

## Volunteer Information

Volunteers will be needed at all home meets and some invitational meets. All meet volunteer positions are for the length of the meet, usually about 2 ½ hours. Volunteering at meets will give you a front row view of your child swimming. If you are an official, I will let you know about the date for the officials training, it should be sometime in September. Thank you in advance for helping us have our meets, without you we wouldn't be able to swim!

Volunteer Coordinator – A parent who will be in charge of all volunteers for meets. You will make sure all volunteer positions are filled, and if they are not, you will let me know so I can try to find some teachers/coaches to help out. You will also make sure everyone is reminded they are volunteering at a meet.

Booster Club Representative – One or two parents who can attend the Booster Club meetings and send out a report about what happened at the meeting. I will try to attend a lot of them, but would like a parent or two who could always be there.

Banquet-- Individuals coordinate all facets, with District approval, of the year-end banquet preparation including food and drink vendor selection, menu, ordering, attendance, set up, decoration and clean up.

- Banquet Coordinator
- Set Up/Take Down
- Food/Drinks
- Slideshow

### **Meet Volunteers**

Head Official-- \*MUST ATTEND OFFICIALS CLINIC\* The referee is the person in charge of the meet. He or she is the head official on duty. The responsibilities are:

- Determining disqualifications at any place in the pool
- Notifying athletes and coaches of the infractions and resulting disqualifications
- Checking that each swimmer takes the proper lane, call them to step onto the starting platform or pool deck and signal the starter to begin
- Help judge false starts
- Acts as a turn judge
- Watches for proper finishes and starts
- Assuring that all competition is being conducted according to the rules
- Stopping or suspending competition whenever elements require
- Resolving any disagreement in a timely manner
- Running the officials and timers meetings at the beginning of the meet
- The referee will only be needed at home meets. This role may be combined with the starter role.

(1 per meet)

Officials-- \*MUST ATTEND OFFICIALS CLINIC\* Officials are required to attend an Officials Clinic each year prior to the beginning of the season. The check-in time for this job is at least 30 minutes prior to the start of the meet. Officials should listen for the announcer to announce where the pre-meet "officials meeting" will be held. (4 per meet)

Starter-- \*MUST ATTEND OFFICIALS CLINIC\* The starter is the official that announces and starts each race. They operate the starting device to begin each race. They also determine false starts and act as a turn judge. He or she has been trained in the proper starting procedures and will control the start of each event. The starter will only be needed at home meets. The check-in time for this job is at least 30 minutes prior to the start of the meet. (1 per meet)

Head Timer-- The Head Timer is responsible for distributing and collecting stopwatches used by volunteer timers. At home meets, he/she will be responsible for holding the "timers" meeting prior to the beginning of home meets. The Head Timer may be required to serve as a back-up timer.

- At meets you are in charge of your timers

- We need 16 timers for each home meet (2 per lane)

Timers-- These volunteers stand in groups of three at the end of each lane and use a digital stopwatch to time the swimmers. Times are recorded and lane change sheets are collected by the runners. The check-in time for this job is at least 30 minutes prior to the start of the meet. (16 per meet)

Runners – These volunteers will collect the time sheets at the end of each event and take them to the computer volunteer. (1 per meet)

Computers – You will be in the office and making sure the times are recorded correctly and double checking times with the time sheets. Once an event has been checked, you will print out the results and post them on the wall. At the end of the meet 3 copies of the results need to be printed – one for OTHS coach, one for the Away coach and one to keep on file. (2 per meet)

Photography – If anyone is a good photographer and would like to take pictures at all meets of the swimmers so we can use them at the end of the year banquet. And send to parents if they want some through out the year.