

Saturday Meets: mornings, approximately 8:30am – 11:30am check each job for time.
HOME at Cedarbrook or AWAY: at other pools

Announcer 08:30 AM - 11:45 AM (HOME meets)

Operates the Public Address System, announces events and heats and swimmers

Clerk of Course 08:30 AM - 11:45 AM (HOME and AWAY)

Swimmers will report to Clerk of Course to be placed in correct lane assignment. Refer to meet program for order

Computer Operator: Automation training rec'd 08:15 AM - 11:45 (HOME Meets)

Enters race results into Meet Manager software. Must be knowledgeable about meet/team manager automation

Verifier 08:30-11:45 (HOME and AWAY meets)

Works at the computer automation area. Staples DQ cards to appropriate sheet; checks official time has been circled; makes sure lane sheets are in order.

Scorer 08:30 AM - 11:45 AM (AWAY meets)

Verifies times on results sheet with times recorded on heat slips. Works in coordination with computer operator

Food Sales 08:15 AM - 11:45 AM (HOME meets)

Set up, help with food sales, and clean up: Please check with Food Sales Coordinator re: time to report

Picnic: Clean Up 11:00 AM - 06/16 12:30 PM (HOME meets)

Assist Picnic Coordinator with clean up of picnic materials.

Picnic: Coordinator: 08:00 AM -12:00 PM (HOME meets)

Picnic Committee Chairs coordinate picnics

Picnic: Griller 10:30 AM – 12pm (HOME meets)

Cooks Hot dogs/burgers on grills, following instruction from Picnic Coordinator

Picnic: Set Up 08:00 AM - 09:00 AM (HOME meets)

Assists Picnic Coordinator with set up. Come 1 hour before meet starts: confirm start time with Picnic Coordinator

Program: 2 hr, 2 day job: Friday make copies of program. **Saturday** sell programs 8 - 9:3am (HOME meets)

Only 2 hour job max: On Friday, get the final meet program from Head Coach. Make 75 copies. Bring to Cedarbrook at 8am Saturday morning to sell for \$1. Can sell at Food Sales table. Need single \$ for change.

Referee- MCSL Certified 08:15 AM - 11:45 AM (HOME meets)

Must be MCSL certified Referee. The referee runs the meet. Must be thoroughly familiar with all rules. Conducts meeting with officials prior to meet. Is the final arbiter of all decisions

Ribbon Writer 08:30 AM - 11:45 AM (HOME and AWAY)

Work at ribbon table. Places labels on ribbons and place in swimmer's envelope in team box.

Runner 08:30 AM - 11:45 AM (HOME meets)

Collects completed heat slips and brings to computer operator table in baby pool area.

Starter- MCSL Certified (AWAY meets)

Must be MCSL certified Starter. Operates the electronic strobe to start the race

Stroke and Turn Judges: MCSL certified 08:15 AM - 11:45 AM (HOME and AWAY 2 each)

Must be MCSL Certified Stroke and Turn. Determine whether swimmers perform their strokes, turns, and finishes in accordance with the rules.

Timer – Head-home/Assistant Head Timer-away 08:15 AM - 11:45 AM (HOME and AWAY)

Supervises the timers. Must be experienced lane timer.

Timers: must have timer experience for Saturday meet (HOME and AWAY)

08:30 AM - 11:45 AM

Lane timers throughout the meet.

Wednesday Night Meets: HOME at Cedarbrook or AWAY: at other pools approximately 5:30 -9pm. some a bit earlier, some later.

Announcer 05:00 PM - 09:30 PM (HOME)

Operates the Public Address System, announces events and heats

Clerk of Course: 25 M Runner 05:00 PM - 09:30 PM (HOME)

Meet Runner person at shallow end of pool by baby pool gate and take completed heat slips to computer operators' table by house. Put in Lane order (1-6) before handing off to Computer Op.

Clerk of Course: Deck Clerk 05:00 PM - 09:30 PM (HOME)

Stand by lane chairs and cue swimmers to move forward in lane chairs when previous race as started.

Clerk of Course: Escort 05:00 PM - 09:30 PM (HOME)

Walk the swimmers from the bench area to their lane chairs. Be sure swimmers stay in order. Order should be swimmer lanes 6-5-4-3-2-1.

Clerk of Course: Heat Slip Collector 05:00 PM - 09:30 PM (HOME)

Collecting heat slips from lane timers, giving to 25 M runner person.

Clerk of Course: Names/Lanes 05:00 PM - 09:30 PM (HOME)

Two persons to arrange swimmers for their races. Using program heat sheet, place swimmers in order 1 - 6 on benches.

Computer Operator Assistant (HOME and AWAY)

Assist computer operator (CO) as needed: may be times verifier, read swim times to CO, post heat results

Computer Operator: Automation training rec'd (HOME)

Enters race results into Meet Manager software 05:00 -09:45 PM

Food Sales 04:45 PM - 09:00 PM (HOME)

Set up, help with food sales, and clean up.

Heat Winner Ribbons 05:00 PM - 09:30 PM (HOME)

Hand out "Heat Winner" ribbons to winner of each heat.

Referee- MCSL Certified 05:00 PM - 09:30 PM (HOME)

Must be MCSL certified Referee

Ribbon Writer 05:30 PM - 09:45 PM (HOME and AWAY)

Work at ribbon table. Places labels on ribbons and place in swimmer's envelope in team box.

Starter: MCSL certified (AWAY)

Must be MCSL certified Starter

Stroke and Turn Judges: MCSL certified (HOME and AWAY)

Must be MCSL Certified Stroke and Turn

Timer – Head (home) / Assistant Head Timer (away) 05:00 PM - 09:30 PM

Supervises the timers. Must be experienced lane timer.

Timers 05:00/5:30 PM - 09:30 PM (HOME and AWAY): different start times: check meet event Lane timers throughout the meet.

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Banquet

Banquet Clean UP: post banquet: Keep Food area clean, removing empty dishes etc, assist with clean up post banquet
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Banquet Set Up mid afternoon Assist Banquet Coordinators with setup at on Saturday afternoon of the banquet

Blue and White Meet

Food Setup This job entails putting out refreshments for swimmers and families alike: just doughnuts and juice, occasionally coffee

Celine Silver Mini Meet: AWAY meet at Tilden Woods Pool

Clerk of Course: Names/Lanes 05:00PM - 09:00PM Two persons to arrange swimmers for their races. Using program heat sheet, place swimmers in order 1 - 6 on benches.

Meet Coordinator 05:00PM - 09:00PM Kiddie Hawk Liaison typically coordinates this meet. Parent volunteers check with with meet coordinator for jobs.
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Ribbon Writer 05:00 PM - 09:00PM Work at ribbon table. Places labels on ribbons and place in swimmer's envelope in team box.
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Timers 05:00 PM - 07:00 PM / 07:00PM - 09:00PM Lane timers for first half or second half of meet.

PEP RALLY Friday nights

Pep Rally Volunteers 05:45 PM - 07:00 PM Sets up, serves and cleans up Pep Rally Pizza and Lemonade

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