

50/50 Raffle Volunteer

1 needed for each home meet, half meet

The 50/50 Raffle Volunteer sells raffle tickets throughout the meet. The winner of the raffle will split the money (50/50) with the team.

Announcer

2 needed for each home meet, half meet

=1 meet slot

The Announcer makes the mandatory announcements at the beginning of the meet and should be there an hour prior to meet start. During the meet, s/he announces the event numbers (given to him/her by the Clerk of Course) that are lining up at the Clerk (each event is given a first-, second-, and final-call). S/he may also announce the score and other pertinent information regarding weather delays, etc. The Meet Director will give on-the-spot training and direction to the Announcer.

The Announcer may volunteer for another position in the other half of the same meet.

Clerk Escort

3 needed for each home meet, half meet

=1 meet slot

The Clerk of Course Escort assists the Clerk in finding swimmers (if they have not arrived by the staging time), helping place the swimmers on the benches, and then moving them from the benches to the lanes in which they are assigned. The Clerk Escort also has the chance to help get the swimmers (of both teams) mentally prepared and excited to swim. The Clerk of Course will give on-the-spot training and direction to Escorts.

The Clerk Escort may volunteer for another position in the other half of the same meet.

Clerk of Course

TRAINED POSITION

Need to retrain every other year

1 needed for each meet, whole meet (can be split)

=2 meet slots

The Clerks of Course work together to get the swimmers seeded in heats and lanes. The computer seeds swimmers and Clerks work from the computer printouts to make sure all swimmers are in their proper places. The Clerk of Course has the ability to combine events according to GRAL regulations. Heats will be swum slowest first and fastest last. Empty lanes may occur in any heat if there are scratches. The Clerk of Course does have to seed Relays (unless the computer rep does it for him/her) and should put the fastest in the middle lanes and then work outwards (i.e. in an 8-lane pool, the fastest is in 4, then 5, then 3, 6, 2, 7, 1, 8). The Referee should be consulted if swimmers have been left out of the seeding, but have shown up to swim; or if a swimmer has missed his/her heat. The Clerk of Course shall keep the Starter and Referee informed as to of any changes to the number of heats for each event. The Clerk shall work with the Announcer to give swimmers a first call, second call, and final call for each event.

The Clerk of Course should not volunteer for another position in the same meet.

Computer Data Checker

2 needed for each meet, half meet

=1 meet slot

The home team provides one Computer Data Checker for each half of the meet. S/he is responsible for making sure that the computer printouts match the handwritten time sheets. If a mistake is made, s/he alerts the Computer Representative who makes the change.

The Computer Data Checker may volunteer for another position in the other half of the same meet.

Computer Data Entry

2 needed for each meet, half meet

=1 meet slot

The home team and away team each provide one Computer Data Entry Volunteer for each half of the meet. One Volunteer calls out the times listed on the timer sheet and the other types them in. Who does what can be decided amongst the Volunteers and positions can be switched. The Computer Data Entry Volunteer will be taught how to navigate through the software program to back up the times and print what is needed. No prior experience is needed, but the faster the Volunteers are at their jobs, the quicker everyone leaves at the end of the night. At home meets, this slot is filled by the Computer Rep for the home team.

The Computer Data Entry Volunteer may volunteer for another position in the other half of the same meet.

Concessions Team

9 needed plus one Concessions Head for each home meet, whole meet

=2 meet slots

Concessions Team Members prepare and sell food items to swimmers, officials, volunteers, and spectators. Separate volunteers are also needed to make and sell sno-cones and popcorn and to help set up prior to the meet.

Concessions Team Members should not volunteer for another position in the same meet.

Grill Team

6 needed for each home meet, whole meet

=2 meet slots

Grill Team Members grill hamburgers and hot dogs for the Concessions team to sell.

Grill Team Members should not volunteer for another position in the same meet.

Head Relay Parent

1 needed for each meet, half meet

=1 meet slot

The Head Relay Parent works with the Clerk of Course to coordinate the swimmers who are helping with the mite relays. S/he also may be assigned to a relay if needed. The mite relays are swum as event 1 beginning in the 2008 season. Prior to the meet, the Head Relay Parent prepares the cards that will help the older swimmers with the Mite Relays. The Head Relay Parent is also there to answer any questions that new or younger swimmers may have about swimming a meet.

