

Volunteer Roles and Responsibilities

The job list below is a brief description of positions available for HSA's home meets. All parents are needed, as these meets are our main source of fundraising. Please remember that anyone can train in a position at any home meet.

Job	Description	Time Commitment	Point of Contact
Announcer	Several announcements need to be made throughout the course of the meet as well as calling all the swimmers to the blocks. This needs to be a person with a very clear and loud speaking voice.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Audio/Visual/IT	Meet computer and printers setup, configuration of scoreboards, microphones, and IT help desk throughout the meet sessions.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Grant McCloud grant.mccloud@yahoo.com
Check In Room	Check in visiting team staff, meet officials, and volunteers. Typically staffed by 1-2 people in the conference room off the lobby.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Clerk of Course Assistant	Assist the Clerk of Course with oversight of scratch process during a preliminary meet session.	3-4 hours per session; number of sessions is meet dependent	Allison Proud hunsvilleswimAO@gmail.com
Colorado Timing	Responsible for the automatic or semi-automatic timing equipment at a meet, including the scoreboard and electronic starting system.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Matt Groves Mgroves9@gmail.com
Concessions	Greet customers, take orders, accept payment using the HSA electronic payment tablet, restock items, and assess inventory of items. May also include pickup of	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com

	inventory items the week prior to the swim meet.		
Deck Marshal	A required position by USA Swimming, this volunteer will watch the pool area, including the deck around the pool, to ensure that all participants and spectators are acting in a safe manner. During the course of the meet, the warm-up lanes will be monitored by the deck marshal to ensure that the lanes are being used for swimming only. In addition, the Deck Marshall will ensure that the area behind the blocks is clear for 8U. The Deck Marshal will report to the Meet Director at the beginning of warm ups for further instructions.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
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 occurs, 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.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Hospitality	The area is for the officials and coaches and two parent volunteers, per meet session, staff the area to provide assistance. We provide breakfast, lunch and snacks throughout the meet. The supervisors will purchase food and drink items, or arrange for food donations, and set up the hospitality area. Two other workers will be assisting in the hospitality area during each session to provide waters to our timers and	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com

	officials on deck. The workers in the last session of the meet will be responsible for break down at the end of the meet.		
Meet Director and Meet Management	This team is responsible for confirming the meet invitation, setting up the meet, supporting officials, and many other tasks. This team is present at the meet to ensure that it is run within the guidelines set forth by USA Swimming and Southeastern Swimming.	Typically works all sessions of a meet and as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Parent Representative	A year-long assignment, and specific to each age group, a parent representative works with a partner and each of the age group coaches to organize social and community service related events, supports the coaching staff on day-to-day tasks, and communicates important information to parents.	The entirety of the short-course and long-course seasons. A call for representatives will take place annually each August ahead of the new season start.	Amy Manion HSAParentAssociation@gmail.com
Runner	The runner collects all the lane timer sheets from each lane after the completion of each EVENT and delivers them to the computer table.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Timer	The timers are responsible for operating the stopwatch and backup plunger (aka “pickle” or “button”) connected to the timing system. Each timer is to collect the time from the stopwatch and write it on the lane timer sheet for the swimmers. There is a timer’s meeting with the meet directors and an official before the start of each session.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Sara Hayles Hunsvilleswimvolunteers@gmail.com
Officiating			

Administrative Official	This job includes pulling the times into the computer from the timing system, scoring events, and printing results. This position requires certification under USA Swimming guidelines.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Allison Proud hunstvilleswimAO@gmail.com
Clerk of Course	Responsible for check-in, seeding, preparation and distribution of various paperwork during a meet. While this position does not require certification under USA Swimming guidelines, familiarity with operating Meet Manager is important.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Allison Proud hunstvilleswimAO@gmail.com
Referee	Ensure safe competition and consistent application of rules and procedures for all sessions of the meet. This position requires certification under USA Swimming guidelines.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Jason Lucas hsaswimofficial@gmail.com
Starter	Announce each event and distance, declare "Take Your Marks," and release swimmers from their marks when needed. This position requires certification under USA Swimming guidelines.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Jason Lucas hsaswimofficial@gmail.com
Stroke and Turn Judge	Observes swimmers to ensure they follow the rules for their assigned stroke, turn, and finish. Stroke and Turn Officials are usually positioned at either end of the pool or walking along the side and are responsible for observing swimmers in their assigned lanes from the start of their race until the end, ensuring that all swimmers compete within the rules, and reporting any disqualifications they observe. This position requires certification under USA Swimming guidelines.	Typically covers 1 or more sessions (3-4 hours in length) over the course of a meet. Works as part of a team of volunteers.	Jason Lucas hsaswimofficial@gmail.com