

Parent Swim Meet Work Obligations: Job Descriptions

Welcome to PWL Pirates Swim Team! For returning families, what follows is a review of the different jobs available at a meet. For our new families, we hope this will help you both select your work assignments and help you understand your responsibilities.

The most important thought to keep in mind is that every job is important. The most important job is yours. Each job ties together and all jobs must be done well to ensure a successful meet.

Set up and clean up:

Friday night: At least six people are needed for at least 45mins at 7:45 to set up. Set up means removing deck chairs, placing meet chairs where needed. Set up of long tables for concession and scorer. Set up (2) pop up tents. Preparing coffee/tea pots. Assist coaches in connecting lane lines, installing blocks, hanging flags.

Saturday morning: At least five people are needed at 6:30 to set up concession and scorer desk.

***Head Timer:** Responsible for the coordination of all timers. The head timer assigns lanes and hands out all timing devices and recording clipboards. Head timer shall make sure all stopwatches are working properly and train any new timers.*

***Timer/recorder:** As a timer you are responsible for timing each swimmer in a given lane. In a dual meet, each lane has 2 timers one from each team. All timers work under the direction of the head timer. Both timers in each lane will be given a stopwatch, our timer will receive a clipboard with each individual event to record both times. These slips will then be passed to the runner.*

***Runner:** The home team also supplies a runner who collects the events sheets from each lane and verifies the lane slips have been properly filled out and takes them to the scorer along with any DQs.*

***Scorer:** Takes the time slips and DQs from the runner and enters them into the computer. Makes any changes to the meet before the start. Requires training on the software.*

***Deck Parents:** There is one deck parent for each age group and gender. Each deck parent takes attendance and reports to the head coach of any no shows. Each deck*

parent is responsible for collecting their swimmer for an event and makes sure that each swimmer is in the correct lane and order. In the case of relays they must ensure that the correct swimmers are on the correct end of the pool and in the correct order.

Judge: *All judges will require special stroke and turn training, attention to detail and the ability to be impartial. They will wear the provided white league official shirt or a plain white t-shirt with dark bottoms. This judge will watch the swimmers strokes and turns and DQ any swimmer that does not execute them correctly.*

Starter: *The home team provides an experienced trained starter. The starter is responsible for installation and testing of the starting system before the meet. The starter must verify all swimmers have finished the race and times are recorded. Next, the starter announces the next event and calls the swimmers to the block. Lastly, the starter must know that all swimmers are in the starting stance and sound the start.*

Concession:

Head concession: *Directs set up and clean up of concession. Handles the cash box (collects and gives change) and tally of sold items.*

Concession volunteers: *Assist in the set up & clean up of concession, prepare food and drinks, apply tattoos.*