

Volunteer Requirements

2005-06

Swimming	Short Course (Sept1 - Apr 30)	Long Course (May 1 - Aug 31)
National	40	40
Pre-National	32	32
Longhorns	24	24
Junior Longhorns	8	8

Volunteer Job Descriptions

Head Timer is responsible for keeping the timer chairs full and providing a backup watch. They need to be on deck **30 minutes before the start of the meet, checking-in with the Meet Director or Clerk of Course**. Before the meet starts, the head timer should prepare clipboards for each lane with timer/lane sheets, a watch and sharpened pencil. The head timer should make sure each timer knows what they are expected to do. It is the head timer's responsibility to make sure there are timers in every lane so the meet can start on time and also has the announcer call for relief timers as needed. The head timer should start two watches for each race and be ready to hand off a watch to a timer that did not get a good start. The head timer is responsible for signing the voucher form for timers. After the meet, all timer/lane sheets need to be collected and turned in at clerk of course. Head timer must be present for the entire session.

Timers should be on deck and in their assigned lane **15 or 20 minutes before the start of the meet. Check-in with the Head Timer**. Please note that UT doesn't want timers on deck BEFORE this time. USA Swimming requires that the timer confirm the athlete's name listed on the timer/lane sheet. The timer should start the watch with the light, not the sound and should stop the watch and the plunger when the athlete finishes. Record the watch time on the timer/lane sheet. *The head timer can sign your voucher form.* You should plan on working for the full session unless you have let the volunteer coordinator know ahead of time that you will need to leave early.

Clerk of Course needs to be on deck **15 minutes before warm-ups start (30 minutes for large meets)** and is expected to stay for the entire session. The clerk of course should have read and be familiar with the meet announcement to be able to answer questions from coaches and swimmers. The clerk of course handles all deck entries, positive check-in and in prelim/final meets, scratches. This position requires training. *The Clerk of Course also signs volunteer voucher forms.*

Runner must be on deck **when the meet starts – check-in with the Clerk of the Course**. The runner posts results on the pool deck and upstairs for parents. They also deliver a copy of results to clerk of course and awards (with award labels). The runner may also be responsible for posting heat sheets if events are reseeded.

Safety Marshal must be USA registered and on deck **30 minutes before warm-ups start and must stay for the entire session**. The safety marshals are responsible for the safety of swimmers on the deck so they are constantly, actively watching for unsafe behavior - running, roughhousing, etc. Safety marshals should also patrol the locker rooms. Marshals should rotate positions on the deck on a regular basis as directed by the head marshal. Marshals rotate with Entry Marshal (below). Safety marshals should not be on their cell phones or chatting with other volunteers or coaches on deck.

Entry Monitor must be there **30 minutes before warm-ups start** and is responsible for monitoring entrance onto the deck. This means checking coaches' credentials and volunteer badges. Athletes are only allowed on deck if their coach is here. The entry monitor should insure that athletes leaving the deck are dry before they head upstairs.

Computer must be on deck at the **start of warm-up and must stay for the entire session**. The computer operator is responsible for entering all deck entries, seeding deck seeded events, printing the starter's book(s), running the meet in Hy-Tek, printing results and labels. For prelim/finals meet this person is also responsible for helping with heat sheets for the finals session at the conclusion of prelims. This position requires training.

Console must be on deck **at least 30 minutes before the meet starts and must stay for the entire session**. The timing console operator is the person responsible for the accuracy of results. This position requires careful attention to each race and requires training.

Awards **should arrive about 30 minutes before the meet starts**. They must be at the awards stand on the second floor, American Flag end of the pool when the first set of results are printed after the first event. Before results are printed, the awards person is responsible for getting ribbons out of mechanical storage and setting up the table. The runner will deliver (via a sophisticated pulley system) results and labels for each event. Labels are then put on the correct ribbon and sorted by team. Coaches will pick up ribbons at the conclusion of the meet. The ribbon boxes and supplies should be returned to mechanical storage after the meet.

Hospitality – **arrive at WARM-UPS start time**.

- Serves portions of food to coaches and volunteers in the hospitality room
- Brings water and snacks to timers and other volunteers
- Communicates with food vendor to know what we will have when and how much
- Must wear gloves and hair restraint when handling food

Officials – **Must be on deck 60 minutes before the meet starts**. This is a USA Swimming trained position for which the official either judges the legality of strokes and turns, or is the starter. You may shadow officials and a training session will be set up if we have interested parents.

Some positions are not always needed at meets. Here are a few:

Heat Winner Award - **Must be on deck 10 minutes before the meet starts**. This volunteer works one pool and awards the winner of each heat an award (usually a ribbon, in Dec a Jingle Bell) at the end of the race. You stand near the head timer/starter, confirm with the official the winner (helpful in the close races), walk to the winner as they get out of the pool, congratulate them and hand them the award.

Raffle Sales – **Arrives at the beginning of warm-up and checks-in with the Raffle coordinator**. This volunteer sits at a table on the 2nd level where the prizes are displayed. Here, the volunteers sell raffles tickets during warm-up and part of the meet. You are free to leave the table (take the \$\$ with you) to see your swimmers swim.

Volunteer Check-in - Arrive 30 minutes before warm-up starts. This volunteer uses the schedule and checks-in volunteers as they arrive. Duties include helping the Safety Monitors control the entrance to the pool deck during the busy time (warm-up), and working with the Meet Directory to make a call for timers from the stands, if necessary. This volunteer slot lasts until 30 min. after the meet starts.

Announcer - Must be on deck as the meet starts. This volunteer positions is used only in meets with the Prelim/Final format. This volunteer works with the clerk of course to announce all finalist and alternates for each event in the finals. Swimmers have a certain period of time during which to 'stretch' from the finals (so that alternates know if they will be swimming in the finals). This time deadline is part of the announcement as well.