The Head Relay Parent may volunteer for another position in the second half of the same meet.

Head Table Worker

TRAINED POSITION

Need to retrain every other year

1 needed for each meet, whole meet

=2 meet slots

The Head Table Worker is responsible for the coordination of Table Workers from our team at home and away meets. He/she must keep counts of our ribbons for reordering the next year and make sure there are adequate supplies for the table workers (pencils, highlighters, scissors, paper clips, etc.) The Head Table Worker works with the coach to get him/her the ribbons to distribute at practice. Each team has their own ribbons inventory and the Head Table Worker brings the ribbons to every meet.

The Head Table Worker should not volunteer for another position in the same meet.

Head Timer

1 needed for each meet, whole meet (can be split)

=2 meet slots

The Head Timer is ultimately responsible for organizing the timers from his/her team and communicates with the Head Timer from the other team to make sure timing runs smoothly. The Head Timer is responsible for making sure we have enough working stopwatches (26) prior to the meet. S/he should bring the stopwatches to both home and away meets. The Head Timer meets with the timers 45 minutes prior to meet start to make sure they understand their assignments and to ensure everyone has signed in.

During the meet, the Head Timer is not assigned a lane but rather starts two stopwatches for each race in case a watch malfunctions. If a Timer raises his/her hand indicating a malfunction, the Head Timer switches watches with that timer. The Head Timer is responsible for guiding the timers from the starting end to the turning end for Mite (25 m/y) races and lets the Starter and Referee know when everyone is ready.

The Head Timer should not volunteer for another position in the same meet.

Heat Winner Ribbons Volunteer

2 needed for each home meet, half meet

=1 meet slot

The Heat Winner Ribbons Volunteer observes the races from the same end where the timers are positioned. S/he watches carefully to see which swimmer finishes first and hands that swimmer a ribbon and/or a lollipop. If there is any question as to who was first, the times can be checked.

The Heat Winner Volunteer may volunteer for another position in the other half of the same meet.

Meet Director

TRAINED POSITION

Only need to be trained once

1 needed for each meet, whole meet (can be split)

=2 meet slots

The Meet Director is the person designated by the Host Club whose responsibility it is to see that the physical needs of the pool are ready for each meet, including but not limited to seating areas for spectators and swimmers, meet equipment and materials, and adequate sound and lighting. The Meet Director's team includes the set-up and take-down volunteers, the volunteer who puts up the neighborhood signs, and the sign-in volunteers. The Meet Director will give on-the-spot training and direction to those personnel.

The Meet Director is also responsible for getting meal tickets to the visiting coaches.

The Meet Director, along with the Parent Reps and Pool Management, shall work together in accordance with League rules to resolve any weather-related meet delays.

The Meet Director should not volunteer for another position in the same meet.

Pre-Meet Sign-In Volunteer

3 needed for each meet, prior to meet start

=1 meet slot

The Sign-In Volunteers greet the swimmers as they arrive and hand them each an index card that indicates the events they are swimming that night. Sign-In Volunteers must arrive at least 1½ hours prior to meet start. When the meet starts, the Sign-In Volunteers hand the cards that have not been distributed, to the Computer Data Entry Volunteer who will delete those swimmers from the meet.

The Sign-In Volunteer position was added in 2005 when GRAL instituted a mandatory check-in of all swimmers before meet start. Another new rule is that nothing may be written on the swimmers' bodies (with the exception of event numbers on their hands) as the ink was ruining some of the pool chairs.

Sign-In Volunteers may volunteer for another position in the first or second half of the same meet.

Recall Rope Volunteer

2 needed for each home meet, half meet

=1 meet slot

The Recall Rope Volunteer sits in a chair near the starter and pulls the recall rope if there is a false start.

Referee

TRAINED POSITION

Need to retrain yearly (unless experienced), need to S&T for 1 year prior

1 needed for each home meet, full meet

=2 meet slots

The Referee has full authority over all officials and shall assign and instruct them, shall enforce all applicable rules, and shall decide all questions relating to the actual conduct of the meet. The Referee has the final word on swimmer disqualifications and is responsible for meeting with and overseeing all officials. The Referee must remain on deck through the course of the meet. The Referee shall have final say in all disputes. Therefore, the Referee shall remain until the last event has been scored.

