

HSA Job Descriptions for Home Meets

We have several jobs for parents to do at our home meets. We need all parents to help as these meets are our main source of fundraising. Below you will find descriptions of all the positions we have available and we need parents in all of them to run meets smoothly and successfully. If you have not worked at a meet before this should help answer any questions you might have. **Please remember that we require all families to work meets that they have swimmers in. Families are required to work the same number of session that they have swimmers swimming. The maximum number of sessions required to work at any meet is two. There is a charge of \$50 per session that you have a swimmer swimming and no family member working.**

Please remember that anyone can train in a position at any home meet.

Timers: We can run our meets with 8, 10 or 16 lanes. We usually run 10 at most of our meets. We need to have the same number of timers as lanes that are used. The timers are responsible for operating the stopwatch and backup wand for the timing system. The primary time for each swimmer will be the touchpad and we use the other two as backups. Each timer is to collect the time from the stopwatch and write it on the lane timer sheet for the swimmers. The timers are to report to the Head Referee at the designated time during warm ups for further instruction.

Head Timer: This position is usually held by someone who has experience as a timer. This person runs two stopwatches for each race in case a timer's watch fails on a race. If this happens the head timer will give one of his/her extra watches to the timer in order to have the necessary number of times for each race and swimmer.

Clerk of Course: This job is to take drop and add forms for swimmers and enter them into the computer and also keep up with money paid for added events at the meets. This person would need to have some knowledge of the software (Meet Manager) that we use to run meets. However, training can be done at meets for anyone who wants to learn to do this job.

Bullpen: We run a bullpen for 8 and unders at each meet and we need to have at least three parents working in this area. These are responsible for lining up the swimmers and taking them to the blocks for their races. Cards will be printed for each swimmer which will be placed in the card holder and then distributed to the swimmers when they are called to be lined up. We use bleachers to seat the swimmers on before taking them to the blocks.

Deck Marshal: This volunteer will watch the pool area including the deck around the pool to insure that all participants and spectators are acting in a safe manner. During the course of the meet the warm up pool will be monitored by the deck marshal to make sure the swimmers are following the rules set forth in the meet invitation. The Deck Marshal will report to the Meet Director at the beginning of warm ups for further instructions.

Computer Operator: We run each meet with a computer program called Meet Manager. This position needs to be filled by someone familiar with the program. Those who are interested in learning this job are welcome to train at any of our home meets. This job includes pulling the times into the computer from the timing system scoring events and printing results. We have a supervisor that will assist all operators each session to insure that the meet is run properly and to trouble shoot any problems that arise.

Timing Verification: This person sits at the computer table and receives all lane timer sheets and verifies the times for each lane by comparing the three times from each lane. Then they determine if a correction

needs to be made. If corrections need to be made there is a predetermined formula to use in order to get time and placement correct. If this person cannot determine the correct outcome then the Head Referee should be consulted. After checking each event and being sure each one is correct the times are given to the computer operator.

Runner/Poster: The runner collects all the lane timer sheets when each event is completed and delivers them to the person doing the timing verification. This person will also pick up disqualification slips from the Head Referee when needed and deliver them to the computer table also. The poster will post all printed results of each race in the lobby in the designated areas.

Concessions: We have a concessions area in the lobby where we sell food and drink items as well as heat sheets and T shirts. We need to have one or two parents who will be the supervisor(s) of this area and assist all other workers. These workers will purchase food and drink items and set up the concession stand and be ready to sell items during warm ups. Some duties need to be performed on the night before the meet such as ice down drinks and get the tables ready for food display. Some other duties include picking up food that cannot be delivered or lining up another parent to do the pick ups. They will also be in charge of clean up at the end of each day and break down at the end of the meet.

Hospitality: The area is for the officials and coaches. We provide breakfast, lunch and snacks throughout the meet. Some items are purchased at grocery stores and others are ordered from restaurants. One person is the supervisor and we need to have one or two other people assisting during each session. These will be doing similar duties to the concessions except the items will not be sold. Some food is delivered and some has to be picked up. This service is provided as a courtesy for the officials and coaches since they all are working long hours at the meets. This area needs to be set up ahead of time and requires clean up on the last day of the meet. We also provide water for our workers from this area.

Heat Sheet Ads: Part of the funds we receive is from the sale of heat sheets. We offer opportunities to local businesses or individuals for advertising in our heat sheets. We sell different sizes and the ads are run in three consecutive heat sheets. We have more information about this on the HSA website. Ads can be sold by all members of HSA and it is an easy way for us to raise money. We will have a point of contact listed on the ad forms for all ads to go through in order to be entered into the heat sheet.

Awards: At each meet we give awards to the swimmers that place with ribbons and medals. This job includes getting bags to put the awards in and then at the meet placing the labels on the ribbons and medals then placing them in the bags that are labeled by teams. This usually requires two or three people.

Heat Winners: This person will watch to see which swimmer finishes first in each race and give that swimmer the award that is predetermined.

Announcer: We have several announcements that need to be made throughout the course of the meet as well as calling all the swimmers to the blocks or bullpen. This needs to be a person with a very clear and loud speaking voice. The Meet Director will make the final decision as to who will be in this position.

Stroke and Turn Judges: USSwimming requires these positions at all its sanctioned meets. We need to have several parents trained in these positions in order to run meets smoothly. It puts a strain on the officials that are working when there are not enough to work each session. It would be best for HSA to be able to have as many officials as possible. We need to be constantly training new parents as officials so we don't overwork the ones we have and because they have swimmers that eventually age out. In order to become an official a test has to be taken and passed with a minimum score and then six deck training is required. Anyone interested in becoming an official can find out the necessary information on the HSA website or contact Joe Scrip (contact information is on the website).

Meet Director: This volunteer is responsible for setting up the meet, getting all the volunteers signed up, purchasing awards, meet apparel and extending invitations to vendors. This person will assign any of these jobs to other parents as needed. Also this person will be present at the meet to insure that it is run within the guidelines set forth by USSwimming and Southeastern Swimming.

Hopefully this explains all the jobs satisfactorily. We encourage all parents to train in as many different jobs as possible so we can have depth in all areas. Each year we experience change with swimmers graduating and others aging up and moving from morning to afternoon. This means that there is a constant need for training in all areas. There is a place for all parents and there are plenty of veteran parents to help the new ones to learn how to do every job involved in our meets. We look forward to seeing you and working with you at our home meets.

Thank you,
HSA Board