**Volunteer Positions at Dual Meets, City Meet & Events**

**Event Cards Labeler (1 or 2)** Pick up self-adhesive printed event labels, index card holder boxes (2), and pink, blue, and white index cards from pool. Stick mixed relay labels on white cards, girls’ events on pink cards, and boys’ events on blue cards. Separate by home and away teams. File by age group/gender in the related index card holder boxes. Mixed relay cards (white) are filed with the girl’s event cards. Can label at pool during practice or take home. Deliver to pool by the morning of the meet.

**Parking Directors (Need 6)** Arrive at 4:30. Direct home team traffic to 3 Caves parking lot & visiting team to the main parking lot & street parking areas. Tell drivers to perpendicular park, close together, in all areas to maximize space.

**Timers** **(Need 4 @Home meets; 3 @Away meets.)** Stand at the end of your assigned race lane & time the swimmer in your lane with the provided stopwatch. (START stopwatch at sound of bullhorn signal. STOP when swimmer touches the finish line wall.) Write finish time on card provided by each swimmer. **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Meet Announcer/ Event Board Keeper (Need 1)** A loud voice is a must! Follow the progress of the meet. Use micro-phone to announce upcoming event and heat# between starts and update the display to reflect current event# & heat#.

**Swimmer Escort (Need 2)** Work with Bull Pen coordinators. Follow the progress of the meet. Help escort swimmers from team area to correct swim lanes on time.

**6 & Under BOYS coordinator** **(Need 2)** Work with Swimmer Escort at meets.

If your child is part of the age group sign-up to volunteer at least once. Our parents are friendly & will help if needed.

Keep group together in designated area, collect event cards from holder & line up swimmers at their lanes on time at the opposite side of the pool from the Timers. One person can walk with the escort while other remains in the bull pen.

**6 & Under GIRLS coordinator (Need 2)** Same as above

**8 & Under BOYS coordinator (Need 2)** Same as above

**8 & Under GIRLS coordinator (Need 2)** Same as above

**9 - 10 BOYS coordinator (Need 2)** Same as above EXCEPT: Line up behind Timers. No one needed at opposite end of the pool.

**9 - 10 GIRLS coordinator** **(Need 2)** Same as above

**Concessions** **(Need 3)** Work with Concessions Manager. Set up/take down & run concessions during home swim meets. (Note: Manager will coordinate purchase of food items, submittal of receipts for reimbursement & manage funds.)

**Place Judge (Need 1)** Have one of the best seats at the meet! Sit at the finish line next to the Scribe. Call out order of finish by lane number as swimmers touch the wall. (Reconciled by score table) **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Scribe** **(Need 1)** Have one of the best seats at the meet! Sit at the finish line next to the Place Judge. Write down finish order as called out by Place Judge on provided form. (Reconciled by score table) **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Runner** **(Need 2)** Be in the action! Collect pink & blue cards from all Timers after each heat & deliver to the score table (pavilion). Stop and watch your swimmer. Find a friend to sign up with you! **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Scorer** **(Need 2 total, 1 + 1 Assistant)** Work with friends at the score table to record times from each event card & finalize the results. You can step away to watch your swimmer.

**NOTE: We need more than 1 person to know how to score the meet.** **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Computer Operator/Data Entry (Need 2 total, 1 + 1 Assistant)** Are you comfortable with data entry? Enter finish times into the computer & print out ribbon labels. You can step away to watch your swimmer.

**NOTE: We need more than one person to know how to perform this role. Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Ribbons (Need 2)** Sign up with a friend! Peel & stick labels to place ribbons at meet or home. File ribbons in the file holder. Separate ribbons by team & give visiting team theirs. (Only label MTSP’s exhibition ribbons.) You can step away & watch your swimmer. (If done at home, bring ribbons to pool by Friday at 8:15 a.m.) **Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Starter** **(Need 1)** Use provided bull horn to start each/every race. **(Requires online certification) Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Deck Referee (Need 1)** Make sure that the meet is run fairly & sign off on any disqualifications. The referee must stay until points are calculated & sign off on the final meet results. **(Requires online certification) Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

**Stroke & Turn Judge (Need 2)** Stand along edge of pool & watch swimmers for mistakes in stroke and/or turn form that results in disqualification. **(Requires online certification) Not filling this RCSL required role could result in forfeit of meets or hosting of meets.**

Other:

**City Meet helper (need 15)** City Meet is run completely by volunteers; even the officials! Each pool that is a member of the Rocket City Swim League (RCSL) is required to provide volunteers to fill essential roles at City Meet.  The roles rotate each year. Job assignment to be announced by the RCSL closer to date.

**Swim Team Kick-off Party helper** **(need 5)** Work with Swim Team Kick-off Party Planner to prepare for the event. May include set up, decorating and clean up.

**Team Gear Distributor (need 4)** Be available at morning practice (8:15 – 11:00 a.m.) and/or first swim meet (5:00 – 6:00 p.m.) to sort and distribute team t-shirts and swim caps. Keep track of t-shirt/swim cap pick up on provided inventory sheet. Set up at table station. Sort and distribute team t-shirts and swim caps. Keep track of t-shirt/swim cap pick up on provided inventory sheet. Display & sell other swim team gear & account for sales.

**Team Gear Sorter** **(need 5)** Sort out t-shirts & swim caps to fill individual orders. Individually bag each order in plastic grocery bags. (Everyone can bring bags.)

**Banquet helper** **(need 8)** Work with the Banquet Planner to prepare for the event. May include set up, decorating, and clean up.