City Meet Volunteer Job Descriptions

Timers: Volunteers for this job will need to report to the scoring area 45 minutes prior to the start of the session to allow for meeting with Meet Referee/Scoring. The meeting is usually 20-30 minutes prior to the start of the meet. Volunteers will stand behind their assigned lane and start the stopwatch at the beginning of each race (from the starter's flash) and stop the stopwatch as well as "press the pickle" at the end of each race. The "pickle" is a button that is attached to the electronic timing system and is **only pressed at the end of each race**. The timer will write down the time from the stopwatch on preprinted timers' lane sheets for each race. A runner will collect these sheets from the timer periodically. Don't Worry. If the timer happens to miss the start or the watch malfunctions, the timer will only need to wave to the head timer who will be at the ready with an already started watch.

For those curious for more details: Each swimmer will receive 3 times. One will be from the timer's start and stop on the stopwatch. The 2nd will be the start from the starter (tied into the electronic system) and the stop from the "pickle" pressed by the timer. The 3rd (and most accurate) will be the start from the starter (tied into the electronic system) and the stop from the swimmer's touch on the touchpad mounted on the wall of the swimmer's lane.

Head Timers: Volunteers for this job are assigned to each session to serve as a backup to the timers. The Head Timer will also serve as the Point of Contact to the City Meet Director during their shift. The Head Timer will start 2 stopwatches at the beginning of each race (from the starter's flash) and will be ready to pass the watch to a timer that may need it. The Head Timer must stand in a spot that allows a view of both the Starter and all the timers and needs to watch for timers that may need assistance.

Clerk of Course: Volunteers for this job will be lining up swimmers for their heats in the bullpen area (small bleachers will be used in this area to sit swimmers in heat/lane order). Volunteers will give the appropriate pink/blue card to each swimmer. Volunteers will escort swimmers (specifically the younger swimmers) to the starting blocks.

Heat Sheet: Volunteers for this job will sit behind tables in the Natatorium lobby and will collect money for T-shirts, heat sheets and other related items.

Runners: Volunteers for this job will stand near the scoring area and will collect timers' sheets after the completion of each event. The timers sheets will be placed in lane order and will then be handed to the scoring table. Volunteers for this job will post final event results in the lobby (tape them on the glass wall) under the appropriate age group and run results to the Announcer. .

Stroke & Turn/Ref: Volunteers for these positions must be certified via online testing and deck training. Volunteers will report to the Meet Director and Meet Referee 45minutes prior to the start of the assigned session.

Deck Marshall: Volunteers for this job will ensure the deck space near the starting blocks, Clerk of Course, and Scoring are kept free from unauthorized swimmers/spectators. Volunteers will also monitor the warmup lanes during the meet to ensure swimmers are not disruptive to those in the competition lanes.

Awards: Volunteers for this job will meet in the front office at the Natatorium. Labels will be printed in this office as the events are completed. Volunteers will place labels on the awards and then sort into teams' bags.

Timing Verification: Volunteers for this job will be placing the timing sheets in order by event /heat/lane with the printout from the timing system. Once the times are verified, the timing sheets and printout will be handed to the computer volunteer.

Computer: Volunteers for this job will download the electronic times for each event/heat/lane and adjust any based on the Timing Verification results. Three copies of the event results will be printed: 1 for the Announcer, 1 to be posted in the lobby, 1 to be stapled with the timing sheets/printout.

Water distributors: The responsible team shall be distribution of water to timers, officials, and computer operators during each session of city meet. The responsible team will get coolers, purchase water, and submit receipt to RCSL Treasurer. The waters are to be placed in the coolers on Thursday evening. Water is distributed each hour. The responsible team will have a volunteer available to distribute water during diving meet. The responsible team should calculate approximately one case per hour of city meet.

Announcers: Volunteers for this job announce in a microphone the results of each event during the prelims, call for swimmers to report to Clerk of Course for upcoming events, and make any other announcements that need to be made. During finals, the swimmers and their teams are announced individually before each event.