



## FST Volunteer Job Descriptions

The summer swim season cannot happen without BOTH swimmers and parents. It is truly a family sport! The season moves fast and relies on parent volunteers to have quality practices and fun, successful meets. Please volunteer as often as you can.

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and there is always someone that can help you along. Every parent starts not knowing what to do! Jumping in and trying several different jobs is the best way to learn. Of course, some of the positions do require a small amount of special training and are better for more experienced parents.

*Each position is noted with these letters below to help provide more info:*

- **B** = Beginner (these positions are especially good for beginners)
- **H** = Home meets only (these positions will only be needed at home meets)
- **T** = Training required (these positions require some training beforehand)

### **Announcer (H)**

Reads out the swimmers names for each heat after the start; provides announcements for the Referee as needed; announce the scores as provided by the scorer's table; etc. This position also adds a little personality to the meet and for the home team. Typically the announcer is not a meet-by-meet volunteer and is secured beforehand for all meets in the season. However, emergency backups are sometimes needed!

### **Bake Sale Worker (B,H)**

Handles sales at the baked goods table. This entails staying at the table, keeping baked goods secured (!) and collecting cash from sales. These baked goods are donated and all proceeds go towards Friendly's Swim For Cancer donation.

### **Clerk of Course (B\*)**

There are several volunteers needed in this capacity and there are multiple roles within the clerk of course: Assembling the swimmers in accordance with the order of events; holding the swimmers ready on the deck, instructing the swimmers to wait behind or adjacent to the starting position until the Starter takes control of the race. The clerk of course is right in the middle of the action!

*\* A beginner can work in this role as part of an experienced team. So, if for example 3 of the 4 positions in clerk of course are filled, a beginner should not hesitate to take the last position - the other three volunteers will help you along.*

### **Head Timer (B, H)**

This timer is there to provide a backup watch in case a lane timer misses the start or has a malfunction. The head timer will have two watches and start the race on the starting strobe flash just like lane timers. If a lane timer has a malfunction, they will raise their hand and the head timer will bring them a watch they've started. Just simply exchange watches with the lane timer.

### **Heat Sheet Sales (B, H)**

Greet spectators at the entrance and collect cash in exchange for a printed heat sheet. Heat sheets show the order of events by heat and lane. These sheets allow spectators to follow the meet and find their swimmers.

### **Hospitality (B, H)**

Organize the snacks and waters provided by Friendly and periodically take them around to volunteers. Essentially this role gets to give away free food to people who need it! This is typically a two-person team.

### **Grill Worker (B, H)**

Grill hamburgers and hot dogs at the meets. This is typically a two-person team.

### **Kid Gatherer**

Follow the events with a heat sheet to literally gather up children for their upcoming events and deliver them to the clerk of course. Swimmers and parents who aren't volunteering often help the kid gatherer locate children as needed. This role is great for getting to know the swimmers.

### **Referee (T, H)**

The referee has full control and responsibility for the meet including safety, rules enforcement, managing heats and all other decisions that may come up. The referee's most visible job during the meet is to call swimmers to the blocks. When the referee is preparing to start the swim, he or she will blow a series of short whistle blasts to tell swimmers to stand next to their blocks. The referee will then blow a longer whistle blast to tell swimmers to stand on their blocks. This role does require experience and an hour or two of training offered by the CSA. Typically the Referee is not a meet-by-meet volunteer and is secured beforehand for all meets in the season.

### **Runner (B, H)**

Collect the recorded time cards from lane timers after each event and also DQ (disqualification) forms from stroke and turn judges. The sheets and forms are delivered to the scoring table. This job keeps you moving and in the action!

### **Scorer (T, H)**

This position is responsible for scoring the meet. He or she receives all roster changes, prepares event cards, records event results, enters time into the swim team's software, etc. This is a specialized position that requires internal training (not from the CSA). This is not a meet-by-meet volunteering role and is secured beforehand for all meets in the season.

### **Scorer's Table (B)**

These volunteers help organize the timers' cards, DQ slips and ribbons. Ribbons are labeled, sorted and filed. No experience is necessary and this role works as part of a larger group at the table.

### **Starter (T, H)**

This person makes pre-heat announcements for swimmers taking the blocks, starts each race with the "TAKE YOUR MARK" phrase followed by the starter horn, and makes false start calls to the Referee. This person also usually runs the pre-meet timers meeting. This role does require experience and an hour or two of training offered by the CSA. Typically the Starter is not a meet-by-meet volunteer and is secured beforehand for all meets in the season. However, emergency backups are sometimes needed.

### **Stroke and Turn Judge (T)**

Judges observe starts, strokes, and turns of each event, and communicate potential stroke violations to the referee of the meet. This role does require an hour or two of training which is offered by the CSA. As you get more experienced, please consider attending these trainings to learn the role and become certified. These are key roles that are sometimes hard to fill. We appreciate the thankless jobs of S&T Judges!

### **Timer (B)**

Simply use a stopwatch to record swimmers' times. Each timer will either select or be assigned to a lane. There are three timers per lane - the home meet provides two timers and the away team provides one timer. One timer will also right down all of the times on a sheet. The Starter will conduct a brief timers' meeting before the meet to go over best practices and the basics of using a stop watch.