The Referee candidate must have worked four full meets as a Strokes & Turns Judge prior to becoming a Referee. The Referee shall successfully complete the League training courses in Table Worker, Clerk of Course, Starter, Strokes & Turns Judge, Scorer, and Referee once every year. The Referee Trainee shall walk at least one first half of a meet as a Starter and one second half of a meet as Clerk of Course unless he/she is already certified in either one of these two positions. The Referee Trainee shall also walk at least one full meet as a Referee. Note that the test and walking requirements for Strokes & Turns are taken care of by the prerequisites for becoming a Referee.

The Referee should not volunteer for another position in the same meet.

Runner

***4 needed for each home meet, half meet
=1 meet slot***

The home team provides two Runners per each half meet (sometimes the away team may help fill the Runner position). One Runner is responsible for collecting the timer papers after every even event from each lane and giving them to the table workers in the baby pool area. The other Runner collects the swimmer disqualification cards from the Strokes and Turns Judges, delivers them to the Referee for signature, and then takes them to the table workers. Despite the name, Runners don't actually "run" on the pool deck because that would be dangerous, but they do need to move quickly. The Referee will give on-the-spot training and direction to Runners. Runners are provided with a flashy vest to where if desired.

The Runners may volunteer for another position in the other half of the same meet.

Set-Up Volunteer

***3 needed for each home meet, prior to meet start
=1 meet slot***

The Set-Up Volunteers work with the Meet Director to make sure the pool is set up for the meet. They typically arrive when the pool closes on the day of the Meet (2 ½ hours prior to meet start) and work until the pool is set up (generally an hour or so later). The position involves heaving lifting as chairs, tables, our sound system, and buckets of cement must be moved. The Meet Director will give on-the-spot training and direction to Set-Up personnel.

Set-Up Volunteers may volunteer for another position in the same meet.

Signs Volunteer

***1 needed for each home meet, prior and after meet
Does not count toward Volunteer Commitment***

The Signs Volunteer puts up the signs telling the neighborhood that the pool closes early for a meet. S/he should do this the evening before the meet. S/he then takes down the signs after the meet to be stored in the coat closet at the Clubhouse. If a meet is postponed for the next day, the signs stay up.

Starter

TRAINED POSITION

Need to retrain every other year (unless experienced)

2 needed for each home meet, half meet

=1 meet slot

The Starter starts each event with an electronic starter provided by GRAL and therefore sets the pace of the meet. A whistle should be available in the case that the electronic starter fails so as not to delay the meet. The Starter works with the Referee and Meet Director to keep meet delays to a minimum. Referees have the option to signal the beginning of each event, or to leave that up to the Starter; the Starter works with the Referee to determine the method that will produce the most successful meet. If a swimmer false starts, the Starter gives the signal and activates the recall rope. A swimmer who false starts twice in the same race will be disqualified upon mutual agreement between the Starter and the Referee. The Referee and the Starter will also disqualify any backstroke swimmer whose toes or feet are above the water line after the start signal has been given. The Starter is responsible for making sure the electronic starter is charged and ready for the meet if it is in our team's possession. Beginning in the 2008 season, flyover starts will be used for swimmers 9 and older. With flyover starts, the previous heat/event stays in the water and the current heat/event dives over them to start. Then the previous heat/event exits the water, thus taking less time overall

The Starter may volunteer for another position in the other half of the same meet.

Strokes and Turns Judge

TRAINED POSITION

Need to retrain every other year (unless experienced)

4 needed for each meet, half meet

=1 meet slot

Each team provides two Strokes and Turns Judges for each half of the meet. Four Strokes and Turns Judges are positioned around the pool to determine if swimmers are swimming their strokes correctly and in the right order. When a judge determines a swimmer has committed an infraction, s/he writes up and signs a card explaining what happened and gives it to the runner who takes it to the Referee for approval. No prior swimming experience is needed to become a Strokes and Turns Judge as GRAL provides the necessary training.

