

## **VOLUNTEER POSITION DESCRIPTIONS**

**Meet Manager (Board Position):** Overall responsibility for all areas of the meet that are occurring on the pool deck. This includes the Announcer, Judges & Timers Coordinator, the Bullpen Coordinator and the management of the holding areas. This position interfaces with the meet starter as required.

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**Deck Manager:** *Each team* will provide a deck manager. This person is in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the heat sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall arrange for someone to work in the ready area to assist the deck manager in identifying swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical **to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked in by the deck manager.

**Judges & Timers Coordinator:** Responsible for coordinating and overseeing this area of the meet, including holding the judges & timers meeting, designating lane assignments, distributing equipment and supplies (including lane sheets), backing up any timer or judge who requires temporary relief of their position and ensuring all equipment & supplies are accounted for at the conclusion of each meet. Interfaces with meet starter as required.

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**Place Judge:** *Each team* shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on their updated copy of the meet program. The judge's recorder at the end of the race will copy that order of finish on the UK Judges Placing Form. The place judges override the times and the starter/referee over rides the place judges if there is a dispute. **In an 8 lane pool a third finish judge will be used to cover all non scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the scoring heat. The home team should provide the third place judge.**

**Judges Recorder (home meets only):** The *home team* will supply a judge's recorder. This person will place himself/herself behind the place judges with their own copy of the UK Judges Placing Form. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the UK Judges Placing Form. **For swimmers who have been disqualified** by the starter/referee the judge's recorder will write "DQ" in the place block for that swimmer. The judge's recorder then passes the completed UK Judges Placing Form to the master recorder. The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges.

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**Master Recorder:** *Each team* will provide a Master Recorder. The master recorder collects the UK Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer. With all places and times

recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.

**Timer:** *Each team* shall provide two timers for each of their team's lanes. In a five lane pool the home team will provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the lane timer worksheet. In all events, at all times, the timer must have a clear view of the

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race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the flash or smoke of the gun or starting device. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timer's worksheet and communicate these times to the master recorder who shall record them on the score sheet. 2<sup>nd</sup> half timers are also responsible for returning all timing equipment & supplies to an area designated by the Judges & Timers coordinator.

**Runner (home meets only):** The *home team* shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting the UK Judges Placing Sheet from the Master Recorder. Taking these promptly to the scorer's table. This position can be eliminated if the scoring table is in close enough proximity that the master recorders can deliver the score sheet without slowing the meet.

**Bullpen Coordinator:** Responsible for gathering names of all swimmers who have not checked in, by gender and age group, and providing to the computer team & head coach so adjustments in the line up can be made ahead of the 5:30 pm meet start time. Assists bullpen parents in preparing swimmers for the beginning of the meet as required. Monitors event progression to ensure swimmers are brought out of the bullpen on time & into the holding area at least 3 events prior to the swimmer's event. Assists the Deck Manager in lining up swimmers during relays.

**Bullpen (boys & girls):** Maintain order in designated area, by gender & age. Know swimmers whereabouts, assist them in preparing for the meet and ensure swimmers are in the designated holding area no less than 3 events before their event. Second half volunteers will be responsible for returning supplies & equipment to an area designated by the Meet Manager.

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**Ribbons:** Ribbon writers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet. Unlike other positions, most of this work occurs in the 2<sup>nd</sup> half, through the end of the meet and occasionally will need to be completed Friday morning. Ribbons are distributed at Friday practice.

**Announcer (home meets only):** Announces via microphone which events are currently swimming, are behind the blocks next in line to swim, and in the holding area ready to move to the blocks. Is also responsible for changing the event & heat board or flip chart to reflect the current event being swum. The announcer may also be responsible for announcing winners of contest held occasionally to reward swimmer's achievements.

**Concessions (home meets only):** Works under Concessions manager in area designated by that manager. This position can be responsible for the handling of cash transactions, and does require some light to medium lifting occasionally. This position is staffed for home meets only.

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**Swimmer Holding Area.** Holding Area for Swimmers immediately prior to heading to the blocks for their events.

**Relay Coordinator.** Gather relay swimmers from bullpen, assemble relay teams based on lineup and deliver to Holding Area.

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