

Swim Meet Assignment Descriptions

SET UP - Home Meet - Arrive between 8-8:30am to begin set up morning of meet.

Completed the morning of the meet, below list posted at pool

1. Stack and Move all lounge chairs around the baby pool
2. Move Extra Sitting chairs to the front of the brick wall
3. Set-up tents (5) around deep end of pool
4. Attach age appropriate signage to tents. Youngest to oldest (left to right)
5. Hang Trash bags at each tent on fence
6. Set-up ready benches (6) by deep end of the pool across from tents
7. Set-up table with umbrella and event number sign at deep end of the pool
8. Place concrete rope holders around edge of pool in front of bleachers and in front of shallow end and lace rope through it
9. Hang team sign at entrance fence
10. Set out lost and found box near tents
11. Use cones to set up seating for visiting team
12. Hang up no swimming sign by baby pool

CHECK IN - work with volunteer coordinator at check-in table to check in swimmers and parents for assignments. Arrive at home pool by 4:10.

LINE UP - Check-in by 4:20pm. Pick up line up packet and go to tent with assigned age group. Be ready to mark swimmers for their events (with provided markers). Help kids stay in their designated tent and get to and from events. Return line up packet to concessions before leaving.

LINE UP FLOATER – Check-in by 4:20pm. Assist line up parents as needed.

MARKERS – Check-in by 4:20pm. Help line up volunteers mark events on children's arms (markers will be with line up parents).

TIMERS – Before meet begins all timers will be called to go to training with Katie Burnett. Time swimmers and mark on timer sheets.

RUNNERS – When meet begins you will take times from timers as their timer sheets fill up and take to data entry (inside clubhouse).

OFFICIALS – Responsible for judging. Must have attend officiating training.

CONCESSIONS – Help set up, clean up, stock and sell concessions.

HOSPITALITY – Check on and take water to our officials/timers/line up/coaches.

EVENT CHART – Chart table will be set up near the deep end of the pool near storage closet. Flip the chart to show the current event number.

CLEAN UP – Work back through Set-Up duties and add to it:

13. Collect trash
14. Clean up bathrooms

RIBBONS - organize and hand out ribbons at practice the day after meet