

Home Meet Parent Volunteer Postions

E A S Y	Postions	Number of Volunteers Needed	Role Description	Training Requirements	Certifications Required?
	Timer	8+	Manually measure and record the time for each heat of each event. The Timers use handheld stopwatches (provided) and act as a backup to the electronic timing system. The timer volunteers sign up for either the first or second half of the meet.	Minimal training before meet begins.	No
	Backup Timer	2	Manually measure and record the time for each heat of each event. The Backup Timer uses a handheld stopwatch (provided) and acts as a backup to the other lane timers in the event of a stopwatch malfunction or timer mistake. The backup timer volunteer signs up for either the first or second half of the meet.	Minimal training prior to the start of the meet.	No
	Finish Judge	2	Record the order of finish for each heat of each event. The Finish Judge simply writes the lane number in the order of finish as a tertiary backup to the electronic timing system and the manual timing.	Minimal training prior to the start of the meet.	No
	Runner	1	Physical management and organization of the paperwork for the other volunteers and officials. The runner will collect disqualification forms from the officials, collect timer sheets, and collate and distribute heat sheets.	Minimal training prior to the start of the meet.	No
	Ribbon Writer	2+	Completion of correct award ribbons as dictated by the results of each event. The Ribbon Writers receive printed stickers from the meet manager and apply the stickers to the appropriate place ribbon. Ribbons are then distributed to the home and away teams.	Minimal training prior to the start of the meet.	No
	Creekside Cafe (concessions)	2+	Customer service at the Creekside Cafe during home meets. The Creekside Cafe is set up on the pavement near the lifeguard office and it is shaded by a pop-up canopy. Volunteers are responsible for table set up, food arrangement, making coffee, accepting payment, and making change.	Minimal training prior to the start of the meet.	No
	Equipment set up/break down	5+	Physical set up and break down of required equipment for the meet. Required equipment includes: lane ropes, flags, touch pads, starting blocks, digital scoreboard, and power cords.	Minimal training prior to the start of the meet.	No

M E D I U M	Postions	Number of Volunteers Needed	Role Description	Training Requirements	Certifications Required?
	Announcer	1	Introduce events and participants for each heat of each event over the PA system. The announcer will work closely with the meet manager and referee to provide accurate information to the crowd.	Moderate Training prior to the start of the meet.	No
	Colorado Timinig System	1	Technical management of the electronic timing system during the meet. The Colorado system requires manual input and verification for each heat of each event. The Colorado volunteer will work closely with the meet manager and referee to generate accurate information for the Hy-Tek meet management software.	Moderate Training prior to the start of the meet.	No

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D I F F I C U L T	Positions	Number of Volunteers Needed	Role Description	Training Requirements	Certifications Required?
	Meet Manager	1	Technical management of the Hy-Tek meet management software during the meet. The meet management software requires manual input and verification for each heat of each event. The meet manager volunteer will work closely with the Colorado timing system volunteer, the referee, and the announcer to generate accurate results and reporting for the meet.	Training required including shaddowing during a meet.	No
	Referee	1	Clerical authority over the meet and head official responsible for making decisions on matters not specifically covered by the NFHS rules (as adopted by PIAA). Role may be combined with the role of starter as needed.	Training, experience, and certification required. At a minimum: PIAA, USA, YMCA Level II, or COSA/NCAA.	Yes
	Starter	1	Provide verbal and electronic commands to the swimmers at the start of each heat of each event. If the starter has certification above the minimum, they will be required to assist the meet referee with dual confirmations of false starts. The starter works closely with the meet referee, the Colorado timing system volunteer, and the Meet Manager to keep the meet running smoothly. The starter may also be the meet referee.	Training, experience, and certification required. At a minimum: PIAA, USA, YMCA Level II, or COSA/NCAA.	Yes
	Stroke & Turn Judge	2	Evaluate legality of strokes and turns for swimmers in one half of the pool for each heat of each event, record and discuss violations with the referee as needed.	Training, shaddowing/experience, and certification required. At a minimum: CPAL level.	Yes