

## **Job Descriptions for HASA Swim Meets**

We need volunteers to fill a variety of positions. If you are unable to work this weekend, it is your responsibility to find a replacement. All HASA families are required to work at least 2 sessions.

Typically, morning sessions run from 6:30 a.m. - 11:30 a.m. Concessions, program sales, and other support personnel should plan to arrive by 6:30. Lifeguard should be on deck 15 minutes before the start of warm-ups. Timers should be on deck 30 minutes prior to the start of the events. Afternoon sessions begin immediately following the morning events. Afternoon volunteers should plan to arrive approximately 15-30 minutes before the scheduled end of the morning session. A timeline will be announced with the estimated times for each session.

Everyone is asked to help set up Friday evening and/or clean up Sunday afternoon (specific sign-up slots may be available for before and after meet duties).

The **Announcer** is the voice of the meet. In general, announcements include welcoming and closing statements, call for coaches and officials to meet, changes in schedule, the start of each event, and publicity for concessions and vendors.

**Awards staff** collects the results labels and affix them to the correct ribbon or medal. Certificates are completed for swimmers who achieve new time standards. The awards and certificates are sorted alphabetically by last name and by team. Swimmers are supposed to pick up their awards during the meet. Leftover awards are placed into bags and picked up by the coaches at the end of the meet. Only one person is needed during the first session of the meet as it takes time for the results to be compiled. Awards personnel may be asked to cover program sales as needed.

The **Computer Operator** may also be the **Entries Coordinator**. This is a specialized position for which prior training is required. Prior to the meet, the Computer Operator sets up the events in the Meet Manager program and compiles the entries received from participating teams. During the meet, the Computer Operator compiles the results, adjusts entry information, and provides data to the officials, coaches, and MSI.

The **Concessions Coordinator** is responsible for planning the menu, purchasing the supplies, and recruiting volunteers to assist in the preparation and set up of food items. The Coordinator should be on hand Friday evening (or Saturday morning) to set up but is not required to be present at all times.

**Concessions Staff** manage the concessions counter. They are required to serve customers, stock the supplies, and collect money. In addition to the general duties listed here, concessions staff are assigned specific tasks to handle during their shift. These tasks include Shift Lead (directs staff; must know Hudson Middle School kitchen rules), Hot Food (stocks hot food items), Coffee Lead (keeps the coffee brewing), and Hospitality (stocks the table for coaches and officials).

The **Equipment Manager** is responsible for setting up and monitoring the timing equipment and the sound system. This person must be mechanically inclined and able to fix or replace connectors, touch pads, etc at a moments notice. This person may hold another job during the meet.

The **Head Timer** coordinates the timing staff and provides brief instructions prior to each session. During the meet, the Head Timer starts a stopwatch for each race and should be in a position to see the final touch of the race. The Head Timer's watch is available should any other watch malfunction. At the conclusion of each race, the Head Timer hands out a special award to the winner of each heat (if available). The Head timer also collects the timer sheets from each lane after each race. Timer sheets are passed up to the computer operator.

The **Lifeguard** must be on deck at all times when swimmers are in the water. Current credentials must be on file in the pool office and with the Meet Director. This is a paid position.

The **Meet Director** oversees all of the meet details. From obtaining a sanction number from MSI to making sure that the upstairs locker room doors are closed, it is the Meet Directors responsibility to ensure that all aspects running a meet are properly handled. The Meet Director must be a registered member of USA Swim.

The **Meet Marshall** monitors the behavior of swimmers and coaches and ensures that no unauthorized individuals are present on the pool deck. This person may double as Equipment Manager. The Meet Marshall may also be asked to deliver water to timers and officials during the meet.

The **Photo Assistant** is on hand to help out Photobroder. They must be able to deliver notes and equipment back and forth between the photographer on the pool deck and the order desk. A responsible child (age 10 or older) is perfect for this position.

The **Program Sales** manager is typically the first person folks will meet. They must be friendly and helpful. Expect to be very busy early on and expect to answer a million questions. Oftentimes there will be additional items for sale at the program table (highlighters, pens, etc.) Coaches will also stop by the program table to receive their information packet.

As the demand for programs decreases, this person may be asked to fill in other positions as needed.

The **Results Coordinator** assists the computer operator with recordkeeping. This person receives and collates timing and disqualification slips and archives the scoreboard records for each event.

The **Runner** may be needed to deliver results from the upstairs computer station to the Referee on the pool deck or to distribute paperwork between the Referee and other Officials.

The **Score Board** operator runs the Colorado timing station. This position requires prior training.

**Strokes and Turns Officials** monitor the swimmers' technique and report disqualifications as they occur. Officials must be registered members of USA swim and certified as USA trained officials.

There are two **Timers** at the end of each swimming lane. Timers provide a manual back-up for the touch-pad timing system. Stop watches are used to record the back-up time and a manual button is used to record the touch-pad time. The back-up times are only used in the event that the touch-pad does not register a finish time. Timers write-down the stop-watch time at the end of each race. Timers may also hand out best-time awards to swimmers who beat their recorded seed time.