

Head Timers (championship meets only)

1. Run the timers meetings for their respective pools 20 minutes before the meet begins.
2. Run a backup watch for every heat in case a lane watch malfunctions.
3. Watch the timers during each heat to see if they need a backup time.

Volunteer Coordinator

1. Responsible for making sure that we have enough volunteers on the day of the meet.
2. Volunteer check in on the day of the meet. (Arrive 30 minutes before the start of the meet.)

Timers

1. Time each heat.
2. Ensure swimmers exit the pool immediately after their race is completed.
3. Ensure the integrity of the touch pads.
4. Push the backup buttons at the end of each swimmers heat.
5. Ensure that they have the correct swimmer in the correct heat behind the blocks.
6. Help maintain quiet for the start of each heat.
7. Keep block areas clear.

Backup Timers

1. Start your watch with every heat.
2. Provide breaks and fill in for timers.
3. Watch for timers who may need a backup watch.
4. Act as split timers for 8U relays in dual meets.

Clerk of Course

1. Getting the swimmers to the blocks at the appropriate times.

Ticket Sales (championship meets only)

1. Ensure that each person has paid their entry fee.
2. Assist with t-shirt sales.

On Deck Helpers

1. Posting scores
 - a. Remain near the score tables for their respective pools.
 - b. Post the scores throughout the meet.
2. 8 & Under Lane Monitors (championship meets only)
 - a. Responsible for keeping the 8 & Unders where they are supposed to be when the clerk of course gets them behind the blocks.
3. Responsible to watch the officials for disqualifications.
 - a. Taking the DQ slips from the officials to the score table.
 - b. One stationed on each side of each pool

Age Group Coordinators

1. Responsible for getting the children TO the clerk of course when their event is on call.
2. Should remain in the team area at all times.
3. Responsible for passing out event cards, if applicable.

Security

1. Responsible for maintaining order in your assigned area
2. Responsible for ensuring the team areas are clean before leaving.