



Sharks Volunteer Job Descriptions

If you have any volunteer questions, please send an email to shadowbrooksharks@gmail.com.

Volunteer Descriptions

Meet Director: Oversees the general running of the meet. Main contact point/Troubleshooter.

Registration: Sets up the Check-in area with sheets, pens etc. to allow swimmers to easily and quickly check-in before the meet. Follow-ups to ensure swimmers who haven't registered are actually scratches (not attending the meet). Passes completed check-in sheets to the Computer Lead.

Starter: Ensures each swimmer is compliant with the starting rules for each stroke. Clarifies the event being swum; initiates the strobe/horn to start each race. Indicates false start/recall as necessary.

Assistant Starter: Signals each heat to advance from the Clerk of the Course area to then mount the blocks to be ready to take their mark.

Stroke & Turn Head: Assigns S&T judges from both teams to designated areas of the pool. Offers advice as requested to other S&T judges, swimmers et al.

Stroke & Turn Judge: Observes swimmers in lanes assigned for compliance with rules of the stroke. Issues disqualification notices (DQ slips) to swimmers who fail to comply. Advises disqualified swimmers on the reason for disqualification.

Announcer: Announces the swimmer's name with lane number for each heat as it takes place. Announces any other necessary or relevant messages to spectators and/or swimmers.

Computer Lead: Responsible for all computer/software aspects of managing the team roster and the meet itself. Manages swimmer data; provides heat/lane assignments for posting; heat sheets for timers etc.; enters results at meet.... and so much more!

Computer Assistant: Assists computer head with all data processing during and after the meet.

Clerk of the Course: Ensures swimmer listed on heat sheet is actual swimmer waiting on corresponding lane number at staging area. Requests a call for missing swimmers. Notifies officials of 'no show' swimmers. Directs swimmers to their assigned lane.

Head Timer: Responsible for distributing/collecting own team watches at the beginning/end of the meet. Ensures timer placement corresponds with assigned seating plan at each lane.

Provides up to two back up watches for timers whose watch fails to start on time. Ensures the timer end of the pool is cleared quickly to allow the upcoming heat to begin promptly.

Timer: Responsible for timing each swimmer in the lane assigned and for passing the time to the Recorder. Lane assignments are made prior to the start of the meet; Timers should be sure to take their chair in their assigned lane.

Recorder: Responsible for taking note of the times for each swimmer as taken by the timers in the assigned lane. Records the median time for each swimmer to be processed as the official time for that swimmer. Ensures completed recorder sheets are passed to the Runner.

Shark-sicle Winners: Determine the heat winner for each race swum and deliver to that swimmer their heat winning Shark-sicle ticket.

Runner: Responsible for distributing/collecting all paperwork generated before and during the meet. Heat sheets are delivered to the timers, S&T judges, Clerk of the Course, Coaches tables and other officials. Results sheets are collected from the Recorders and delivered to the computer desk. Disqualification slips are collected from the Stroke & Turn judges and delivered to the Referee. Helps at the official's table to cross-check received DQ slips with heat sheets to confirm swimmer name and event/heat number correspond correctly. Collates slips in event/heat order to allow easy processing by the Referee. Forwards fully processed DQ slips to the computer desk. In addition, the Runner will be responsible for moving the 10 & Under swimmer's items to the far end of the pool during all 25 yard (1 lap) races.

Awards: Identifies appropriate ribbon and addresses with label showing winning swimmer name, time etc. Sorts ribbons and then files for its own team; ensures the visiting team receives all ribbons due.

Set-up: Responsible for setting up shade canopies, chairs, tables, cordon rope etc. before the meet begins.

Clean-up: Responsible for tearing down shade, removing cordon rope, re-stacking chairs, replacing tables to correct area on deck, and everything else required to return the pool area to a condition suitable for use by the general membership.

Snack Shack

Kitchen Helper: Take and fill orders for available food/drink items. Prepare food as necessary and hand out Shark-sicles to each swimmer that presents their heat winning ticket.

Hospitality: Deliver water and/or other hospitality items to timers, officials, and coaches at assigned times. Fill and deliver lunch orders to coaches from both teams.

BBQ: One or two persons per shift to cook hot dogs, hamburgers, etc. which are sold by the snack bar.

Home/Veggie/Food Prep: In the days before the meet or morning of the meet, prepare ingredients needed as directed (i.e. bake potatoes, chop onions, shred lettuce...etc.). Tasks required are recipe dependent.

Donuts/Bagels/Coffee: Pick up donuts, bagels & coffee from various stores (pick up times as well as names of stores and addresses will be provided). Orders are generally prepaid.

Clean up: Clean up kitchen area towards the end of the meet.

Shadow Brook
SHARKS