



Tarheel Swimming Association (TSA) Rep (Qty: 1/Season)

Our current TSA Rep, Catherine Baritell, has held this role for NRSC for over 10 years and will be training a new volunteer in the 2018 Season. This role requires a multiple year commitment and training through TSA.

Swim Meet Coordinator (Qty: 2/Season)

We need to get a minimum of (2) additional parents trained on this role. Our current volunteer, Catherine Baritell, has held this role for all meets for over 10 years and would like to have alternates to help. Our goal is to have 2 people shadow for the 2018 Season and then take over for the 2019 Season.

- Attendance of TSA Meet Management Clinic strongly recommended
- Ongoing coordination w/ Swim Team Coaches – begins pre-season
- Set-up of Volunteer Roles in Team Snap software at start of each season (4 Hours)
- Send Volunteer Request Notifications through Team Snap (30 min/meet)
- Check Status of Volunteer Sign-Up & send follow-up requests if needed (daily checks)
- Work closely w/ Timing Coordinator
- Ensure Signage for Kid Pusher Role is made for the season or is reusable from previous season
- Early arrival at all (6) swim meets required (by 4:00 PM)
- Ribbon Set-Up (Home Swim Meets) – takes 30 minutes
- Check-In Volunteers on meet days.
- Recruit/Coordinate last-minute volunteers for no-show situations

Advance Set-Up Crew (Qty 2/Meet)

- Needed for (3) Home Swim Meets Only
- Set Up Starter Blocks
- Set Up Lights on Fence Side of Pool

Meet Day Set-Up Crew (Qty: 3/Meet, plus Lifeguards)

- Needed for (3) Home Swim Meets Only
- Must be able to arrive @ NRSC by 3:30 PM
- Lifeguards Tasks: Vacuum Pool, Blow Off Pool Desk, Lane Ropes
- Volunteer Tasks:
 - Put away game tables that are on the Covered Patio Area
 - Set-Up Starter Stand
 - Set-Up Speakers & PA System
 - Rope-Off Pool
 - Ensure (2) Picnic Tables are on the Covered Patio Area
 - Place 6 & Under Rope Under Diving Board

- Set-Up Clerk of Course: 2 White Benches, Chairs for (3) Heats of (3) Lanes
- Set-Up Coaches Chairs for Visiting Team (Qty 3)
- Set-Up Concessions: (2) Tents, (6) Tables, Cash Register, iPad & Square Reader, Ice Machine & Accessories, (2-3) Heavy Duty 50' Extension Cords w/ Fan-Out Attachment – plug one in @ Storage Room, other @ Pump House

Concessions (6-8/Meet)

- Volunteer Needed to Coordinate Main Entrée Options in Advance of Each Home Meet
- Volunteers needed for (3) Home Swim Meets Only
 - Set-Up: (3) People - Part of Responsibility of Meet Set-Up Crew
 - 3-4 volunteers for 1st Half of Meet & 3-4 volunteers for 2nd Half of Meet
 - Break Down: (3) People
- Food Set-Up
- Serve guests, take payments

Announcer (Qty:1/Home Meet)

- Needed for (3) Home Swim Meets Only - entire duration of each meet
- Opening Announcement, Pledge, Sponsor Announcement, Score Updates

Water Runner (Qty: 1/ Home Meet)

- Needed for (3) Home Swim Meets Only - entire duration of each meet
- Fill Designated Cooler with Ice and Bottled Water
- Distribute bottled water to Coaches and Volunteers of both teams 2 or 3 times per meet

Starter (Qty: 1-2/Meet)

We need to get a minimum of (2) additional parents trained on this role. Our current volunteer, Mike Baritell, has held this role for all meets for many, many seasons and would like to have alternates to help. We currently only have 1 alternate trained on this role.

- (3) Home Swim Meets require heat announcement and operation of starting equipment. Volunteer works entire swim meet. Requires standing for entire meet.
- (3) Away Swim Meets require operation of Meet Central software on iPad only. Volunteer works entire swim meet (can be seated poolside).
- Training of Meet Central software will be provided
- Attendance at TSA Training Program recommended but not required

Stroke & Turn Judge (Qty: 1/Meet – Alternates Needed for Season)

We need to get a minimum of (2) additional parents trained on this role. Our current volunteer has held this role for all meets for many, many seasons and would like to have alternates to help.

