

## TPDC VOLUNTEER POSITION BRIEF DESCRIPTIONS

**Referee** This person is in charge of the entire meet operations on the day of the meet. They must be familiar with USS swim rules and Prince-Mont rules. Training is required. Our team either supplies the referee or the starter at each meet. If it is a home meet then we supply the referee.

**Starter** This individual is responsible for starting the swimmers for each event. Training is required.

**Stroke/turn** These persons observe the swimmers to decide whether they are completing the strokes in the accepted manner. Must be familiar with USS swim rules. Training is required. Our team is required to supply at least two for each meet.

**Head Timer** This person is in charge of all the timers during the meet. They signal the referee once the timers are ready, collect the lane timers sheet at the end of each event. Minimal training required.

**Timer** Starts and stops the watch to record the time of each swimmer in their lane. There are usually three timers in each lane. Our team is required to provide either 9 or 12 timers at each meet.

**Clerk/course** This person is in charge of seeding (assigning swimmers to their correct heat and lanes) at least 30 minutes before the meet starts. This job requires training. The assistant helps the clerk of course to complete his/her duties.

**Place judge** This person stands at the end of the pool and observes the order of finish of the swimmers indicating 1<sup>st</sup> and 2<sup>nd</sup> positions. Each team supplies one place judge at each dual meet.

**Announcer** Provides the Public Address equipment for home meets and announces the results, scores, winners etc. once the information becomes available.

**Head judge** This person sits next to the Hy-Tek Operators and verifies all timers' sheets; checking disqualifications, place judge positions and indicated the official times for each swimmer in each event. The timers' sheets are then passed on to the Hy-Tek operator. Each team supplies one place judge at each dual meet. The home team acts as Head Judge while the visiting team acts as the assistant.

**Hy-Tek Operator** The two swimmers who place highest in each event score points for the team. The Hy-Tek Operator, using Meet Manager software, tabulates the scores that are generated by both teams. Each team supplies one operator who will work together using Meet Manager to enter data into the program to ensure that the swimmers times from the meet is recorded and scored properly.

**Runner** Provides help wherever and whenever needed during the meet.

**Concession** When we host meets, we need several parents to operate the concession stand. The team provides food items for sale to persons participating in the meet. All team members are requested to supply items for sale at the concession stand. The concession is a fundraiser for the team. Money raised helps pay for the awards and awards program for the swimmers at the end of the season.

**Marshals** During the running of the meet, swimmers tend to be everywhere; marshals are needed to monitor the swimmers. Team marshals help the coaches to ensure that swimmers get to their event on time. Clerk of course marshals monitor the clerk of course area and ensure that the swimmers get to their heats in the correct lane order and generally keeps order in the area.

### **Facility setup/cleanup**

Whenever we host meets, the pool must be made ready at least an hour before the meet is scheduled to begin. This involves erecting several tents for shade, putting in the lane dividers, setting up the backstroke flag and generally making sure that the locker rooms etc. are adequate for use by our team and the visiting team. All team parents have a mandatory commitment to help out. **We need several persons available to set up at least TWO HOURS before the meet is schedule to begin.**

**A more detailed description for all official positions are available in the Prince Mont Swim League yearly Handbook .**