

Job Title	Description
Director	
Meet Director	
Asst Meet Director	
Marshals	
Head Course Marshal	Oversees the facility, course marshals and pool/restroom monitors. Monitor 2 nd half and end of meet as well as it is crazy.
Warm up Marshals	Prior to the meet, monitor ground floor for appropriate behavior and prevent non-working parents from going on deck.
Course Marshals pool deck	Watch warm-up area of pool AND entrances onto deck. Check deck / worker name tags – only working parents allowed on deck. Reports to Head Course Marshal. Keep pool clear after relays until people leave facility.
Course Marshals ground level	Monitor ground floor for appropriate behavior, prevent non-working parents from going on deck. Direct swimmers towards CoC. Report to Head Course Marshal.
Bleacher /Team Marshal	Monitors children in the bleachers. Keep kids from hanging / climbing/ playing over railing. Bleachers are dangerous for kids.
Setup/Cleanup	
Head Setup/Cleanup	Ensure all required equipment and tables are available for setup. Provide clear direction to setup and cleanup team
Asst Setup	
Asst Cleanup	
Set-up workers	Sets up equipment, and gets the pool ready for the meet. Reports to head set-up person.
Signage Coordinator	Prepares signs/deck passes. Posts signs
Clean-up workers	Takes down equipment (tables/chairs,head table equipt.) and leaves premises as we found them. Begin after final event. Stays until released by head clean-up person. CLEAN-UP FACILITY.
Team Trash Person	Keeps team area cleaned and picked up. Responsible for ensuring area is clean at end of meet. Must be checked out by the Meet Director. Teams will be charged a fee by Stanford for cleaning their areas if they are not clean.
Officials	
Referee	Person “in-charge” of the officials and rules of the governing of a meet. Any questions/problems arising during the meet are to be addressed to the referee first, who will make a ruling. If all possible effort has been made and the question/problem cannot be resolved, then and only then is the meet director to be approached to make a final judgment.
Deck Referee	Marks across the board report the order of finishes for each heat.
Head Stroke & Turn Judge	Conducts meeting prior to start of meet with first and second half judges. Oversees Stroke & Turn.
DQ Reader	One per 1/2. Reads DQ slips
Stroke & Turn Judges	Judge legality of strokes & turns per league rules. 2wk entire meet. 8 per 1/2
False Start Judges	Check for false starts during relay exchanges, reporting any witnessed to the Stroke & Turn Judges who write up the DQ slips.
Volunteers	

Job Title	Description
Meet Volunteer Coordinator	Responsible for reviewing the volunteer responsibilities. Assign jobs to each of the clubs. Oversee Volunteer check in and ensure volunteer positions are covered meet day..
Club Volunteer Coordinator	Coordinate each clubs volunteer responsibilities
Parent Volunteer Check-in worker	Sign in parent volunteers before meet starts. Report to Head Check-in at 6:45 am
Hospitality Head	Oversees distribution of refreshments to volunteer workers. Responsible for bringing cups (2 big packs from Costco) and ice and water containers. Muffin tins for carrying and pitchers for pouring. Snacks are optional.
Hospitality Runners	Responsible for continuously distributing refreshments to volunteer workers.
Breezeway Refreshment Table	Monitor access to breezeway table. Keep food and drink stocked for coaches and head table only.
Timing Table	
Timing Console	This is the assistant to the consultant working the timing system. Ensures names and times are posted on scoreboard. Assists Intermediary.
Intermediary	Review all inputs (board report, DQ slips, touchpad and button times) from heat and circle times in red.
Timing Table Collator	Organizes all the inputs for the intermediary. Delivers finish times to Meet Manager Table
Meet Manager Table	
Head Table Worker	Ensures table workers perform results table duties as per established meet procedure. Responsible for ensuring ribbons, paper goods and supplies needed for table workers are available.
Assistant Table Worker	Assists Head Table Worker.
Results Distributor Runner	Post results on Result Board. Provide labels to Ribbon table. Picks up labels from meet software table and delivers to upper table workers.
Starters	
Announcer	Announces events and swimmers.
Assistant to Announcer	Assist announcer. Checks into problems as they occur.
Head Starter	Responsible for starting each event, position swimmers correctly, work with back up starter positioned across the pool.
Event Board Worker	Change event/heat #s on event board
False Start Line Droppers	To Stand at the false Start rope line. When there is a false start, they drop the lines to catch the swimmers.
Swimmer Pre-Race	
Head Swimmer Check-in	Each club checks in own swimmers
Swimmer Check-in Workers	Checks in swimmers at swimmer check in table.
Head Clerk of the Course	Oversees Clerk of Course Area - Responsible for chair seating of swimmers according to heat and lane assignments.
Asst. Clerk of the Course	Assists Head Clerk of Course.
Clerk of the Course Workers	Seats swimmers in chairs and assists starting block runner in seating them in right heat lane on time. 1 st staging area & 2 nd staging area
Swimmer Race - Timing	
Head Timer	Oversees timers. Goes over timing procedures with electronic and manual timers.
Asst Timer	Assists head timer

Job Title	Description
Head of Starting Block Area	Responsible for starting block workers and runners and be down stairs on deck to oversee and fix any problems that arise.
Starting Block Runners	Leads 6&U, 7-8, 9-10 swimmers from upper CoC area to the lower CoC area, AND insures that each swimmer is in the correct seat. (Older swimmers are responsible for finding their proper lane.)
Starting Block Workers	Stationed at the end of the pool for the 25yd event starts. Ensures swimmers stay in correct lanes after starting block runner leaves. (1 person will retrieve swimmers from CoC)
Timer – Electronic buttons	Press timing button at end of each race.
Manual timer/cushioner	Manual stopwatch at start & finish of each race as backup. Act as “head cushioner” with kick board for (8 yrs. & under) kids swimming the backstroke.
Manual timer/ recorder	Manual stop watch get start & finish of each race as backup. Record time from 2 watches onto recorder sheet. Verify swimmer name and recorder sheet match.
Swimmer - Results	
Head Runner	Coordinates all the runner activities.
DQ Runner	Takes DQ slips from judges to timing table. Makes sure heat & lane # as well as the signature of the stroke and turn judge is on the DQ slip.
Event Sheet Runner	Takes event sheets with manual times from the timers to the timing table collator.
Ribbon Table	Prepares ribbons with result Labels
Ribbon Closure	Help finish ribbons and speed up closing process at end of meet, begin at end of relays 2 per team
Ribbon Prep	Help process ribbons during meet
Swimmer - First Aid	
First Aid	Makes sure First Aid Table has a First Aid Kit and is a Medical Doctor or Nurse on call for medical emergencies.
First Aid Table worker	Brings First Aid equipment and administers basic help.
Other	
Programs	Puts together program for Champs
Trophies	Purchases trophies for league
T-shirts	Designs/Prints/Sells Champs t-shirts at meet
Catering/Facilities	Make sure Catering and Facilities are ready for meet