

Lindmoor Woods Swim Team Volunteer Job Descriptions & Points

Below are volunteer job descriptions for swim meets. Additional volunteer opportunities for points are available at our events such as the Duathlon and Lock-in.

HOME MEETS

Announcer/DJ-Music - 4 points

- Gives announcements and updates throughout the meet
- Calls age groups to the bullpen
- Controls remote event board
- Announces event numbers, sponsors and records
- Plays music throughout meet

Bullpen Coordinator - 4 points

- Keeps the bullpen area moving efficiently
- Gives instructions to volunteers

Bullpen Parents - 2 points

- Keep swimmers organized in the bullpen
- Change manual event board
- Follow instructions from the Bullpen Coordinator

Clean-up Coordinator - 3 points

- Organizes the clean-up during home meets
- Gives instructions to volunteers
- Double-checks clean-up list before locking up the venue

Clean-up Assistants - 2 points

- Follow instructions from the Clean-up Coordinator

Computer Operators - 4 points

- Manages meet entries, scoring, and results through Swimtopia & Meet Maestro
- Sets up and cleans up the timing area
- Gives instructions to volunteers

Concessions Coordinator – Committee Position

- Sets prices for concession items
- Creates Sign-up Genius for concession items
- Purchases main concession items
- Keep track of concession money
- Gives instructions to volunteers
- Hospitality for Coaches, Officials, etc.

Concessions Assistants - 3 points

- Assist with set-up and clean-up
- Sells food or works food stations
- Assist with hospitality needs during the meet
- Follow instructions from the Concessions Coordinator

Deck Manager - 2 points

- Receives direction from the Bullpen Coordinator
- Ensures swimmers are in the correct heats/lanes behind the blocks

Dolphin - 2 points

- Stops and resets the Dolphin system after each race

AWAY MEETS

Bullpen Coordinator - 4 points

- Keeps the bullpen area moving efficiently
- Gives instructions to volunteers

Bullpen Parents - 2 points

- Keep swimmers organized in the bullpen
- Change manual event board
- Follow instructions from the Bullpen Coordinator

Computer Operators - 4 points

- Manages meet entries, scoring, and results through Swimtopia & Meet Maestro
- Sets up and cleans up the timing area
- Gives instructions to volunteers

Deck Manager - 2 points

- Receives direction from the Bullpen Coordinator
- Ensures swimmers are in the correct heats/lanes behind the blocks

Dolphin & Back-up Timers - 3 points

- Responsible for accurate times for each lane
- Understands how to use timing equipment
- Knows race distances and when to switch pool ends
- Writes legibly
- Keeps timing sheets dry and organized

Finish Judge - 2 points

- Records the order of finish for each race
- Relays information to the Finish Line Recorder

Finish Recorder - 2 points

- Records the order of finish for each race from the Finish Line Judge

First Aid - 3 points

- A certified nurse or doctor is required for this position to provide first aid care.
- 9-1-1 will be contacted for emergencies.
- The area will be prepared, and you may sit with your family unless assistance is needed.

Floater - 3 points

- Available to fill any position needed at a meet

Ribbons - 2 points

- Labels and files ribbons during home meets
- Labels and files ribbons after away meets
- Cleans up ribbons and ribbon area

Runner - 2 points

- Collects timer sheets
- Organizes timer sheets & staples
- Turns in timer sheets to the Computer Operators

Set-up Coordinator - 3 points

- Organizes the set-up during home meets (follows the set-up list)
- Gives instructions to volunteers
- Double-checks the set-up list before the start of the meet

Set-up Assistants - 2 points

- Follow instructions from the Set-up Coordinator

Swimmer Check-in - 2 points

- Arrives 30 minutes before athletes to check in swimmers
- Ensures swimmers are marked with name, age, and events
- Cleans up the check-in area

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