

Volunteer Position Descriptions

Committee	Meet v. Non-Meet Position	Description
Award Ceremony/Pep Rallies	Non-Meet	These volunteers work to coordinate pep rallies and other activities on Friday evenings, photo night pizza party and the end of season award ceremony (generally the Sunday after the Divisional Meet). Volunteers for this committee must be available to assist in event preparation.
Clerk of Course	Meet	The Clerk of Course volunteers work in shifts at home and away meets from 6:30am to the conclusion of the Butterfly event. They are responsible for: checking swimmers in for each event and ensuring they get to the pool deck, on time and in the proper order.
Computers	Meet	These volunteers work in shifts at home and away meets, including the Microblaster meet. Shifts start at 6am and run until all data is entered at the conclusion of each meet. The computer team works with scoring to calculate, input, and post meet results. In addition, this team prints labels for place and personal best ribbons. This committee often works in air-conditioned areas- bonus on hot days!
Concessions	Meet	These volunteers work at all home meets and time trials. This includes food and beverage sales, provide meet volunteers with water, and refill poolside water stations if needed. Concessions food and beverage service begins at 6am at home meets and runs until the final individual event is completed.
Merchandise	Non-Meet	These volunteers have pre-season and in-season responsibilities. Pre-season activities include organizing and executing two swimsuit try-ons in the spring and organizing sale of team merchandise online. In-season activities include distribution of team merchandise on pool deck, selling merchandise at home meets, organizing Divisional T-shirt orders/distribution, and the selecting/ordering/assisting with distribution of team awards at the awards ceremony.
Photography	Meet	These volunteers take pictures throughout the swim season at meets, practices and social events. This committee manages the team Shutterfly account and provides photos to the Board and Publicity team for publications and posters. This committee assists with the senior gifts. Having a great camera and a good eye for photos is a must!
Ribbons	Meet	<p>These volunteers work at home and away meets on a rotating basis. This committee will assist in Timing and Running at Time Trials.</p> <p>Heat Ribbons: Volunteers work in shifts on the pool deck from 7am-conclusion of the butterfly event. Volunteers distribute heat ribbons to event winners. The swimmers are always happy to see you.</p> <p>Ribbons Writers: Volunteers work in shifts from 8am to the conclusion of the meet. Ribbon Writers obtain labels from the computer team, affix labels on place ribbons and file them in family folders. This is primarily a seated job and often occurs in air conditioning, which is always nice on hot days!</p>

Runners	Meet	These volunteers work in shifts at home and away meets from 7am – conclusion of the Butterfly event. Runners collect completed deck cards and DQ slips from Recorders and take them to the Scorers. In 25-meter events, Runners quickly take collected deck cards from the starting end of the pool and deliver them to recorders on the finishing end of the pool prior to being taken to recorders.
Scorer/Verifier	Meet	These volunteers work in shifts, from 7am-conclusion of the meet, at home and away meets. Scorers score deck cards, sort DQ slips and provide information to the computers team. The Scorers will assist in verifying results and resolving problems as they arise. Volunteers on this committee work in a quiet and often air-conditioned environment.
Set-up	Non-Meet	This team works in shifts to set up the pool deck during home meets. Friday night set up begins at 8pm. Set-up must arrive no later than 5:45am on the morning of the meet to complete on deck set-up. Set up are also responsible for: Toting, setting up, and returning team tents, banners and flags from away meets.
Social Committee	Non-Meet	These volunteers plan and implement social gatherings and service events for swimmers and families, throughout the swim season and potentially during the offseason as well. Volunteers on this committee are required to be available during spirit week.
Sponsorship	Non-Meet	These volunteers begin work in prior to the season and throughout the season. Sponsorship responsibilities include obtaining donations from local businesses to support the swim team, implementing all aspects of agreements with sponsors, planning and executing team spirit nights, advertisements and sponsorships in meet programs.
Stroke & Turn Officials	Meet	These volunteers work home and away meets. Check in time is 30 minutes prior to the start of each meet and ends after the final heat of the meet is complete. Volunteers must attend a S&T officials training virtually, prior to the start of the season. New volunteers will begin by shadowing a qualified Stroke and Turn official as part of on-deck training and be able to recognize legal and illegal motions for each stroke, turn and finish. S&T officials determine disqualifications of swimmers and write up DQ slips as necessary.
Timer/Recorder	Meet	These volunteers work in shifts from 7am - the conclusion of the meet. These volunteers must attend a short meeting prior to the start of each meet. Timers use a digital stopwatch to time swimmers and Recorders record time provided by Timers on deck cards.