

## “Volunteer” Job Request Form

Family (last name): \_\_\_\_\_

	1 <sup>st</sup> Shift (6:15 p.m. - 8:00 p.m. approx.)	2 <sup>nd</sup> Shift (approx 8:00 p.m. - 10:15 p.m.)
First Choice		
Second Choice		
Third Choice		
Fourth Choice		

Please circle any of the following dates that you know you are **NOT** available. Each family will need to work 4-6 shifts, depending on registration numbers, so if you are unavailable for more than one or two meets, you may have to work double shifts.

May 29

June 5

June 12

June 19

June 26

July 1

July 8

### **Job Descriptions**

**Set-Up** - Must be available no later than 4:30 p.m. the day of the meet. Will be responsible for setting up tables, chairs, computers, etc. and making sure the pool area is ready for the meet.

**Starter** - Announces events, calls swimmers to starting position and starts each heat. Volunteers for this job must be certified by attending a starter clinic.

**Stroke Judge.** - Watches swimmers in assigned lanes to determine if strokes are being properly executed. If strokes are incorrect, judge must disqualify the swimmer and make every effort to inform the swimmer of his/her mistakes. Disqualifications must be recorded on the lane sheets with the signature of the judge. Must be certified by attending a stroke judge clinic.

**Staging** - Make sure swimmers receive lane cards and direct them to proper lane and heat prior to the start of each event.

**Timer** - Time swimmers in your assigned lane, verify names of swimmers in their lane, and record times on the lane sheets. Stop watches, clipboards and pencils are provided.

**Runner** - Pick up completed lane sheets after each event from the timers and take to the score table.

**Score Table** - At home meets, entering swimmer=s times into the computer, printing score sheets and ribbon labels. At away meets it is verifying times entered. On-the-job training is quick and easy!

**Concessions** - Selling snacks and food from the concessions center. Also helping with set-up (first shift) and clean-up (second shift) of concessions area.

**Clean-Up** - At the conclusion of each home meet, these volunteers empty the trash, mop and restock the bathrooms, and hose down the deck.