

Announcer

- Uses PA system for all announcements during the meet
- Opens & closes pool for warm-ups
- Announces event and heat for each swim:

“This is event 1, Open 400 IM. Heat 1, swimmers behind the blocks. Mr./Mrs. Referee.”
- Works with Meet Director and Head Timer to ask for additional volunteer timers

Runner

- Collects timing sheet from each lane once the entire event is done. Drops them off at the Admin table.
- Periodically walks to each meet official to see if they have DQ slips to submit (Takes those to the Meet Referee)
- Takes DQ slips from the Meet referee and gives to the respective coaches
- Periodically posts meet official results on the wall outside

Set-up Meet

- Put in lane lines, flags, and arrange bleachers
- Clear off deck and arrange pool equipment in the play structure area
- Roll out Admin table and pull up diving board
- Place 2 chairs behind each lane, one at each corner of the pool and enough for all coaches along the side of the pool (10-12)
- Arrange tables for coaches (4-5), 1 for the announcer, 3 for concessions and 6 for hospitality
- Help set up PA system
- Bring up electronic pads from boiler room

Clean –Up Meet

- Take out lane lines, flags, and stack bleachers along South wall
- Take pool equipment from the play structure area and place back on deck
- Roll in Admin table and take down diving board
- Stack all chairs and place along North wall
- Fold all tables and place in hospitality room
- Put away PA system
- take electronic pads back to the boiler room
- Clean pool area of all trash

Bathroom Detail

- Periodically walk through each locker room and inspect for cleanliness
- Make sure all paper and soap products are full (extras are in pool office)
- Empty trash as needed
- Report all equipment failure to the Meet Director and lifeguard



Bull Pen

- Greet 8 & Under swimmers and arrange them in their heat / lane on the bleachers
- Walk each heat behind their blocks when it's their time to swim
- Help keep the area behind the blocks free from anyone except who is swimming in that event (no other swimmers except 8 & Under's)
- All events will start from the end of the pool with the blocks

Pool Marshalls

- Sit at one of the 4 chairs at the corners of the pool during warm-ups
- Supervise the warm-up session making certain swimmers are not running on the deck, hanging on the lane lines or diving off the blocks
- Once a diving lane opens, make certain all swimmers are clear from that lane
- You are in charge of general pool safety. Report all incidents to the lifeguard and Meet Director

Awards

- Take stickers from Admin table / Meet Director and work in the pool office
- Place the sticker on the back of the corresponding award and stack according to each team



Head Timer

- Supervise the timers
- Notify the announcer of the need for timers for each lane and team
- Start 2 watches for every heat as a back-up for the timers
- Educate volunteer times as needed – 8 & Under procedures
- Help Bull Pen volunteers keep area behind the blocks clear during 8 & Under events

Heat Treats

- Watch for each heat winner and give them a trinket
- Speak with Meet Director about trinkets

