



LAKE ERIE SILVER DOLPHINS

SWIM MEET VOLUNTEERS

Arrival & Finish Times

- Job timeframes on the sign-up sheet are based on original meet info.
- Final arrival and estimated finish times will be shared the week of the meet once the session timeline is confirmed.
- Please **do not leave your assigned position** without first checking with the **Meet Director** or **Volunteer Coordinator**.
 - If a job is **abandoned without notice**, **service hours may not be honored**.

Day of Meet

- Arrive promptly at your assigned report time.
- All volunteers must **sign in at the Volunteer Check-In table** and **receive a wristband**
 - **Deck Access Reminder- Only working volunteers are permitted on deck. Volunteers who have completed their job, have a role off deck or parents not volunteering should not be on the pool deck**
- Some roles must be in place in order to start warm up or the meet
 - Late arrivals may be reassigned or removed from their job to ensure the meet stays on schedule.
- Volunteers will be provided with **snacks and drinks** during the session(s) they work

NOTE ABOUT HOSPITALITY : Meals are reserved for coaches and officials, as they typically work more than six hours and cannot leave the meet. Volunteers should refrain from taking meals unless directed by hospitality staff.
Swimmers are not permitted in the hospitality area or to take hospitality food

Service Hours

- Service hours are awarded based on **actual hours worked**.
- Some jobs span the entire session (4–5 hours); others last 1–2 hours.
- Please keep this in mind when choosing a volunteer position.
- Families will be updated periodically with their current service hours recorded.

Volunteer Roles & Responsibilities

ANNOUNCER

Arrival: 15 minutes before warm-up **Finish:** At completion of session

Responsibilities:

- **MUST BE IN PLACE to start warm-up.**
- Make all meet announcements (general info, results, finalists, swimmer names).
- Arrange the National Anthem as needed.
- Will be provide an **Announcer Book** (scripts and guidelines)
- **Requirement:** Working knowledge of swim meets and a strong, clear voice.

AWARDS

Arrival: Start of meet **Finish:** 10-15 minutes after last event

Responsibilities: Depending on the meet, distribute awards to swimmers or label awards.

COACH and/or VOLUNTEER CHECK-IN

Arrival: at least 30-45 minutes before warm-up **Finish:** Typically done approximately 20 minutes after the start of the meet

Responsibilities: More specific details will be included in job folder

- Verify coach credentials upon arrival (must show active USA Swimming membership in good standing).
- Manage sign-in sheets. Make sure everyone has signed in correctly and put final sheets in correct folders

- Check volunteers in and help direct them to their assigned areas.
 - Serve as a point of contact for volunteers or coaches who have questions.
-

DECK ENTRY / TIME TRIALS

Arrival: 30 minutes before warm-up (or as published) **Finished:** depends on meet

Responsibilities: More specific details will be included in job folder

- Provide forms, collect fees, and confirm work with Admin Officials.
 - Deliver paperwork to the Admin Table.
 - Safeguard cash box until handed to Meet Director/Treasurer.
 - **Some Training required.**
-

DQ RUNNER

Arrival: 10 minutes before meet start (or as assigned) **Finish:** At end of session or if relieved of duties by meet director

Responsibilities:

- Pick up DQ slips from officials and deliver them to the Admin Table.
 - Check in with the Meet Referee for specific duties.
-

HEAD TIMER

Arrival: Start of warm-up **Finish:** At end of session

Responsibilities:

- Organize timers' materials (clipboards, watches, pencils).
 - **Required to Attend the Timers' Meeting.**
 - Help new timers feel comfortable and answer questions.
 - Serve as backup timer (start two watches).
 - Find replacements if timers need to step away.
 - Remind timers to return materials after the meet.
 - **Requirement:** Previous timing experience.
-

HOSPITALITY & CONCESSION

Roles are mainly filled by the Hospitality Committee-members do significant work pre and post meet which will be tracked by committee chair