The Strokes and Turns Judge may volunteer for another position in the other half of the same meet.

Table Worker

3 needed for each home meet, whole meet

1 needed for each away meet, whole meet

=2 meet slots

Table Workers check DQ cards as they come in from the Runner to ensure they are signed by both the Strokes and Turns Judge and the Referee. If not, the card is returned to the Referee for the final decision. Cards are then matched with a name on the timer sheets, marked with that name, and put in an envelope for the coaches.

Table Workers receive the timer sheets from the Runner, cut them in half to separate the boys events from the girls, and circle the median time or average the times if only two are listed. They also mark the swimmers who did not swim as "No Shows" (NS) and those that are disqualified (DQ). Timer sheets are then put in lane order and sent to the Computer Data Entry Volunteer.

Towards the end of the meet, Table Workers put the labels on the ribbons and file for distribution.

The Head Table Worker will give on-the-spot training and direction to Table Workers. A Table Worker is needed to help the Head Table Worker at away meets as well.

Table Workers should not volunteer for another position in the same meet.

Take-Down Volunteer

3 needed for each home meet, after meet end

=1 meet slot

The Take-Down Volunteers work with the Meet Director to make sure the pool is ready for guests the next day. This includes putting chairs and tables away, making sure the area is clean, making sure the bathrooms are straight and mopping their floors, and removing the trash in the pool and concessions areas. These volunteers are not needed until the very end of the meet, which varies by meet and thus is perfect for individuals who work late. The Meet Director will give on-the-spot training and direction to Set-Up personnel.

Take-Down Volunteers may volunteer for another position in the same meet.

Timer

12 needed for each home meet, half meet

9 needed for each away meet, half meet

=1 meet slot

Timers meet with the Head Timer 45 minutes prior to meet start to make sure they understand their assignments and have all questions answered. There are three timers per lane (alternating, one from one team and two from the other – one from each team in tri-meets). The three Timers in each lane designate one Timer to write the swimmers' times on the clipboard. Prior to the race, a Timer should ask the swimmer his/her name to make sure it matches the sheet. At the start of each race the Starter activates a mechanism that emits a horn-type sound (for the swimmers to hear) and a light (for the Timers to watch, as this is the most accurate way). As the light flashes, each Timer starts his/her watch. If a watch malfunctions, the Timer raises his/her hand and receives another watch from the Head Timer. When the swimmer touches the wall, the Timer stops his/her watch. Then the recording Timer writes all three times on the correct spaces on the timer sheets on the clipboard. S/he then initials the timer sheet. A runner will collect the timer sheets after every even event. The Head Timer will give on-the-spot training and direction to Timers.

Timers may volunteer for another position in the other half of the same meet.

Water Delivery

1 needed for each home meet, whole meet

=2 meet slots

The Water Delivery Volunteer delivers water to volunteers who are unable to leave their designated areas on an as-needed basis.

The Water Delivery Volunteer should not volunteer for another position in the same meet.

OTHER POSITIONS

Social Committee

3 – 4 needed for season

Does not count toward Volunteer Commitment

Social Committee members are needed to plan events such as the Scavenger Hunt and end of year party to boost the morale of the swimmers and help make the team more cohesive.

Santa Breakfast Committee

3 needed for Santa Breakfast in December

Does not count toward Volunteer Commitment

Committee Members are needed to help plan and run the Santa Breakfast in December.

CHAMPS Committee

1 – 2 needed for end of season

Does not count toward Volunteer Commitment

Committee Members are needed to enhance the CHAMPS experience for swimmers and parents.

Pre-Meet Celebrations Committee

2 needed prior to each meet

Does not count toward Volunteer Commitment

Prior to each meet, celebration bags are prepared for each swimmer. For home meets a poster is created to welcome the away teams. Volunteers are needed to prepare and distribute the celebration bags. Volunteers are also needed to help the swimmers create the poster on the morning of each home meet.

Jamie Hess Marathon Committee

1 – 2 needed for June event

Does not count toward Volunteer Commitment

Volunteers are needed to help coordinate this annual Marathon honoring an Ashland Swim Team swimmer who passed away from Cancer. The Marathon is held around Jamie's birthday, which is in mid-June.