

Twin Creeks Swim Team 2011

Volunteer Position Descriptions

Please review the position descriptions below and fill out the Volunteer Preference Form so we know what job(s) interest you the most. Questions? Contact Monica Steiner at 214-495-8570 or activechiropractic@hotmail.com.

Thank you for supporting the team, your children and the neighborhood!

Announcer/Starter, (home meets only, 1 person):

This individual announces the beginning of each heat and starts each race.

Set-Up (home meets only, 2-3 people):

Arrive 1 hour before meet warm-ups to assist the coaches setting up the pool area. Arrange ready bench, organize tables and chairs, etc.

Clean-Up (home meets only, 2-3 people):

Stay after home meets to help coaches put pool area back in order for the next day of swimming.

Hospitality (home meets only, 2 people per meet, 1 for each half of meet):

Take water to volunteers (including ready bench workers, timers, computer and ribbon workers, announcer, etc.) during the meet.

Concessions (home meets only, 4 people per meet, 2 for each half of meet):

Help run the concession stand that operates during the meet by selling food and drinks to customers. People who work the first half need arrive before the meet starts to help unload product out of Concession Manager's car and set up tables and signage. People who work the second half need to help put everything away after the meet is over.

Event Numbers (2 people for home meets, 1 for each half of meet; 1 person for away meets):

Before warm-ups, this person writes event numbers on any swimmer who wasn't at practice that morning. During home meets, they update the dry erase board on the pool deck with the event numbers that are currently being called to the ready bench.

Ready Bench (home and away meets, 6 people per meet, 3 for each half of meet):

Work in ready bench area to organize swimmers for their events and heats. Ensure swimmers are at the correct starting blocks at correct time.

Ready Bench Runners (home and away meets, 2 people):

Escort swimmers to the starting blocks. Especially important for younger swimmers and to ensure relay team members get to the correct side of the pool and the correct lane.

Runners (home meets only, 4 people per meet, 2 for each half of meet):

Take time sheets from the timers in each lane after an event and bring them to the computer entry person at the scoring table.

Team Parent (home and away meets, 8 people per meet, 4 for each half of meet):

Responsible for overseeing “tent area” where swimmers stay before going to the ready bench for their races. (Areas will be set-up for each age group.) Team Parents gather the swimmers and get them to the ready bench for each event. It is important that Team Parents stay for their entire half meet shift and not leave when their swimmer is finished swimming. Parents who are volunteering for other positions at the meet need to know that their child is being supervised and helped.

Timers (10 people for each home meet, 5 for each half of meet; 12 people for each away meet):

Timers use stop watches and time all swimmers in their assigned lane for half of the swim meet. Then record the individual times on the time sheets and give to runner after each event. There are two timers per lane.

Time Averager (home meets only, 2 per meet, 1 for each half of meet):

Use a calculator to average the times that the two timers recorded for each swimmer.

Data Entry (home meets only, 2 per meet, 1 for each half of meet):

Input times into computer during meet and print labels for ribbons.

Ribbon Preparation (home meets only, 4 per meet – full meet role):

Apply labels on ribbons and organize them for distribution at practice.