

<b>JOB POSITION</b>	<b>DESCRIPTION</b>	<b>FRI</b>	<b>SAT/SUN AM</b>	<b>SAT/SUN PM</b>
<b>Deck Access</b>	<ul style="list-style-type: none"> <li>- Welcome swimmers to meet</li> <li>- Direct them to sign in sheets</li> <li>- Ask if they have signed in</li> <li>- Answer parent questions</li> <li>- Check all coach and official credentials</li> <li>- Make sure all coaches and officials sign in for each day</li> <li>- Restrict Parent access to pool deck.</li> </ul>	3:30 PM	6:30 AM	1:30 PM
<b>Volunteer Check-in</b>	<ul style="list-style-type: none"> <li>- Highlight volunteer names on master roster as volunteers arrive</li> <li>- Direct volunteers to their areas</li> <li>- Answer all volunteer questions</li> <li>-Distribute volunteer shirts</li> </ul>	3:30 PM	6:30 AM	1:30 PM
<b>Control Table</b>	<ul style="list-style-type: none"> <li>- Post and remove Sign in sheets</li> <li>- Run Meet Manager software</li> <li>- Mange Relay cards</li> <li>- Event seeding</li> <li>- Communicate with coaches and officials</li> </ul>	4:00 PM	7:00 AM	1:00 PM
<b>Announcer</b>	<ul style="list-style-type: none"> <li>- Communicates all meet aspects to coaches, swimmers, and audience</li> <li>- Play music during warm up</li> <li>- Pool open/close for warm up</li> <li>- Heat number</li> <li>- First call, second call, etc</li> <li>- Results</li> </ul>	3:30 PM	6:30 AM	1:00 PM
<b>Copy Room</b>	<ul style="list-style-type: none"> <li>- Run copies of psyche sheets, heat sheets, and results</li> </ul>	4:30 PM	7:30 AM	1:30 PM
<b>Result Runner</b>	<ul style="list-style-type: none"> <li>- Post heat sheets under designated signs on pool deck</li> <li>- Post result copies behind diving well and upper concourse</li> </ul>	4:45 PM	7:45 AM	1:45 PM
<b>Awards</b>	<ul style="list-style-type: none"> <li>- Pre stack ribbons</li> <li>- Receive labels from Control Table after each event has been scored</li> <li>- Place labels on corresponding ribbons</li> <li>- Place ribbons in team basket</li> <li>- At the end of the meet, give ribbons to correct teams</li> </ul>	4:45 PM	7:45 AM	1:45 PM
<b>Hospitality</b>	<ul style="list-style-type: none"> <li>- Prepare snacks and meals</li> <li>- Keep hospitality room clean (Tables, floods, food/drink tables, etc)</li> <li>- Hospitality Room is for coaches, officials, and volunteers (NO swimmers)</li> <li>- Take snack cart around pool deck for coaches, officials, and volunteers</li> </ul>	3:30 PM	6:30 AM	12:00 PM

<b>Clerk of Course</b>	<ul style="list-style-type: none"> <li>- Organize 8 and Under swimmers according to lane and heat assignments from heat sheet</li> <li>- Escort 8 and Under swimmers to the blocks</li> </ul>	N/A	N/A	N/A
<b>Deck Marshall</b>	<ul style="list-style-type: none"> <li>- Monitor and marshal the use of the pools during warm up</li> <li>- Do not let people pass in front of starter when the athletes are called up on the blocks until the race has begun</li> </ul>	4:45 PM	7:45 AM	1:45 PM
<b>Head Timer</b>	<ul style="list-style-type: none"> <li>- Organize timer supplies (pencils, clipboards, stop watches, bells, etc)</li> <li>- Check with Control Table and head referee for any details to mention during the timer meeting</li> <li>- Run timers meeting 30 minutes prior to the start of the meet</li> <li>- Run two stopwatches during the meet for timer backup</li> </ul>	4:00 PM	7:00 AM	1:00 PM
<b>Pool Runner</b>	<ul style="list-style-type: none"> <li>- After each event, collect timer sheets from each lane and tape from timing system</li> <li>- Deliver timer sheets and timing tape to the Control Room</li> </ul>	4:45 PM	7:45 AM	12:45 PM
<b>Timer</b>	<ul style="list-style-type: none"> <li>- Attend timer meeting 30 minutes prior to start of the meet in the West Control Room</li> <li>- Be seated behind lane 10 minutes before meet starts</li> <li>- Check for correct swimmer and heat</li> <li>- Operate stopwatch and plunger and write down stopwatch times after each heat</li> <li>- Make notes such as no show, soft touch, etc to help control table</li> </ul>	4:20 PM	7:20 AM	1:20 PM
<b>Relief Timer</b>	<ul style="list-style-type: none"> <li>- Attend timer meeting 30 minutes prior to start of the meet in the West Control Room</li> <li>- Be seated at the side of the pool 10 minutes before meet starts</li> <li>- Ask timers if they need a quick break to use the restroom or grab a snack</li> <li>- Check for correct swimmer and heat</li> <li>- Operate stopwatch and plunger and write down stopwatch times after each heat</li> <li>- Make notes such as no show, soft touch, etc to help control table</li> </ul>	4:20 PM	7:20 AM	1:20 PM