESCRIPTIONS

*Meet position sign-ups are strictly on a "First Come, First Serve" basis.*



Many people are surprised when they hear that it takes 63 parents to run a home swim meet. Swimming requires active participation by the parents. Swim meets are very labor intensive and simply can't be run without the majority of parents assisting at some stage during the swim meet. Therefore, we require some form of help from every family for the meets. There are a wide variety of opportunities available to you. Please take a few minutes to consider what position and where you will fit in best on "our" team.

Working at a swim meet can seem intimidating if you are new to competitive swimming. We provide on-the-job training for all positions, as well as no-charge clinics for Stroke & Turn Judge Officiating and Computer Operations.

Our coaching staff works hard at making sure your swimmer gets the best program for them and in striving to create a great place for these swimmers to be.

Meets are generally held weekdays: 8-12pm with setup at 6:30am. We are looking forward to another great swim season this summer.



**Meet Director (1)**

Conducts all home meets. Serves as the official representative (spokesperson) for the team at away meets. Sets up swimmer entries. Ensures that the pool area is reserved and properly prepared as stated by the current USA Regulations. Ensures that adequate supplies (stopwatches, clipboards, pencils/pens, computer including Meet Manager software, printer, necessary cables, printer paper, extra toner, event ribbons, heat winner ribbons, time cards, DQ slips, event heat sheets, psych sheets, etc.), are available for the meet. In conference with the visiting Team's Meet Director, makes decision as to starting, stopping, restarting, and/or rescheduling meets due to weather. Must be on deck by 6:45am.

**Parent Job Coordinator (1)**

Coordinates w/Meet Director prior to meet to ensure smooth meet operation. Responsible for and oversees all assignments of "non-certified" meet positions. Makes and maintains worker rosters for each meet and addresses unforeseen issues which might arise. Ensures that all jobs are filled so the meet runs smoothly and efficiently. Acts as point of contact to accept parents and makes appropriate duty assignments. At meets, checks parent workers in and out from shifts, assures all positions are covered, Notifies Referee if jobs are not covered due to no-shows, absences etc. Referee will stop meet if necessary until jobs are filled. Must be willing to approach people at the meet to help fill jobs at the last minute. Needs to be familiar with all the positions, potential problems, and be able to draft helpers and give rapid on-the-job training. Must be on deck by 7:15am.

**Referee (1)**

**Certified Official (Requires completion of USA Swimming Starter Clinic, Stroke & Turn Clinic, Administrative Referee & Deck Referee, Clerk of Course, & Timer Judge Certifications, including Written Tests and 1 Year as a Starter)**

Referee has full control and authority over all meet officials and assigns "certified" officials as to their deck position assignments. Responsible for seeing that the competition complies with all of the appropriate rules and regulations. Referee resolves all questions related to the conduct of the swim meet including reviewing/overturning any disqualifications. The Referee shall signal to the swimmers by a short series of whistle commands. Referee judges and confirms false starts w/Starter for double confirmation & is the Finishing Place Judge. Referee shall disqualify any swimmer for any violation of the rules that he personally observes. Operates Starter PA system for starts. Must be extremely familiar with positions and procedures of Meet Director, Starter, Chief Stroke & Turn Judge, Stroke & Turn Judge, Finish Judge, Clerk of Course, Chief Timer, Head Timer, Timer, and Meet Marshal. *Uniform is required: All white short sleeved shirt with collar, navy shorts, white socks, & white sneakers.* Must be on deck by 6:45am. Requires prior certification, and recertification annually. Reimbursement available.

**Starter & Announcer (1)**

**Certified Official (Requires completion of USA Swimming Starter Clinic, Stroke & Turn Clinic, & Timer Clinic including Written Tests and 1 Year as a Stroke & Turn Judge)**

Starts the swimmers. Operates the "Starter PA system" to make announcements; calls the swimmers up to the starting blocks for their events, combining events when possible to expedite the meet. Judges and confirms false starts w/Referee for double confirmation. Makes sure backstrokers' feet are underwater before the start of the race. *Uniform is required: All white short sleeved shirt with collar, navy shorts, white socks, & white sneakers.* Must be on deck by 6:45am, then attend a short meeting w/Referee and Stroke & Turn Judges at 7:15am. Requires prior certification, and recertification annually. Reimbursement available.

