

Required PARENT
Volunteers To Run a
Swim Meet

When you sign your child up to participate on the swim team, you are committing yourself to work a minimum of three meets in one of the following volunteer positions:

HOME VISITORS

4-5 0

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DUTIES AND RESPONSIBILITIES

MEET SET-UP – Lane ropes in the pool, chairs lined up behind blocks, ropes around pool and block area, backstroke flags in place, tables and chairs in place/stacked, ice delivered for concessions, tents/tables for concessions...

SCORER - Records place finishes from the event and disqualification slips and scores on the score sheet.

RECORDER - Records place finishes and winning time on event slip from place judge positions.

6th PLACE JUDGE - Stands in sixth place finisher's lane.

- 1 0 **5th PLACE JUDGE** - Stands in fifth place finisher's lane.
- 0 1 **4th PLACE JUDGE** - Stands in fourth place finisher's lane. Also, judges second place for the second relay when two events are combined.
- 1 0 **3rd PLACE JUDGE** - Stands in third place finisher's lane. Also, judges second place for the first relay when two events are combined.
- 0 1 **2nd PLACE JUDGE** - Stands in second place finisher's lane. Also, judges first place and obtains finish time for the second relay when two events are combined.

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| 1 | 0 | 1st PLACE JUDGE - Stands in first place finisher's lane and obtains the finish time for first place. |
| 1-2 | 0 | RIBBON DISTRIBUTER – Hands out participant and heat winner ribbons to swimmers ages 10 and under in the heats. |
| 1 | 0 | STARTER - Starts each event with an appropriate starting device; asks whether judges and timers are ready; announces sex, distance and stroke; directs "Take your mark."; pauses to ensure no early start; gives starting signal and calls false start if needed. Calls swimmers to the clerk of course for each event; announces scores. |

- 2 2 **RUNNERS** - One from each stroke and turn judge to the scorer with disqualification slips. Two other runners that alternate from the clerks to the recorder and from the recorder to the scorers with event slips with places recorded.
- 6-12 6-12 **KID PUSHERS** - One or two from each team, per age (6&U, 7-8, 9-10) and gender group, to gather up the swimmers to be brought to the clerk of course when the event is first called by the starter/announcer. Bring the swimmers, in event order, to the clerks at the entrance to the seating area behind the blocks. Deliver the relay swimmers to the clerks 5 minutes prior to the start of the meet, and then accompany swimmers to their correct lanes at the opposite end of the pool.

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| 2 | 2 | CLERK OF COURSE – Seat swimmers in the correct rows behind the blocks, and get swimmers to proper starting blocks for their events and get event slips to the recorder via the runners. Make decisions to fill in lanes during heats and to combine events, particularly relays when possible. |
| 2-3 | 2-3 | RIBBON WRITERS - Complete award ribbons and file by family last name for later distribution to the swimmers at practice. |
| 1 | 1 | TSA REPRESENTATIVE - Represents the swim club on the TSA board of directors. Works as the representative of the TSA at the season's duel meets. Resolves or takes to the TSA board any events of question. Sets up officials meeting before the duel meets. |

3-6

3-6

TEAM TIMERS - Positioned on the side of pool to obtain times for 6&Under swimmers, at the end of the pool opposite the blocks for 7-8 and 9-10 swimmers and at the blocks end of the pool for ages 11 and older and for all relays. Timers should start their watches when they see the flash of the starting device and they should have a clear line of site over the edge of the pool to stop their watches as soon as the swimmer touches the wall or the rope (6&U). Timers will record the time for each swimmer in their assigned lane in the main events and in all heats. Timers should verify the name/ number of each swimmer to insure that the correct time is reported for each swimmer.

1	1	STROKE AND TURN JUDGE - Judges whether proper stroke, turn and finish are executed by the swimmers during the meet. Completes disqualification slips for infractions during the main events. This position requires training and certification.
3-6	0	CONCESSION STAND – Preparing and serving food and drinks. Distributing water to meet officials during the meet. Food Runner, to run to food provider up to 2x per meet. Once before the meet and again midway through.
6-8	0	MEET CLEAN-UP – Lane ropes out of pool, all tables and chairs back in place, ropes, flags, concessions tables, supplies & tents stored...
37-54	21-31	Total people required to operate meet.