

VOLUNTEER DESCRIPTIONS:

BLEACHER MONITOR

- Each team needs to provide the required number
- Only needed for **MONDAY** Sessions
- Monitors the bleachers to make sure the swimmers are safe and not disruptive

CLERK OF COURSE

- The Head Clerk is pre-assigned; all others will assist
- Using meet programs, place swimmers in order and move them through clerk to the blocks
- Help assemble relays and make sure each 8&U and 9-10 relays have parent helper(s) if necessary
- Communicate with announcer as to what events to call
- Do NOT reseed anything
- If a child misses a heat, contact the Referee
- Every volunteer should have the chance to see his/her child swim
- Other duties as assigned by head clerk

DECK SECURITY

- Two will be placed at the doors, two will monitor the bulkhead, and two will roam around and replace others when it is time to see kids swim
- Walks the deck prior to and during each session to ensure safety of all swimmers, coaches and volunteer workers
- Enforces no diving rule and keeps everyone but coaches and officials off the bulkhead
- Ensures that everyone on deck is either a swimmer or an adult with a pink badge
- Ensures non-competition pool is used for warming up only, not horseplay
- Other duties as assigned

DECK WATER

- Ensures on-deck coolers are filled with ice and bottled water
- Periodically hands out bottled water to volunteer workers
- Other duties as assigned

HEAD TIMERS

- Attend pre-session timers meeting
- Gives an extra watch if a timer misses the start
- Communicates with Computer for missed starts
- Duties as determined

MEDALS

- Attaches labels to medals
- Places medals in each team's box
- Each team has two boxes (coaches must leave an empty box in order to take a full box)
- No one but coaches can take medals
- Other duties as assigned

RELAY HELPER

- Each team may provide 2 attendants for each 8 & U relay and 1 attendant for each 9-10 relay.
- This person can help with all relays in that age group as long as the team does not have multiple relays in a heat.
- Ensures that each relay gets to the correct heat/ lane

RUNNER

- Takes DQ slips from Computer and puts them in correct medal box
- Transports labels from Computer to Medals
- Picks up paper results from Computer area and posts them in the mezzanine
- Other duties as assigned

TIMERS

- Attend pre-session timers meeting
- Verify swimmer in each heat with heat verification sheet
- Time swimmers as they swim in lane as directed
- Other duties as assigned

VOLUNTEER CHECK-IN TABLE

- Checks in volunteer workers assigned to work the meet at beginning of each session
- Gives volunteer workers badges for pool deck access
- Collects deck passes at the end of every session and checks off the teams that return them
- Every volunteer should have the chance to see his/her child swim
- Other duties as assigned