**Head Stroke & Turn Judge (1)**

**Certified Official (Requires completion of USA Swimming Stroke & Turn Clinic and 1 Year as a Stroke & Turn Judge)**

Determine and record rule infractions. Knowledge of all 4 strokes and USA Swimming rules required. Closely watches swimmers in each event to assure that strokes, kicks and turns are performed in accordance with USA Swimming Rules. Fills out disqualification slips as needed and gives them to the Referee for review. *Uniform is required: All white short sleeved shirt with collar, navy shorts, white socks, & white sneakers.* Must check-in and attend a short meeting w/Referee at 7:15am. Requires prior certification, and recertification annually. Reimbursement available upon request.

**Stroke & Turn Judge (7)**

**Certified Official (Requires completion of USA Swimming Stroke & Turn Clinic, Four Meets as a USA Swimming Apprentice under supervision, and online Test)**

Determine and record rule infractions. Knowledge of all 4 strokes and USA Swimming rules required. Closely watches swimmers in each event to assure that strokes, kicks and turns are performed in accordance with USA Swimming Rules. Fills out disqualification slips as needed and gives them to the Head Stroke & Turn Judge to give to the Referee for final review. *Uniform is required: All white shirt with collar, navy shorts, white socks, & white sneakers.* Must check-in and attend a short meeting w/Referee at 7:15am. Requires prior certification, and recertification annually. Reimbursement available upon request.

**Chief Timer (1)**

Organizes materials, instructs, and assigns timers to individual lanes. Makes sure there are timers in every lane so the meet can start on time. Provides the back up for timers. During the meet, start two (2) extra stopwatches for each race and be ready to hand off a watch to a timer that did not get a good start or in case a stopwatch malfunctions. Collect and return all stopwatches, clipboards, pencils/pens from each lane timer. Must be on deck 45 minutes (7:15am) prior to meet starting and should be there for the entire session. Must check-in and attend a short meeting with the Meet Referee at 7:15am.

**Timer (24)**

Verifies swimmer's identity (name, heat, lane, & team) prior to each event. Using a team-supplied stop-watch, measures each swimmer's time, beginning at the starting signal and ending when the swimmer touches the wall on the final lap of their event. Timers should be on deck and in their assigned lane position 5 minutes before (7:55am) the start of the meet. Must check-in at 7:30am and attend a short 15 minute meeting with the Chief Timer. Must be on deck by 7:15am.

The "head timer" for each lane records all times for that lane (3 timers per lane) on the timer sheets and, once sheets are complete, gives them to Time Sheet Runner.

**Clerk-Of-Course Coordinator/Bull Pen (1)**

**(Requires Past Experience and/or Training)**

Uses psych sheets (a list of all swimmers in any event, from fastest to slowest, pre-seeded into heats and lane by computer) to ensure swimmers proceed on deck by event/heat/lane, in orderly and timely manner. Verifies heat/lane assignments, and combines heats as appropriate. Assures relay teams are complete before sending to starting blocks. The area should have enough seats to accommodate four heats of swimmers; six seats across designated by lane numbers. Ideally there should be 2-3 clerks to help lead the youngest children to the blocks. Must be on deck by 7:15am.

**Clerk-Of-Course Assistants/Bull Pen (2)**

Coordinates w/Clerk-Of-Course Coordinator in using psych sheets. (See above description) Must be on deck by 7:15am.

**Meet Data Entry (1)**

**(Requires Meet Manager Software Training)**

At scoring table, uses computer with Meet Manager software to: import entry files from home and visiting teams prior to meet; make entry changes and scratches per team coaches before meet begins; seed meet; print entry lists/psych sheets/programs; print timer sheets; input times from completed timer sheets, re-order relays if needed; score events, print ribbon labels. Also responsible for taking care of last minute entry problems and setting the meet to a time line. Print meet result reports at conclusion of meet; e-mail results file to visiting team coach. Must be on deck by 7:00am.

**Meet Scorer (2)**

At scoring table, reviews timer sheets as they are submitted by Time Sheet Runner; circles middle time (when 3 are given); or averages times (when 2 are given) to determine official time. Tracks down any errors with head timers (such no swimmer name, no time noted, etc.), verifies relay teams and order, notes DQ's on completed timer sheets. Must be on deck by 8:00am.