

**Bull Pen Workers: (8 & under and 9-10 helpers)** Round up younger swimmers for their events and get them lined up at the blocks on time. Heat sheets will be provided so you know who & when to line up. Final event for 8 & under is event 40.

**Timers/Writers:** Record times during the races and write the results on paper. First half timers meet near the scorers table for instructions 10-15 minutes prior to the start of the meet. Second half timers meet near the scorers table for instructions about event #37. Timers change just prior to the start of event #41

**Runner:** Collect times sheets and DQ slips after each heat and return them to the scorer's table.

**Computer Scoring: (Home meets Only)** Help set up & run the computer system that records & prints results as well as print out scoring labels for ribbons. On site training will be provided.

**Table Workers: (Home meets Only)** Place scoring labels onto ribbons/medals and sort them out for each team.

**Stroke and Turn Judges:** Responsible for carefully watching all swimmers to see that strokes and turns are executed legally. Must disqualify swimmers as needed. **\*\*Requires training, will be provided by the swim team.**

**Concession Workers: (Home Meets Only)** Help set up & clean up concession stand and sell food during the meet.

**Announcer: (Home Meets Only)** Announce upcoming events so that swimmers can get to their events on time. Announce heat and event numbers & starting each heat.

**Whistle Blower:** Works alongside the Announcer to call, start, & complete heats. *(Home Meets Only)*

**Meet Set-up & Tear Down Workers: (Home Meets Only)** Assist committee member(s) with set up & tear down of equipment for the scorers table, Scoreboard, Starter, Dive blocks, flags etc.

## **Executive Committee Positions**

**Chairpersons:** Responsible for conducting off season meetings to prepare & set up the season. This includes checking making sure the coaches are returning, set up the fundraising, current year t-shirt, scheduling parent meetings, swim suit try-ons, swim clinic, Judges clinic, banquet date, picture date attend Tri-County pre and post season meeting. Various duties & responsibilities can be delegated to other committee members.

**Treasurer:** Conduct all collections, deposits, & disbursement of monies. Contact the health department for temporary food service permits for the concession stand. Maintain yearly roster of swimmers & divers. Work with & assist other committee members with various tasks such as ordering awards, setting up & collecting cash box for the concession stand, maintain database roster for both the swim & dive coaches.

**Secretary:** Attend off season meetings and record minutes & provide to committee members. Assist in scheduling parent meetings, swim suit try-ons, swim clinic, pictures, etc. May also need to assist with fund raising organization.

**Meet Manager(s):** Set up workers for the both the home & away meets. Enter information onto the Swim & Dive Team's Team Unify website. This position requires contact with swim & dive parents & you must be present at the swim meets. Print up the job schedules and have them available to distribute in swimmer/diver files. At least one other committee member will be on hand for assistance in organizing, set-up, & running the meets.

**Support Committee:** General assistance to Chairpersons, Treasurer, Secretary, & Meet Manager. Duties may include but are not limited to: banquet organizing, awards purchase, website updates (i.e. posting announcements, meet information, results etc) - this includes the Remind notification system, Organizing, distributing & collection of fund raising cards & monies, co-ordinating the t-shirt orders & distribution, & other duties.