

General Descriptions of Meet Jobs

Job	Description	Requirements
Concessions (Chair)	Responsible for ordering bagles/muffins, opening and closing including cash box, and contacting WABO Rep. if needed.	Board Position. Trained on working concessions, opening and closing cash box, accessing safe, and preparing deposit for WABO.

Concessions	Responsible for snack sales in the concessions booth. Orientation can occur during an event. Flexibility usually available to watch swims.	Must be able to make change, stand for periods of time, and must be at least 14 years old. No experience necessary.
Hospitality (Chair)	Responsible for snack and meal planning and procurement for the hospitality room during meets. The Hospitality room is available to officials and coaches during District and Invitational meets.	Board Position. Ability to plan for food and beverage needs based on estimated numbers of officials and coaches. Ability to secure or delegate the acquisition of all supplies, food and beverages required for selected events.
Hospitality Assistant	Responsible for assisting the Chair in food and beverage preparation for snacks and meals in the Hospitality Room. Also responsible for maintaining order in the room, monitoring beverages and food needs, and assisting in delivering water to officials and timers during events.	No experience necessary. Available during the event to assist as needed. All day events provide a breakfast buffet of breads and coffee in the AM, a buffet lunch and snacks before and after. Water is delivered to timers and officials during events as needed.
Clerk of Course	Responsible for manning the staging area for younger swimmers. Swimmers are ordered to move them up to the blocks for each event, usually on deck near the blocks. Very young swimmers are lead to the blocks.	No experience necessary. Ability to stand and walk on deck, and speak with and manage swimmers under 12 years old.
Deck Marshal	Responsible for marshalling the decks, with particular attention to making sure only authorized volunteers or coaches are on deck, managing running and horse play among swimmers, assisting with safety and security issues, and enforcing deck rules.	Required Position by USA Swimming. No experience necessary. Ability to stand and walk on deck. Usually responsible for a zone, so allowed some flexibility within the zone. Comfortable with enforcing rules.
Upstairs Marshal	Responsible for marshalling the viewing balcony. Assists with safety and security issues, and enforcing facility rules.	Required Position by WAC. No experience necessary. Usually responsible for the entire balcony. Comfortable with enforcing rules.
Timing System	Responsible for operating the timing system for the meet.	Trained position. Must be comfortable sitting at the scoring table for the duration of the session.
Computer System	Responsible for operating the computer system for the meet.	Trained position. Must be comfortable sitting at the scoring table for the duration of the session.
Announcer	Responsible for announcing heats, events and announcements into a microphone from the scoring table.	Should have a clear voice, and a comfort with speaking into a microphone. May be required to read names.

Awards	Responsible for taking results from the scoring table and adhering printed stickers to the awards. Also responsible for sorting awards by team for distribution.	No experience necessary. While this job allows for a good deal of sitting and takes place on deck, volunteers often have to stay at the table until the last event results are printed and processed.
Program/T-Shirt Sales	Responsible for the table selling programs and commemorative t-shirts.	No experience necessary. Requires being at the table no later than the start of warm-ups. Must be comfortable making change.
Officials	Responsible for officiating all swims for the meet.	A trained position requiring technical knowledge of strokes, turns and USA rules. No experience required to begin training. Must be able to stand on deck throughout session.
Head Timer	Responsible for overseeing all timers for the session, providing back up watches for timers who missed a start. Also responsible for coordinating back-up timers when timers request a break, and conducting brief training at the beginning of the session.	Should be an experienced timer, and able to stand through the session.
Lane Timer	Responsible for the watch times for a lane. Each lane has 2 timers with watches. One timer documents the times on a clipboard, and the other timer presses a plunger attached to the touch pad at the same time as the watch at the end of a race.	No experience necessary. The Head Timer conducts a brief training at the beginning of each session. Should be able to stand throughout the session. Should wear shoes that can get wet.
Heat Winner Ribbons	Responsible for delivering a ribbon to the winner of each heat. Some random heats may also award small prizes for the winner, which this volunteer delivers.	No experience necessary. Required to watch the results board for the winner of the heat, and walk to the winner before he/she leaves the deck.
Runners / Post Results/Volunteer Credit	This job combines 3 smaller jobs. The Runner collects the written results page from the timers to return to the scoring table. The scoring table prints final results at the end of each event. These results are taped to the wall in 2 places; 1 on deck and 1 upstairs in the gallery. Due to the fact that this person's job starts after the races start, he/she will also be responsible for the clip board where volunteers sign in for credit for their work.	No experience necessary. Required to walk across the deck and up to the gallery several times across the session.

Scratch Table

This job is available only at meets with prelims and finals. Responsible for manning a table on deck where meet results are posted for coaches. Swimmers wanting to scratch from evening finals are required to do so within 30 minutes of the results being posted.

No experience necessary. This is a sitting job on deck. It requires watching the times results are posted, monitoring the rules for who is allowed to scratch, and removing results page when the scratch time is over.