



# LAKE ERIE SILVER DOLPHINS

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## SWIM MEET VOLUNTEER DESCRIPTIONS

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### ANNOUNCER

**Arrival:** 15 minutes before warm-up

**Responsibilities:**

- Make all pertinent announcements (general info, results, finalists, swimmer names).
  - Arrange the National Anthem as needed.
  - **Requirement:** Working knowledge of swim meets and a strong, clear voice.
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### AWARDS

**Arrival:** Start of meet

**Responsibilities:**

- Depending on meet you may distribute awards to swimmers or label awards
  - **No experience required.**
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### COACH and/or VOLUNTEER CHECK IN

**Arrival:** 30 minutes before warm-up

**Responsibilities:**

- Verify coach credentials upon arrival.
  - Manage coach and volunteer sign-in sheets.
  - Check volunteers in and help direct them to their assigned areas.
  - Serve as a point of contact for volunteers who have questions.
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### DECK ENTRY/TIME TRIALS

**Arrival:** 30 minutes before warm-up (or as published)

**Responsibilities:**

- Provide forms, collect fees, and confirm work with Admin official
  - Close deck entries 30 minutes before meet start.
  - Deliver paperwork to the Admin table.
  - Safeguard cash box until handed over to Meet Director/Treasurer.
  - **Some training is required.**
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### DQ RUNNER

**Arrival:** 20 minutes before meet start or when stated if paired with other job

**Responsibilities:**

- Pick up DQ slips from officials.
  - Deliver to Admin table.
  - **No experience required.**
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### HEAD TIMER

**Arrival:** Start of warm-up

**Responsibilities:**

- Organize timers' materials (clipboards, watches, pencils).
- Attend timers' meetings.
- Help new timers feel comfortable; 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.
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### HOSPITALITY

**Arrival:** 30 minutes before warm-up

**Responsibilities:**

- Assist with food prep and meal/snack setup for coaches and meet staff.
  - Serve drinks/snacks to timers and deck workers (approx. every hour).
  - Keep the hospitality area organized and clean.
  - Help with pre-planning of meals.
  - **No experience required.**
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### LANE MARSHAL

**Arrival:** 15 minutes before start of warm-up

**Responsibilities:**

- Enforce warm-up rules (3-point entry).
  - Watch for swimmers in distress.
  - Report incidents to the Safety Director.
  - **No experience required.**
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### RUNNER and/or POSTER (often paired with other jobs )

**Arrival:** As assigned

**Responsibilities:**

- Post heat/lane assignments for swimmers.
  - Deliver heat sheets to coaches.
  - Post results in designated areas.
  - Others duties as assigned
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### SAFETY DIRECTOR

**Arrival:** 15-20 minutes before start of warm up

- Monitors warm-ups, ensures lane marshals are in place, and enforces procedures.
  - Oversees deck, locker rooms, and facility to ensure Safe Sport and MAAPP guidelines are followed.
  - Handles emergencies and completes an occurrence report as needed.
  - **Preferred:** medical experience.
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### SCRATCH TABLE

**Arrival:** Start of meet

**Finish:** 30 minutes after last event

**Responsibilities:**

- Track scratches for finals within the allowed timeline.
  - Notify the next swimmer(s) of openings, coordinating with the announcer.
  - **Requirement:** Working knowledge of swim meets and scratch rules.
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### SWIMMER CHECK IN

**Arrival:** 30-45 minutes before warm-up

**Responsibilities:**

- Remind swimmers to sign in (circle Number next to name)
- Deliver completed team check-in sheets to the Admin table.

- Confirm with coaches about swimmers who have not checked in.
  - **No experience required.**
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### **TIMERS**

**Arrival:** 45 minutes before the start of meet

**Responsibilities:**

- Attend timers' meetings.
  - Verify swimmers in your lane by asking for their name.
  - Operate stopwatch and plunger.
  - Record swimmer's time
  - **No experience required.**
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### **HYTEK OPERATOR**

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

- Requires training
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## **General Information for Meet Volunteers**

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### **Arrival & Finish Times**

- Job timeframes listed on the sign-up are based on the originally published meet information.
- The week of the meet, families will receive a **final arrival time** and an **estimated finish time** once the host has a clearer sense of the session timeline.

### **Report Times**

- Please arrive **promptly** at your assigned report time.
- Many roles are essential before warm-ups or the meet can begin.
- If you are late, your position may be reassigned to another volunteer, as we cannot delay the timeline waiting for positions to be filled.

### **Service Hours**

- Service hours are awarded according to the **actual hours worked**.
- Some jobs span the entire meet session (**4–5 hours**), while others are shorter and may only be **1–2 hours**.
- Please take this into account when choosing your volunteer role.