



## Meet Worker Job Descriptions

**ANNOUNCER:** Works closely with the starter to keep the meet running smoothly. Announces events, heats and swimmers over the PA system.

**AWARDS:** Attach award labels to awards and sort by team for coach pick up.

**TIMING SYSTEM OPERATOR:** Should have experience using a Colorado Timing system. If you'd like to learn this position, contact Blaine Carlson at [blaine@waukeshalexpress.org](mailto:blaine@waukeshalexpress.org).

**HY-TEK MEET MANAGER (AO):** Experience is required for this position. It involves importing times from the timing system, verifying times and scoring. Most meets will require Administrative Official certification.

**MEET MARSHALL/SAFETY MARSHALL:** Ensures safety on the pool deck, bleachers, and in warm-down/warm-up areas. Also assists with monitoring locker rooms as needed. Locker room check should always be done with two adults.

**OFFICIALS:** Training and certification is required for all officials. If you'd like more information on how to become an official please contact Megan Dixon at [dixonfamily2000@gmail.com](mailto:dixonfamily2000@gmail.com).

**RUNNER:** Collects time cards and disqualification slips from the timers and officials and deliver them to the scorer's table, and/or post final results.

**TIMERS:** We will provide you with stopwatches to get manual times for each race. One timer will also be responsible for recording times. Timers are a back up for our timing system. An official will hold a timer's meeting prior to each session with specific instructions for the meet. We will have one head official and one back up official for each session.