

We need volunteers from each family to run our swim meets. We ask that at least one parent from each family volunteer per meet. You should find at least one job listed below you will enjoy. Volunteering is the perfect way to meet other PAC family members and your children's teammates! No matter what job you are performing you will absolutely be able to see each event your child is in.

Below is a list of the jobs and their basic description that will need to be filled each meet. Each meet is divided into two halves. Within a couple of weeks there will be an on-line signup sheet available at [timetosignup.com](http://timetosignup.com). An email notification will be sent when the site is ready.

## **JOB DESCRIPTIONS**

**Stroke and Turn Judge** - Must have a minimum of CPAL certification. Training & Certification is available.

**Finish Judge** - Person responsible to record the race finishes in order by lane. 1 person needed per half. Judge stands on deck with tablet and records the place, by lane that each swimmer finishes (done for live races only - first heat). For example; Lane 3 – 1<sup>st</sup> place, Lane 4 – 2<sup>nd</sup> place, etc. The swimmer's lane placement information is also recorded by the electronic touch pads on the wall of the pool and timers in each lane (Finish Judge slip is used for back up).

**Ribbon Table** - This job consists of labeling and filing ribbons in PAC ribbon boxes. 2 persons needed per half. A long table is set up in the hallway right outside of the pool. Labels are printed for each swimmer in an event and heat stating their name, age, event and their results. A label is placed onto the back of a select ribbon. PAC ribbons are filed in a swimmers' respective mailbox.

**Timers** - Using hand held stopwatch and recording times/swimmers name on lane tablets for swimmer in each lane.

6 persons needed per half, 1 per lane. You will stand behind your assigned lane's diving block. Each lane has an electronic touch pad in the water against the pool wall that the swimmer touches. One timer from PAC and one person from the opposing team use handheld stopwatches (provided) to time from the "start" until the swimmer in that lane touches the wall (dependent on number of laps). The stopwatch times for each swimmer are written on an event sheet for each heat of the event. The time is also automatically recorded by the touch pads. Timers are providing a 2<sup>nd</sup> and 3<sup>rd</sup> recorded time. In addition, a backup timer is on deck and available to step in to assist should there be a stopwatch malfunction.

**Back-Up Timer** - Back-up timer for all lanes. (Home meets only)

**1 person needed per half. A Back-Up Timer carries two stopwatches (provided) and times for each event, each heat. The Back-up Timer watches the lane timers to support them should one experience a stopwatch malfunction.**

**8U Additional Timers** - Uses hand held stopwatch and joins other two timers per lane. You will only time the 8-under 25-yard events. (Home meets only)

**6 persons needed per meet. These Timers join the existing lane timers for only 8 & Under individual events only, freestyle, backstroke, breaststroke and butterfly (not needed for Medley Relays, Individual Medleys or Freestyle Relays). 8 & Under Timers report to the shallow end of the pool and provide a third stopwatch since there are no touch pads at this end.**

**Runners** - After each event is over, a runner gathers lane sheets and delivers to scorer table. (Home meets only)

**2 persons needed per meet. Runners are stationed on deck behind the timers. At the end of each event you will gather the event sheet from each lane, the finish judge slip and any stroke & turn slips and turn them into the score table (located on deck).**

**Swimmer Coordinator** - Helps to direct the younger swimmers to the starting blocks for their events.

**2 – 3 persons needed per half. Coordinators will be on deck along with swimmers with event line up sheet. A few events ahead, you will make sure the younger children are ready for their race, know what stroke they are swimming and what lane they are in and walk group of 6 swimmers behind blocks.**

**Food Stand** - Home meets only. Helps to setup food stand, sell food, and helps tear down after meets. (Home meets only)

**4 – 6 persons needed per half. Food stand is located in hallway by the main entrance doors to school (same used to enter for practice). First half is asked to help set up food stand and sell food. 2<sup>nd</sup> half is asked to sell food and assist will tear down of food stand at end. You will be able to leave the food stand at any time to watch your child swim and then return so another parent can watch their child. Food served at food stand includes, egg sandwiches, walking tacos, hot dogs, muffins, brownies, fruit, candy, drinks, etc.**

**Thank you in advance for volunteering and assuring our meets run smoothly.**

**Please direct any questions to Michelle Winter. I can be reached via email at [winter1041@verizon.net](mailto:winter1041@verizon.net).**