

## **Parent Volunteer Job Descriptions —**

**All swim team families are expected to complete 2 volunteer jobs during the season and an additional 1 at Championships if needed.**

The following are detailed descriptions of each position needed on deck during a swim meet. A SignUp Genius will be sent out at the beginning of the season to sign up for these volunteer jobs. If you are not able to work your volunteer job, please try to find a substitute or switch jobs with someone and let the swim parent know at [ssandtswimparent@gmail.com](mailto:ssandtswimparent@gmail.com)

### **Starter**

*Experience required.*

Runs meets, starts swimmers in each event. Makes general announcements prior to meet starting. Announces each event (event #, gender, age group, stroke, and distance) and subsequent heat numbers. Starts each heat with a strong voice and consistent and predictable cadence. Ensures fair starts; calls false starts. Continually verifies that others on the pool deck (coaches, timers, runners, bullpen, stroke and turn judges) are "in synch" so the meet runs smoothly. Communicates with coaches and pool deck leaders if there are activities that are slowing the pace of the meet. Starts the meet as close to ON TIME as possible and keeps the pace of the meet moving right along.

### **Stroke and Turn Judge**

*Must be USS or league certified. (Please inquire if interested.)*

Judges legality of swimmers' individual strokes and turns. When necessary, disqualifies swimmers in a calm, teaching manner. Judges relay starts.

### **Runner**

Picks up time sheets from timers in each lane and hands to scorer at the scoring table after each event page is completed. Runners may have to move quickly in order to keep the swim meet moving efficiently.

### **Bullpen**

Responsible for placing swimmers in correct order, based on heat and lane number. Lines up and organizes swimmers so that they are behind the blocks in time for their races. (Final responsibility to get to block on time is the swimmer's.) Parents running bullpen are asked not to coach their children while they are in the bullpen.

### **Timers**

Report to head timer on pool deck 15 minutes before meet starts to be issued a stop watch, pencil and clipboard. You will be assigned lanes at this time. Responsibility is to time swimmers in each event that are assigned to your lane. Report to assigned lane 5 minutes prior to start of meet. On the “go” light signal, start watch. When the swimmer touches the wall at the finish, stop watch and record time on the timing sheet. Ask swimmer coming out of the water their name and verify it with the name on the sheet. Hand sheets to runner who will pick up. Head Timer runs a back-up watch for each event in case there are any mechanical difficulties and a timer’s watch does not run. Timers will signal to head timer for back up by raising their hand.

### **Ribbons**

After the events are scorer, labels are printed out for all swimmers (except those who have been disqualified) Ribbon volunteers then place these labels on the back of the correct ribbons, and file in folders under the families’ last names for pick up at practice.

### **Clean-Up**

This is not an official volunteer job, but we do appreciate parent help after the meet, to clean up around the pool. All items left behind are put in the lost and found.