

## SMST Regular Season Volunteer Positions

<b><u>During Meet Volunteer Duties</u></b>		
<b><u>Easy to Learn Great for New Volunteers</u></b>		
Job Title	Description	# Needed Per Meet
Scribe	Records the information for the Across the Board Judge, sits with judge of opposite team <b>(This is a very easy job, great for new volunteers)</b>	2 per Meet <i>(1 per half)</i>
Runner	Pick up DQ slips (from judges) and Timer Sheets (from Timers) and take to Scoring Table <b>(This is a very easy job, great for new volunteers)</b> <i>*This job is performed periodically throughout each half and is ideal for volunteers needing flexibility</i>	2 per Meet <i>(1 per half)</i>
Hospitality <i>(Home Meet only)</i>	Ensures that a cooler of waters is ready at the concession table; Periodically delivers water to active volunteers, coaches, and officials from both teams <b>(This is a very easy job, great for new volunteers)</b> <i>*This job is performed periodically throughout each half and is ideal for volunteers needing flexibility</i>	4 per Home Meet <i>(2 per half)</i>
Ribbon Writer	Places the results stickers on each ribbon for our team and organizes for distribution (usually alphabetical by swimmers' last names) <b>(This is a very easy job, great for new volunteers)</b> <i>*This job can be performed periodically based on the speed of data entry and printing. The 2nd half volunteer will need to be available until data entry is complete.</i>	2 per Meet <i>(1 per half)</i>
Heat Winner Ribbons <i>(Home Meet only)</i>	Awards a Heat Winner ribbon to the winning swimmer for all heats except for the final heat of each event (except relays); Also awards participation ribbons to all swimmers in events 11A and 12A; Position is roving at finish end of pool <b>(This is a very easy job, great for new volunteers)</b> <i>* Volunteers with younger children often like this job because the younger child can assist in giving out ribbons</i>	2 per Home Meet <i>(1 per half)</i>
Across the Board Judge	Sits near the finish and declares the finish order of all swimmers competing in the final heat of each event.	2 per Meet <i>(1 per half)</i>
Timer	Uses a stopwatch to time each heat by starting watch with the flash of the starter's strobe and ending when the swimmer touches the wall; 2 timers per lane with one recording the times on the provided Timer Sheet <b>(It's not as scary as you think!)</b>	12 per meet <i>(6 per half)</i>
Ready Bench	Lining up 10 & under swimmers at Ready Bench and escorting to the blocks as needed <b>(Requires a familiarity with the 10 and under swimmers)</b>	4 per meet <i>(2 per half)</i>
Concessions <i>(Home Meet only)</i>	Sales of concession items; Refilling of items from the team supply room as needed during meet; Adding drinks to coolers to chill as needed during meet. <i>*This is a flexible job as one volunteer at a time can usually take breaks to watch an event</i>	5 per Home Meet <i>(3 first half, 2 second half)</i>

<b>Prior to Meet Beginning - must arrive at 4:00</b> (will allow you the ability to volunteer while not interfering with watching the meet)		
<b>Job Title</b>	<b>Description</b>	<b># Needed Per Meet</b>
Meet Set Up <i>(Home Meet only)</i>	Help with tasks needed to prepare for the meet including, but not limited to: parking set up, table and tent set up, concession set up, etc.	5 per home meet
Raffle Ticket Sales <i>(Home Meet only)</i>	Sell 50/50 raffle tickets prior to the meet starting and throughout the first half.	1 per home meet

<b>After Meet - must stay until all clean up is complete</b> (will allow you the ability to volunteer while not interfering with watching the meet)		
<b>Job Title</b>	<b>Description</b>	<b># Needed Per Meet</b>
Meet Tear Down <i>(Home Meet only)</i>	Help with tasks needed to tear down the meet and return the pool deck to proper form including, but not limited to: collection of all signs, collect and take out trash, pool deck clean up and tidy, bathroom checks, blow off pool deck, sidewalks and parking lot, etc.	5 per home meet

<b>Training Required</b>		
<b>Job Title</b>	<b>Description</b>	<b># Needed Per Meet</b>
Referee (Meet Director) <i>(Home Meet only)</i>	Meets with all officials prior to start of meet, assists judges in rule interpretation, addresses sportsmanship issues, approves DQs, certifies meet results <b>(Requires an experienced volunteer with stroke and turn judge training)</b>	1 per Home Meet <i>(serves entire meet)</i>
Starter <i>(Home Meet only)</i>	Responsible for operating the starter device which officially starts each event. Makes all starting sequence announcements. <b>(Requires training on equipment and start sequence)</b>	1 per Home Meet <i>(serves entire meet)</i>
Head Timer <i>(Home Meet only)</i>	Gives the ready signal to the Starter indicating that all timers are ready for the next event; Keeps time on each event as a backup time if needed <b>(Previous timing experience required)</b>	2 per Home Meet <i>(1 per half)</i>
Stroke and Turn Officials	Observe and ensure that swimmers comply with rules relating to the style of swimming, turning, and/or finishing; Reports infractions on DQ slips <b>(Requires an experienced volunteer with stroke and turn judge training)</b>	4 per Meet <i>(2 per half)</i>
Data Entry	Works with the Data Entry Clerk from the opposing team to enter official times and disqualifications into the computer <b>(Requires training on the use of the computer and meet software)</b>	2 per Meet <i>(1 per half)</i>
Volunteer Coordinator	Ensures all volunteer positions are filled and assigns volunteers as needed; Brings stopwatches to Away Meets; Prepares clipboards and other volunteer materials needed for Home Meets	1 per season
Concessions Coordinator	Coordinates purchase/delivery of concession stand sales items for each home meet,	1 per season

**Total Volunteers Required for Home Meets: 56 Total**

**Volunteers Required for Away Meets: 29**