

## ORSC Swim Meet Volunteer Duties

Organizing and keeping a swim team going takes many volunteers. Home meets require many, many workers and away meets require about half that number. It is the responsibility of every parent of a swimmer to help out in these positions. Please pitch in to make this a great season for our swimmers!

Following are descriptions of volunteer positions:

**Meet Referee/Starter** — Calls up events and announces names of swimmers in each event.

**Clerk of Course** — Organizes and seats the swimmers in the event they are to swim as assigned on the approved heat sheet. A copy of this heat sheet will be provided just before the start of each meet.

**ORCA Tank** – Walks the swimmers from the “tent” area to the Clerk of Course.

**Hospitality, during the meet** — Keeps all workers and coaches hydrated with water or other beverages and snacks.

**Hospitality, pre-meet** — Involves contributing to the snacks and drinks provided to swim meet volunteers at home meets only. Foods can be brought to the pool at any time prior to the start of the meet. Especially appreciated are home-baked goodies (cookies, muffins, banana bread) and fruit (cut or whole) for our bake sale.

**Data Entry** — Keeps a cumulative score of the meet. This record indicates by event the swimmer’s name, team, time, and points earned. Each team provides a Scorer, and they work together to confirm accuracy. At home meets, this person enters meet data into Meet Manager software that is sent to CSA.

**Referee\*** — Presides over the meet to see that the meet runs on time, and is fair and safe for all swimmers. It is the responsibility of the Meet Referee to stop a meet due to hazardous weather conditions. The Meet Referee holds meetings for coaches and officials at the beginning of each meet to answer any questions and make necessary clarifications of rules and procedures. The Meet Referee clears the pool at the start of each race by blowing a whistle.

**Ribbon Labeler** — Places labels on ribbons indicating swimmer’s event, age group, and time, during the second half of each meet. Labels are printed out after the meet’s data are entered (see Scoring Data Entry).

**Runner** — Transfer meet documents as needed. Runners bring entry sheets from timers to the scoring table. DQ Runners bring DQ slips from judges to meet referee for initialing, then to the scoring table.

**Starter\*** — Gives the commands to the swimmers to start each race, and then to start the race.

**Stroke and Turn Judge\*** — Determines if each swimmer is swimming the stroke legally as defined by USA Swimming rules. It is the responsibility of the Stroke Judge to disqualify any swimmer whose stroke, start, turn, or finish is illegal.

**Head Timer** – Runs extra stop watches and watches timers for help.

**Timers** — Time the swimmers in each race using stopwatches provided by each respective team. One Timer records all times on the timer sheet, which the Runner picks up for delivery to the Scoring Table.

**Volunteer Coordinator** — Procures and confirms volunteers for each meet according to volunteer signups.

**Canned Food Drive** – Markets and advertises the canned food drive collection during each meet. Volunteer will deliver canned food to the City Meet on behalf of ORSC.

**Bake Sale** – Volunteer will be responsible for organizing and selling all baked goods donated at each meet in order to raise funds for Swim for Cancer.

\*CSA clinics are required for Meet Referee, Starter, and Stroke Judge positions. See GreensboroCSA.org for times and locations of training