Day of Meet Arrival: Depends on roles assigned see sign ups

Meet **Responsibilities:**

- Assist with food prep and meal/snack setup for coaches and meet staff.
 - Serve drinks/snacks to timers and deck workers (approximately every hour).
 - Keep the hospitality area organized and clean.
-

LANE MARSHAL

Arrival: 15-20 minutes before start of warm-up **Finish:** At the end of the warm up session

Responsibilities:

- **MUST BE IN PLACE to start warm-up and must remain there until warm up is officially over or you have been relieved by official or meet director- PLEASE do not walk away**
 - Enforce warm-up rules (3-point entry).
 - Watch for swimmers in distress and signal lifeguard or Safety Director if help is needed.
 - Stand at pool corners (and bulkhead if applicable) to monitor for safety and rule compliance.
-

SAFETY DIRECTOR- MUST be up to date with OSI expectations and guidelines- in job folder

Arrival: 15-20 minutes before start of warm-up **Finish:** At end of session

Responsibilities:

- **MUST BE IN PLACE to start warm-up and stay entire meet- please do not leave the deck without notifying other safety director, meet director or Ref**

- Monitor warm-ups, ensure lane marshals are in place, and enforce procedures.
 - Oversee deck, locker rooms, and facility to ensure Safe Sport and MAAPP compliance.
 - **Deck Access Enforcement**-Please monitor who is on deck throughout the meet. If you see anyone without a wristband or who does not appear to belong on deck, politely approach them and ask what their role is.
 - **If they should be on deck**, direct them to the Volunteer Check-In or Admin Table (if the meet is in progress) to be properly signed in and issued a wristband.
 - **If they should not be on deck**, kindly escort them off or notify the Meet Director or Meet Ref immediately.
 - Handle emergencies and complete occurrence reports as needed.
 - **Preferred:** Medical experience
-

SCRATCH TABLE / SCRATCH BOOK

Arrival: Start of meet **Finish:** 30 minutes after last event

Responsibilities:

- Work with Admin Table and announcer to log and organize scratches.
 - Track scratches for finals within allowed timeline.
 - Notify next swimmers of openings and coordinate with the announcer.
 - May need to stay up to 30 minutes after the final event.
 - **Requirement:** Working knowledge of swim meets and scratch procedures.
-

SWIMMER CHECK-IN & POSTER

Arrival: 30–45 minutes before warm-up **Finish:** At end of session or if relieved of duties by meet director

Responsibilities:

- Remind swimmers to circle in (number next to name only).
 - Help younger swimmers find their coach or team if
 - Collect completed team check-in sheets and turn them into Admin Table.
 - Check with coaches at assigned time to confirm swimmer status
 - Wait for heat sheets, make copies, post on deck, and deliver to coaches.
 - Assist with posting results or other admin needs during the meet.
 - Does require walking and interacting with coaches and swimmers
-

TIMERS

Arrival: 45 minutes before the start of the meet **Finish:** At end of session

Responsibilities:

- Report for the Timers' Meeting (time/location provided).
 - **Attendance required unless excused by Meet Director; non-attendance without notice may result in replacement.**
 - Verify swimmers in your lane by asking for their name.
 - Operate stopwatch and plunger; record swimmer's time.
 - **Be at assigned lanes 5–10 minutes before the start of the meet.**
 - Remain at lane for entire meet or until relieved, head timer can give breaks as needed
-

ADMIN RUNNER / POSTER

Arrival: As assigned **Finish:** At end of session or if relieved of duties by meet director

Responsibilities:

- Assist Admin Table, Meet Director, or Referee with tasks as needed.
 - Post results, distribute information, and run materials between areas.
-

HYTEK OPERATOR

Responsibilities: as assigned

- Assist the Admin Official with Hytek Meet Manager software during the meet.
- **Requirement:** Must know and understand Hytek Meet Manager.

