

Greenway Aquadux Volunteer Job Descriptions



Circle In - Responsible for circling the middle time on each timer card for each swimmer. Works in conjunction with the scorekeeper.

Concessions - Sell food and drinks during meet. Responsible for coming early to help set up, work through swim meet, as well as cleaning up. This position will be coordinated by the Concession Committee Head.

Head Timer - Start back up stop watch at beginning of each heat and be ready to replace any malfunctioning stop watches.

Flip Chart - Stand by Starter and flip event # and heat # chart for each race. Need to obtain the heat sheets for both teams prior to start.

Meet Set Up/ Take Down - Prepare pool area for meet prior to start and restore to pre-meet condition after meet is over. Overseen by the Set Up/Take Down Committee Lead.

Meet Starter - Responsible for calling/starting each event on the microphone/start machine.

Ready Bench Boss - Ensures that swimmers are lined up in event and heat order once the Ready Bench Parent brings them to correct lanes. Communicates with coaching staff of any changes.

Ready Bench Parent - Sit with swimmers in tent, write numbers on arms, line them up in order and walk them to the benches behind the lanes. For younger swimmers, assist them at the Ribbons table. At meet end, ensure trash is picked up, tents are collapsed, and tarps are folded.

Ready Bench Parent Coordinator - Responsible for oversight and training of the Ready Bench Parents before and during all swim meets. They will be available to assist with any questions during the meet to help ensure that the meet runs smoothly.

Referee - In charge of swim meet, inform timers of Disqualifications and referee disputes.

Ribbons - Hand out ribbons to swimmers. Responsible for keeping the kids organized by heat and event after each race for ribbon handout. Also separate time slips for data entry. Head Scorekeeper will oversee this position.

Runner - Responsible for taking time cards from the timers and bring them to score keeping table or run scorecards to ribbon table at end of each race.

Score Keeper - Record points for each event's heat and keep running score. Responsible for putting the timecards in order. Head Scorekeeper will oversee this position.

Stroke / Turn Judge - This position requires training and certification. Will monitor swimmers for stroke and turn infractions and report to Referee.

Tarp Cleaner - Responsible for taking tarps home for washing and flat drying before folding and returning to pool storage closet for use at next meet.

Timer - Three timers (combination of both teams) required for each lane of competition. Timers will time each race with stop watch for the entire meet. One timer per lane will record the swimmer and times.