



Santa Barbara Swim Club Swim Meet Volunteer Job Descriptions

Job	Description
Announcer	<p>Announce national anthem or pledge of allegiance at the start of the meet each day;</p> <p>Announce race, heat and swimmer information;</p> <p>Announce important information as needed throughout the meet;</p> <p>Help with any equipment set up prior to meet.</p>
Awards Chair	<p>Order and organize awards (ribbon, medals, certificates);</p> <p>Follow up calls to all who have signed up to work awards shifts.</p>
Awards	<p>Label awards generated from computer for appropriate ribbon/medal;</p> <p>Organize ribbons/medals by team and age group.</p>
Check-in	<p>Day of meet help set up appropriate number of check-in chairs and tables at check-in location;</p> <p>Create age group signs for each check-in spot;</p> <p>Obtain swimmer list from Admin;</p> <p>Obtain bag of highlighters/sharpies/pencils for the check-in process;</p> <p>Day of the meet ask Admin staff what color highlighter is needed for check-in;</p> <p>Check in swimmers – swimmers must check themselves in – not a parent;</p> <p>Ask for last name, give event numbers listed next to their name, highlight their name then offer a sharpie to write down their events;</p> <p>When check-in is complete store all signs and supplies for the next day and go to next job;</p> <p>Additional instruction will be given that day.</p>
Colorado Operation	<p>Receive timing slips from runners and enter them into computer;</p> <p>As times are entered for the event, generate the award labels and give to award labelers.</p>
Hospitality Chair	<p>Organize menu, shopping list and do the shopping;</p>



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Hospitality Chair	<p>Follow up calls to those signed up to work the hospitality shifts;</p> <p>Provide food and beverage for coaches and officials as well as snacks and beverage for timers.</p>
Hospitality Shifts	<p>Prepare food;</p> <p>Take small snacks and beverage to timers;</p> <p>Set out meals or snacks for coaches and officials.</p>
Marshal	<p>Check First Aid Kit is stocked and place in a known location;</p> <p>Must wear orange vests during shift;</p> <p>Day of meet review any special areas of safety concerns;</p> <p>Collect vests and first aid kit and store for next day;</p> <p>Keep pool and pool deck safe during competition (watch for children playing in bleachers or diving boards, running on deck, etc);</p> <p>Keep non-official people out of the staging area;</p> <p>Watch for children playing in the bleachers, running on deck; keep people off the diving boards;</p> <p>Additional instructions can be given the day of the meet.</p>
Program Sales	<p>Coordinate with Program Chair to obtain programs;</p> <p>Sell programs to swim families.</p>
Runner	<p>Day of meet introduce yourself to the Admin staff;</p> <p>Collect time sheets from the lanes after each event and give to computer entering people;</p> <p>Post heat sheets on the posting boards as Admin staff prints them;</p> <p>Post final results on the posting board and results binders;</p> <p>Remain in admin area unless otherwise instructed by officials due to time sensitivity of this job;</p> <p>Additional instruction can be given on the day of the meet if needed.</p>
Setup/TearDown Chair	<p>Follow up calls to all who have signed up for set up/tear down shifts;</p>



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Setup/TearDown Chair	<p>Transport technical and deck equipment;</p> <p>Coordinate with designated Colorado Timing person and technical equipment group;</p> <p>Organize set up of tables, chairs, and tarps for Snack Bar, Hospitality, Check-in, Admin;</p> <p>Organize set up of chairs and tarps for the timers area, timing touch pads, all electronic equipment related to the timing touch pads, speakers for officials, outlets and other related equipment as needed;</p> <p>Direct loading of equipment into trailer at Tear Down.</p>
Setup/ Tear Down Shifts	<p>Set up all equipment prior to and day of the meet as directed by Chair;</p> <p>Take down all equipment on final day of meet to store, dry and clean, for the next meet as directed by Chair.</p>
Snack Bar Chair	<p>Follow up calls to all signed up for snack bar shifts;</p> <p>Organize menu and shopping list;</p> <p>Designate shopping timeframe for Snack Bar Buyer;</p> <p>Obtain cash box and submit check request into office prior to meet for seed money;</p> <p>Day of meet set up snack bar area;</p> <p>Organize and direct snack bar shifts.</p>
Snack Bar Buyer	<p>Purchase snack bar items and deliver to Snack Bar, as directed by Chair;</p> <p>Be on call during the meet in case emergency food runs are necessary;</p> <p>Retain receipts and request reimbursement.</p>
Staging Shift	<p>Confirm swimmers are in correct lanes for all 50 M events;</p> <p>Additional instruction can be given the day of the meet if needed.</p>
Timing Chair	<p>Follow up calls to all who have signed up for timing shifts;</p> <p>Check all stop watches to be in good working order and for correct number (one for each lane line and two for head timers);</p> <p>Locate pencils and clip boards and check pencils are sharpened;</p>



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Timing Chair	<p>Through out meet check that each timing chair has a timer so that events begin on time;</p> <p>During shift changes make sure announcer has announced the need for new shift to come to the lanes (check everyone off as they arrive);</p> <p>End of day and/or meet collect all stop watches, clip boards, and pencils (store for next day or store in trailer for next meet.</p>
Head Timer	<p>Stand or sit next to the official;</p> <p>For each race, the head timer starts two stop watches and in the case of a timer's watch malfunction, head timer will give one of their watches to that timer;</p> <p>Additional training can be given the day of the meet if needed.</p>
Timers	<p>Time each race and record time on timing slip clipboard for each lane;</p> <p>After each event, a runner will pick up timing slip;</p> <p>Additional instruction will be given the day of the meet by the official.</p>
Trash Bathroom Clean-up	<p>Keep deck and bathrooms clean;</p> <p>Empty full trash/recycle cans, take to dumpster and replace with new bag on pool deck;</p> <p>Check bathrooms and restock paper goods.</p>