- Requires strong knowledge of proper stroke movement.
- Mandatory participation in TSA Training Program. Certification Required.

Clerk of Course (Qty: 2-3/Meet)

We need to get a minimum of (2) additional parents trained on this role so experienced volunteers have alternates to help them.

- Needed for all (6) Meets – entire duration of each meet
- The Clerk of Course job is critical to running an efficient meet.
- The COC runs a staging area where swimmers are lined up according to their assigned heats and lanes. The COC works closely with the Kid Pushers to get all swimmers to the blocks in a timely manner and consolidate heats (where appropriate) to save time.
- The best training to be a Clerk is to work as a Kid Pusher.

Scorer (Qty: 1/Meet)

- Needed for all (6) Meets – entire duration of each meet
- The Scorer keep score of the swim meet – essentially a bookkeeping role
- Track triple winners & team records
- Works in tandem with Scorer for the opposing team

Ribbon Writer (Qty: 2/Meet)

- Needed for all (6) Meets – entire duration of each meet
- This role is not timer dependent so volunteers can take brief breaks to watch their children's heats

Timing Coordinator (Qty: 1/ Season)

We currently only have one volunteer who knows this role and the associated software (Joe Butts).

- Volunteer needed for all (6) Meets – entire duration of each meet
- Knowledge of Meet Central software needed
- Responsible for entering all swimmers into Team Snap and Meet Central software (pre-season)
- Responsible for training & coordinating all volunteer timers for each meet
- Responsible for running main iPad during the meets and ensuring accuracy of times collected

Timer (Qty: 8-10/Meet)

- Volunteers needed for all (6) Meets
 - (2) Timers Needed in (3) Lanes (Lanes 1, 3, 5 for Home Meets. Lanes 2, 4, 6 for Away Meets)
 - Additional 2-4 Volunteers needed for substitution rotations
 - Timers are welcome to self-coordinate a partner to swap out with but they must notify the Timing Coordinator of the arrangement at the start of the meet.

Place Judge (Qty: 3/Meet)

- Volunteers needed for all (6) Meets – entire duration of each meet
- Judges call swimmer placement for 1st heat of each event
 - Home Meets – 1st, 3rd & 5th Place Judges
 - Away Meets – 2nd, 3rd & 6th Place Judges
- Attend quick Pre-Meet meeting w/ TSA Rep
- 1st Place Judge has most responsibility: Must run stopwatch
- “Go with the Courage of Your Conviction”

Recorder (Qty: 1/ Home Meet)

- Volunteer needed for (3) Home Meets Only – entire duration of each Home meet
- Position requires focus during the first heat of all events
- Records place calls of Place Judges on the Pink & Blue slips. Slips go to the Runners.

Runner (Qty: 2/Meet)

- Volunteers needed for all (6) Meets – entire duration of each meet
- Walk Pink & Blue Scoring Sheets from Clerk of Course to Recorder
- Periodic check-in with Stroke & Turn Judge for Disqualification Forms

Kid Pusher (Qty: 8/Meet)

- Volunteers needed for all (6) Meets – entire duration of each meet
 - 6 & Under Boys 6 & Under Girls
 - 7-8 Boys 7-8 Girls
 - 9-10 Boys 9-10 Girls
 - 11-12 Boys 11-12 Girls
- Kid Pushers gather all swimmers in their assigned age group and take them to the Clerk of Course
- Once their group is arranged by the COC the Kid Pusher escorts the swimmers to the starting blocks and ensures swimmer stay in proper heat and lane assignments

Ribbon Distributor – Heat Winner Ribbons (Qty:2/Meet)

- Volunteers needed for all (6) Meets – half meet assignment
- Hand Out 'Heat Winner' Ribbon for All Heats except Heat 1 and Relay Races
 - Only hand out for 6 & Under, 7-8, 9-10 age groups
 - The volunteer is their own judge – when in doubt hand out 2 Heat Winner ribbons (avoid arguments)

Ribbon Distributor – Participant Ribbons (Qty 4/Meet)

- Volunteers needed for all (6) Meets
 - Lanes 1-3 – 1st Half of Meet
 - Lanes 4-6 – 1st Half of Meet
 - Lanes 1-3 – 2nd Half of Meet
 - Lanes 4-6 – 2nd Half of Meet
- Hand Out Participant Ribbons for All Heats except Heat 1 and Relay Races
 - Only hand out for 6 & Under, 7-8, 9-10 age groups