

## NWSC Invitational Meet Volunteer Descriptions

Below is the list of Invitational Meet volunteer positions, the description of the position, and the number of volunteers needed for each position is in parenthesis. The Meet Director, Assistant Meet Director, and Computer Representative positions are assigned by the NWSC and are not included on this list.

**BOYS' STARTER:** The Starter starts each event with the announcement of the age and stroke and the words 'Swimmers take your marks', then pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. The Starter is also the sole judge of false starts and all false starts shall be restarted. This position requires training. (1)

**GIRLS' STARTER:** The Starter starts each event with the announcement of the age and stroke and the words 'Swimmers take your marks', then pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. The Starter is also the sole judge of false starts and all false starts shall be restarted. This position requires training. (1)

**ANNOUNCER:** Responsible for making announcements as needed and recognizing swimmers that are aging out. (1)

**HEAD STROKE JUDGE:** Organizes and briefs the Stroke and Exchange Judges on their duties prior to the meet and oversees the Stroke and Exchange Judges throughout the meet. *Prefer USA Swimming Certified Stroke and Turn Judge.* (1)

**BOYS' STROKE JUDGE:** A Stroke Judge's responsibility is to observe strokes, turns, touches and finishes to determine their compliance with league requirements. Stroke Judges will become Exchange/Touch Judges for the Freestyle Relay events. This position requires training. *Prefer USA Certified Stroke and Turn Judges.* (4)

**GIRLS' STROKE JUDGE:** A Stroke Judge's responsibility is to observe strokes, turns, touches and finishes to determine their compliance with league requirements. Stroke Judges will become Exchange/Touch Judges for the Freestyle Relay events. This position requires training. *Prefer USA Certified Stroke and Turn Judges.* (4)

**BOYS' EXCHANGE JUDGE:** An Exchange Judge's responsibility is to observe exchanges during relays to determine their compliance with league requirements. This position requires brief training. *Prefer USA Certified Stroke and Turn Judges.* (4)

**GIRLS' EXCHANGE JUDGE:** An Exchange Judge's responsibility is to observe exchanges during relays to determine their compliance with league requirements. This position requires brief training. *Prefer USA Certified Stroke and Turn Judges.* (4)

**COMPUTER ASSISTANTS:** The computer assistants position volunteers for the entire meet and assists the Head Computer with the Dolphin Timing system and computer system as needed. *The Computer Representative for the Circuit must approve all volunteers for this position.* (6)

**BOYS' HEAD TIMER:** Organizes and briefs the Lane Timers on their duties prior to the meet and oversees the lane timers throughout the meet. Runs backup stop watches during the meet. *Previous experience required for this position. (1)*

**GIRLS' HEAD TIMER:** Organizes and briefs the Lane Timers on their duties prior to the meet and oversees the lane timers throughout the meet. Runs backup stop watches during the meet. *Previous experience required for this position. (1)*

**BOYS' TIMER:** The Timer volunteers need to be able to click a push button that communicates with the automatic timing system as well as a manual stopwatch simultaneously to keep accurate time of the swimmers in the lane to which they are assigned. Timers also verify that the lane timer sheet is correct for their lane, swimmer and event. (16)

**GIRLS' TIMER:** The Timer volunteers need to be able to click a push button that communicates with the automatic timing system as well as a manual stopwatch simultaneously to keep accurate time of the swimmers in the lane to which they are assigned. Timers also verify that the lane timer sheet is correct for their lane, swimmer and event. (16)

**BOYS' HEAD READY BENCH:** Organizes and briefs the Ready Bench on their duties prior to the meet and oversees the Ready Bench throughout the meet. *Previous experience required for this position. (1)*

**GIRLS' HEAD READY BENCH:** Organizes and briefs the Ready Bench on their duties prior to the meet and oversees the Ready Bench throughout the meet. *Previous experience required for this position. (1)*

**BOYS' READY BENCH:** Ready Bench volunteers organize the swimmers into the proper heat and lane as they are ready to swim their event. *Previous experience required for this position. (5)*

