

# Drummond Hill Volunteer Job Descriptions

**Swim Team families are required to work the following “ORGANIZATIONAL” jobs only once during the swim season in addition to working the required “MEET” jobs below (see Parent Participation Form).**

**MEET SET-UP WORKER** – Must be at Pool 1 hour before meet starts. 3 Workers are needed per meet. Sets up scorers' table, connects speaker system, sets up back stroke flags, lines up chairs, and performs any other tasks needed to prepare pool for meet.

**MEET CLEAN-UP WORKER** – 3 Workers are needed per meet. Puts away scorers' table, speaker system, back stroke flags. Puts chairs back, cleans up trash, and gathers any lost-and-found items.

**PARKING COORDINATOR & WORKERS** – Must be at Pool 1 hour before home meet starts. Needed for home meets only. Shack donation under the direction of the Snack Shack Organizer (Board Position). Recruits volunteers for Social Events.

**SOCIAL EVENT COMMITTEE** – Helps in the planning, organizing, and running of the Swim Team Social Events. Committee members need to help with only one event per season.

**AWARDS BANQUET COMMITTEE** – Works with Committee Chairs to plan and organize the end-of-season Awards Banquet. Several people are needed for this committee.

**The following “MEET” jobs require the volunteer to work the entire meet, but these jobs count as 2 (two) jobs toward the family’s volunteer job requirements (see Parent Participation Form).**

**STARTER/REFEREE\*** – This position requires attendance at the pre-season SSL clinics\*. This job can be performed by one or two people. The Referee must know all SSL rules and their interpretations, and is responsible for managing the officials. The Starter gives the commands to start each event and manages the flow of the meet.

**STROKE & TURN OFFICIAL\*** – This position requires attendance at the pre-season SSL clinics\*. 2 Stroke & Turn officials are needed per meet. These officials watch swimmers in each race for legal strokes and turns. Perfect for someone with a swimming background.

**PLACE JUDGE** – 1 Place Judge is needed per meet. Determines the order of finish for each race. This job takes a person who is experienced and/or feels comfortable making quick decisions. When Place Judges disagree, times are used to assist in determining the order of finish.

**ANNOUNCER** – 1 Announcer is needed per meet. Announces the swimmers for each event before it takes place and announces the results afterward, whenever possible.

**CLERK OF COURSE** – 1 Clerks of Course is needed per meet. Lines up swimmers on the ready benches to make sure that no swimmer misses a race.

**LINE-UP ASSISTANT** – 2 Line-Up Assistants are needed per meet to help line up swimmers prior to races.

**HEAD TIMER** – 2 Head Timers are needed per meet; one for the boys and one for the girls. Verifies the swimmers and lanes at the start of each event. Collects the times after each event is swum and gives cards to the scorers' table.

**RUNNER** – 2 Meet Runners are needed per meet. Leads swimmers from the ready benches to the lanes. Delivers score cards between timers and scorers.

**SCORER\*** – Attendance at the pre-season SSL clinics\* would be helpful for this position. 3 Scorers are needed per meet. Keeps official score according to SSL rules and prepares event cards from the coaches roster before the meet begins. Experienced Scorers will be available to train people new to this job.

**The following jobs require the volunteer to work only half a meet.**

**TIMER** – 1 Timer is needed per lane per half-meet. Using a stopwatch, this official times each event, averages the time taken with the timer from the opposing team, and reports final time to the Head Timer.

**SPLIT TIMER** – 1 Timer is needed per Drummond Hill lane (3 total) per meet. Using a stopwatch, this official times the legs of medley and free relays.

**SNACK SHACK WORKERS** – Sell food for half of a meet during home meets only. 1st half workers will come early to set up; 2nd half workers will stay after the meet to clean up.

**\*SSL CLINICS FOR THESE JOBS WILL START AT THE END OF MAY AND ARE OFFERED THROUGH THE BEGINNING OF JUNE. PLEASE CHECK THE SSL WEBSITE ([www.sslswim.org](http://www.sslswim.org)) FOR SPECIFIC DATES, TIMES, AND LOCATIONS.**

*Updated April, 2011*