

## Swim Meet Jobs

**Pre-meet Reminder Phone Calls (1, all meets):** On Wednesday before the meet, make phone calls to all who are scheduled to work the meet reminding them of their job, meet location and time they must be there.

**Meet Starter (1, home meets only):** Run the meet. Call each event and start each race. This job is for the entire meet.

**Meet Starter Assistant (1, home meets only):** Provided assistance as needed for the starter. Work to combine heats, where possible. This job is for the entire meet.

**Split the Pot (1, home meets only):** Sell raffle tickets and conduct drawing to determine winner of the pot. Announce winner and award the cash. Good selling skills needed. Must be able to “work the crowd” to sell as many tickets as possible. This job usually lasts for about half the meet.

**Clerk of Course (1, all meets):** Manage the clerk of course table for Kenwood team only. Hand out lane slips to swimmers who are 11 and older when they come to the table before they swim. This job is for the entire meet.

**Boys/Girls Organizer (10-14 total, all meets):** Work with swimmers who are ages 8 & under or 9-10. Ensure swimmers are lined up behind the starting blocks, in the correct order, in time for their race/relay according to the meet lineups provided by the coaches. There are a total of 10 organizers per meet as follows:

- 3-4 organizers for 8 & under girls
- 3-4 organizers for 8 & under boys
- 2-3 organizers for 9-10 girls
- 2-3 organizers for 9-10 boys

This role is for the entire meet, though there are breaks when the older kids are swimming.

**Stroke/Turn Judge (4 total, 1 turn and 1 stroke for each half, all meets):** Watch swimmers in 3 lanes (either 1-3 or 4-6) to ensure they are swimming legal strokes and turns. Disqualify swimmers who do not swim legal strokes/turns. This job is for half the meet and you must remain in the position for the entire half (no breaks). Requires attending a 1 hour training session (usually at Madeira pool) before the first meet.

**Place Judge (4 total, 2 per half, all meets):** Watch finishes and record the order in which each lane placed in the race. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Timer (12 total, 6 per half, all meets):** Time swimmer in your lane and record your time on lane slip. There are 2 timers per lane (one from each team) and times are averaged together. Must pay close attention to meet starter. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Back-up Timer (2 total, 1 per half, home meets only):** Keep two back-up stop watches running for each race in case one the timers has a problem with their stopwatch. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Lane Slip Runner (6 total, 3 per half, home meets only):** Collect lane slips from timers and place sheets from place judges after each race and deliver them to ribbon table. This job is for half of the meet and you must remain in the position for the entire half (no breaks). Requires much walking.

**Ribbon Table – Place Sheets (1, all meets):** Receive place sheets from runner and verify with times from lane slips to determine official placement for all races. This job is for the entire meet, though there may be breaks depending on the number of people working at the ribbon table.

**Ribbon Table – Score Keeper (1, home meets only):** Keep a running tally of the meet score based on the points awarded to the top finishers in each event. This job is for the entire meet, though there may be breaks.

**Ribbon Table - Ribbon Writer ( 6 total, 3 per half, all meets):** Receive lane slips from runner, calculate average times, determine (with place sheets person) the final standings for each race, and write the ribbons. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Concessions (6 total, 3 per half, home meets only):** Staff the concessions area including the grill and bake sale. This job is for half of the meet and you must remain in the position for the entire half (no breaks). Note: The first half concession workers must begin their job during warm-ups, before the meet starts. First half workers (dive team parents) work from 5:00-7:15 and second half workers (swim team parents) work from 7:15-9:30.