**GIRLS' READY BENCH:** Ready Bench volunteers organize the swimmers into the proper heat and lane as they are ready to swim their event. *Previous experience required for this position. (5)*

**HEAD RUNNER:** Organizes and briefs the Runners on their duties prior to the meet and oversees the runners throughout the meet. Assists the computer room with any errands needed during the meet. *Previous experience required for this position. (1)*

**BOYS' RUNNER:** The Runner is responsible for obtaining the completed event sheets and disqualification (DQ) slips for each race from the Lane Timers and judges, and then delivering the cards, sheets and DQ slips to the computer room. Runner is a fast-paced job and requires the volunteer to move quickly around the pool deck for the duration of the meet. (2)

**GIRLS' RUNNER:** The Runner is responsible for obtaining the completed event sheets and disqualification (DQ) slips for each race from the Lane Timers and judges, and then delivering the cards, sheets and DQ slips to the computer room. Runner is a fast-paced job and requires the volunteer to move quickly around the pool deck for the duration of the meet. (2)

**HOSPITALITY LEAD:** Responsible for ordering food and drinks for the hospitality room prior to July 1 and ensuring that food and drinks are picked up and delivered to the meet location on the day of the meet. Information on the amount of food and drinks necessary will be provided. Organizes and briefs the Hospitality volunteers on their duties prior to the meet and oversees the hospitality volunteers during the meet. (1)

**HOSPITALITY:** Responsible for setting out food and drink in the hospitality area, keeping the area clean, and cleaning up at the end of the meet. Responsible for taking water around to meet officials, timers, ready bench, etc. during the meet. (4)

**FRONT DOOR SECURITY:** Responsible for ensuring orderly entrance into the swim center prior to the meet. After the start of the meet, two Front Door Security volunteers will assist the Stairwell and Seating/Stands Security throughout the meet. The remaining two will assist the Swimmer Entrance Security. Volunteers will have to be early arrivals to the swim center, exact time to be determined. This job requires someone who is not easily intimidated. (4)

**STAIRWELL SECURITY:** Responsible for ensuring the stairwell stays clear and is accessible. At event 70, Stairwell Security will go to the Swimmer Entrance to help with leaving swimmers. Volunteers will have to be early arrivals to the swim center, exact time to be determined. This job requires someone who is not easily intimidated. (2)

**SEATING/STANDS SECURITY:** Responsible for ensuring seats are filled and walkways in the seating area are clear. Responsible for asking patrons to move in and out of the seating area to allow other families to watch their swimmers. Volunteers will have to be early arrivals to the swim center, exact time to be determined. This job requires someone who is not easily intimidated. (4)

**SWIMMER ENTRANCE SECURITY:** Responsible for ensuring swimmers access the pool deck in an orderly manner. Responsible for ensuring that swimmers do not leave the pool deck without an adult. This job requires someone who is not easily intimidated. (2)

**HEAD SECURITY ROVER:** Organizes and briefs the Security volunteers on their responsibilities prior to the meet and oversees volunteers during the meet. Responsible for ensuring that security personnel are at their posts, resolving any issues at security locations. Will oversee patron entrance into the swim center. This job requires someone who is not easily intimidated. (1)

**TROOP COORDINATOR:** Responsible for organizing team swimmers outside of the meet location prior to entering the swim center. Will be provided a list of swimmers attending the meet for swimmer sign-in, to be turned in when entering the pool deck. (1 from each team, can be a Pit Parent)

**PIT PARENT:** The Pit Parent is responsible for lining up swimmers for their events and escorting them to the Ready Bench; ensuring swimmers return to the designated seating area after they swim their event; escorting swimmers to the bathroom; tracking swimmers as they leave and enter the designated seating area; and ensuring swimmers' safety while in the

designated seating area. (four from each team, or 1 for every 15 swimmers attending with a maximum of six)

**RELIEF VOLUNTEERS:** Are responsible for relieving timers, runners, and pit parents for short breaks throughout the meet. (4)

**AWARDS:** Awards volunteers are responsible for attaching race results stickers to place medals and ribbons and filing the ribbons in the team folders. Also, ensuring that all teams pick up their awards after the meet. (1)