

## **2024 Brighton Green Volunteer Job Descriptions**

As a volunteer run organization, the Brighton Green Community Association relies on volunteers to open the pool, maintain the grounds and facilities, host events and coordinate the swimming program. Volunteers are also essential in organizing and running a safe, timely and enjoyable swim meets, both home and away. Below is a list of the volunteer duties that need to be filled for swim meets:

### **SWIM TEAM VOLUNTEER DUTIES**

Home meets require more volunteers than away meets. Most jobs during a meet are divided into two shifts: 1st half begins at 5:45pm and lasts through the end of backstroke (event 33) and 2nd half begins with the butterfly (event 34) through the end of the meet.

There are some jobs that require time outside of the meet, including RMAL training sessions. Each family is expected to contribute time to the swim team.

Below are job descriptions for each of our positions and how many we typically need for that role.

#### **Volunteer duties include:**

**Referee:** \*\* Mandatory RMAL training. Supervise competitions to assure that meets are run fairly, equitably and according to the rules and regulations of United States Swimming and RMAL. Settle any differences in regards to strokes and DQs and make final decisions about any disputes during a meet. (1 per home meet)

**Computer Operators:** \*\* Mandatory RMAL training. Tabulates results of each meet using Hytek software. Set up timing equipment. Make sure equipment is running properly. Stores times for each heat/event. Resets timing system for next heat/event. Works to ensure accurate results. Determines the official time for each swimmer by comparing the CTS time with the timer sheets and reviews DQ cards. (2-3 per home meet and works entire meet)

**Strokes and Turns Judge:** \*\* Mandatory RMAL training. Supervise the swimming for all individual and relay events to assure that starts, strokes, turns and finishes comply with the rules and regulations of USA Swimming. Disqualify ALL swimmers who are not in compliance. If there are sufficient experienced judges available, an attempt will be made to "shadow" new judges at their first meet to help in the training process. (2 per half for home and away meets)

**Starter:** \*\* Mandatory RMAL training. The starter is responsible for officially starting each heat/event. They operate the Dolphin timing system, start all events, monitors for false starts and stay in contact with the computer table. (1 per home meet and prefer the same person the whole meet)

**Head Timer:** Organize timers to make sure there is one from the home team and one from the away team at each lane. Make sure each lane has a scribe and the paperwork to record stopwatch times. The head timer is responsible for holding a timer's meeting at the start of the meet to instruct everyone on what to do and see if anyone has questions. The head timer also should operate two backup stopwatches for each heat. This is in case one of the assigned timers have a stopwatch issue. (1 each half for home meets only)

**Timer:** Each timer is assigned a lane with 1 other timer and a scribe. The timers use a stopwatch and a Dolphin times to gather times. The Dolphin timer sends the info to the computer, the stopwatch times need to be given to the scribe at your lane to be written down and turned in. Each lane should have one timer from home team and one timer from away team. (6-8 per half at home and away meets)

**Scribe:** The scribe will stand behind the timers to record the times that have been collected with the stop watches. After each event, hand the sheet to the runner to take to the computer table. (3-4 per half at home and away meets)

**Runners:** Collect the sheets that the scribes have recorded times on from scribes/timers after each event and deliver them to the computer table. (1 per half at home meet)

**Clerk of Course:** This is a very important part of swim meets as it is the area that helps to ensure the meets are running smoothly and efficiently. These volunteers use the heat sheets provided to organize the swimmers into their heats and make sure they are going to the correct assigned lanes. Make sure swimmers are ready and in line, send swimmers to the blocks so that they are ready to swim when the previous heat is over. (3 each half at home meet)

**Announcer:** The announcer will make announcements such as which swimmers should head to clerk of course, the event getting in the pool, results and other important information. (1-2 per home meet)

**Positive Check-In:** Arrive early to swim meets (approximately 4:30pm for home, and 5:00pm for away) in order to check in swimmers and volunteers. Check the sheet provided by coaches to see which events the swimmers will swim. Mark off the swimmers on the sheet and let swimmers know what events they are swimming, this is typically done by using a sharpie to write the events on the swimmer's hand. This role is usually completed right before the meet even starts! (2-3 per home and away meet)

**Hospitality:** Bring around water which has been donated to volunteers at home meets. This is crucial during the first half when the sun is shining and it gets hot. Typically half way through the second half the hospitality person's role is over. (1-2 per home meets)

**Young Gator Coordinator Parents:** Help gather and organize swimmers that are ages 8 and under and escort them to clerk of course. This role is crucial in helping to make sure that our youngest swimmers don't miss their events. These parents will be needed through event 34 which is at the beginning of the second half. (2-3 per home and away meets)

**Concessions Coordinator and Workers:** Set up tables and determine prices for items to be sold at the home meet bake sales. Encourages parents to bake items for the sale. Decide what food items will be purchased and/or cooked to be sold. Examples include Papa Johns pizza, hamburgers and hotdogs, snacks food items, etc. (4-5 per home meet)

**Movie Day Parents:** Supervise swimmers attending movie day on meet days. Movie time is located in our clubhouse and is available to swimmers ages 10 and under. (2-3 per meet, this occurs during the day)

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GO GATORS! WE LOVE OUR VOLUNTEERS!!

Don't be afraid to jump in and get involved. Learning the jobs helps you to quickly understand the process and makes the meet more fun. Getting to know the children and watching them improve is truly rewarding. Helping the swimmers is our primary goal. Thank you for contributing your time and effort in support of a positive season. Contact the parent rep for more information.