

Various Volunteer Positions, Descriptions and Duties

*Please note, a wonderful place to get comfortable with swim meet volunteer opportunities is during Time Trial and Race Nights. These events are low stress and perfect for those that may not be comfortable with jumping right into a swim meet.

*All opportunities require a positive attitude with a desire to help out.

*This is not an exhaustive list

Administration Desk: Responsible for preparing heat sheets for officials, updating officials' heat sheets with scratches, deck entries, and disqualifications, coordinating any changes with the meet manager, and collecting relay entries. Duties include setting up the clerk station, organizing and distributing coaches' welcome packages and officials' heat sheets, collecting entry fees, receiving deck entries, scratches, relay entries, and positive check-ins, as well as maintaining a ledger of all funds received and owed to each visiting swim club. Experience Level Required: Must have completed the Admin Desk Clinic or have training at prior meets as a Shadow.

Awards – Ribbons/Medals: Preparing award ribbons and medals during the swim meet. Awarding medals to swimmers on the podium if applicable. Place labels onto ribbons and organize ribbons to hand to coaches at the end of the swim meet. Experience Level Required: Entry level job. Attention to detail and working in a fast paced environment is beneficial.

Away Meet Official: Volunteer at a non-CTSC hosted meet as an official in any position. Must be confirmed by the host team to receive volunteer credits. Experience Level Required: Dependant on role

Board of Directors: As a member of the non-profit board, you will play a crucial role in guiding the organization's mission and strategy. Your responsibilities may include governance (ensuring the club adheres to its mission, values, and legal requirements), strategic planning (participating in the development and implementation of long-term goals and objectives), financial oversight (reviewing and approving budgets, financial reports, and ensuring the club's financial health), collaboration (working closely with other board members and the executive team to achieve the club's goals). Board members are expected to bring their expertise, dedication, and passion to help the club thrive and make a positive impact in the community. Experience Level Required: Positions range from low to experienced. Requires a criminal record check and regular attendance at Board meetings.

Chief Timer: Responsible for overseeing all timers on the pool deck and any concerns that may arise with them. Liaison between Timers and the Referee/Electronics officials. If required, brief, instruct and organize the timers and the equipment before the meet. Reports to the Referee. Experience Level Required: Must completed taken the Chief Timekeeper Clinic or have training at prior meets as a Shadow.

Committee Work (general volunteer opportunity): Act as a committee member on one of the Governance or Operational committees, bringing skills to the Club. Committees include (but are not limited to) Finance, Policy & Governance, and Human Resources. Scope of work and time commitment vary by committee. Experience Level Required: Entry level job, sometimes experience required.

Concession Lead: Responsible for selling snacks and drinks at CTSC hosted meets and events. Plans/purchases food ahead of the meet. Each shift duration covers setup, operation and cleanup. Should coordinate with the Hospitality Lead. Reports to the Meet Management. Experience Level Required: Entry level job.

Electronics Desk: Must be familiar with the software (training provided if needed). Responsible for all aspects of the electronic timing system. Responsible for set-up, tear-down, organizing and repair of the equipment before, after and during the meet. Monitors computers and software during the meet and deals with trouble shooting during the meet. Collaborate with the Meet Manager. Experience Level Required: Must have completed the Recorder Clinic or have training at prior meets as a Shadow.

Electronics – Chief Judge of Electronics / Chief Recorder: Ensures manual and electronic results are consistent. Works with the Meet Manager to resolve any inconsistencies in the results. Use the computerized swimming competition Meet Manager software (Hy-Tek or Splash) to record and post results, set-up swim-off and official split events, score an event, know if a record time is set, re-seed heats and events (if requested by Referee and/or Meet Manager). Experience Level Required: Must have completed the CJE/Chief Recorder Clinic(s) or have training at prior meets as a Shadow.

Event Helper: Social or team event volunteer. Jobs vary by event. Experience Level Required: Entry level job, sometimes experience required.

Hospitality Coordinator: Oversees Hospitality Preparers/Servers to distribute food and drink to officials and coaches during the meet. Plans/purchases food ahead of the meet. Each shift duration covers setup, operation and cleanup. Should coordinate with the Concession Lead. Reports to the Meet Management. Experience Level Required: Entry level job.

Inspector of Turns: The role of the Inspector of Turns official is to ensure swimmers comply with the relevant rules after the start, for each turn, and at the finish. The authority of the Inspector of Turn is to report the observed infraction of the rule to the Referee. Must be 14 years of age or older to volunteer in this position.

Experience Level Required: Low to Intermediate levels of experience are required for this position. Inspector of Turns clinic and experience in the position should be completed prior to Judge of Stroke.

Judge of Stroke: The role of the Judge of Stroke official is to ensure that the rules related to the style of swimming designated for the event are being observed and shall observe the turns and the finishes to assist the Inspector of Turns. The authority of the Judge of Stroke official is to report the observed infraction of the rule to the referee. Experience Level Required: Low to Intermediate. Completion of the Inspector of Turns clinic and experience in the position prior to Judge of Stroke.

Referee: The referee is the senior official at the meet. The Referee makes final decisions on disqualifications, will have full authority over all other officials during the sessions, and to provide the best possible environment to maximize swimmer performance while ensuring the session is run fairly, consistently and smoothly. Experience Level Required: Advanced. A Level III certified official who has completed all Level II clinics and is certified in all required Level II positions.

Event Assistant: These types of position assists with a variety of events throughout the year. Could be running a raffle table, helping with a fundraiser or other needs. Excellent communication skills and a good attitude required. Experience Level Required: Entry level job, no experience required.

Safety Marshal: The role of the Safety Marshal is to observe the safety of swimmers during the warm-up period and ensure established safety procedures are followed. Experience Level Required: Entry level job, must have completed the Safety Marshal Clinic.

Set Up/Tear Down: Assist with facility and equipment set up prior to (sometimes the night before) the meet and tear down and clean up afterward. A great way to earn easy points and give the people who've been working all day a chance to go home early and get some rest. Some lifting required. Experience Level Required: Entry level job, no experience required.

Signup Table: Responsible for timer and official volunteer check in, sign ups and assignments. Work with event Volunteer Coordinator & Meet Management to recruit eligible volunteers for any jobs with a shortage of volunteers. Experience Level Required: Entry level job, some experience required.

Starter: The Starter gives the command that begins each race, using a consistent told and cadence. The Starter works collaboratively with the Referee to ensure that all swimmers have a fair start. Experience Level Required: Intermediate. Completion of the Starter clinic is required. Completion of Inspector of Turns and Judge of Stroke required, as you can be assigned these tasks along with Starter.

Swim-a-Thon Lap Counter: Responsible for tracking the exact number of laps or lengths a swimmer completes, recording their times and providing encouragement. Experience Level Required: Entry level job

Swimmer Marshal: Organizes swimmers into their heats and lanes before they head to the starting blocks, ensuring they arrive on time. Experience Level Required: Entry level job

Timer: Time swimmers. A fun, yet very important job at the meet. Timers are responsible for ensuring that swimmers get a valid time by marking splits & observing touches/finishes for a race. They are also responsible for ringing the final lap bell on longer races. Reports to the Chief Timer. Experience Level Required: Entry level job, preference to those who have taken the Intro to Swim Officiating Clinic.