

Barracuda Family Job Descriptions

TIMING – timing swimmers as they swim each event – must report to assignment **15 minutes prior** to the start of the meet and are expected to stay for the entire duration of the meet. The timers meeting begins at 5:15 sharp for evening meets and 8:15 for Saturday meets. Timers must check in with one of the co-chairs prior to the start of the meet.

RUNNER – “running” time cards from timers to scorers – must report to assignment **15 minutes prior** to the start of the meet and are expected to stay for the duration of the meet. The timers meeting begins at 5:15 sharp for evening meets and 8:15 for Saturday meets. Runners need to attend the timers meeting prior to every meet.

SCORING – assist with the recording of all meet data – must check in with one of the co-chairs prior to going to the scoring table **15 minutes prior** to the start of the meet and are expected to stay for the duration of the meet.

Scoring/Computer Training – Train under current scorer on the computer during home meets. Four home meets will count as 6 jobs. We hope to get someone that could do this next year and in future years. Some facility with computers is helpful. Scoring/Computer trainers must report **15 minutes prior** to the start of the meet and are expected to stay for the duration of the meet.

RIBBONS – applying time stickers to ribbons, sorting, filing. Although this job doesn’t officially begin until the scoring is complete for the first few events, please check in **15 minutes prior** to the beginning of the meet. There has been a change in this procedure. Some teams may not do ribbons until after the meet so this job may have to be completed at home and returned to the pool the next day.

RIBBON COORDINATOR – responsible for bringing ribbon file boxes to/from each swim meet (home and away). Reviews the ribbon labeling and filing process with ribbon volunteer for each meet. Delivers the ribbon boxes with current ribbons to pool for distribution at practice(s) the morning following a swim meet. Monitors and fills ribbon inventory throughout the season. This position fulfills all job requirements.

GRILL MASTER – prepare and cook food on grill for the entire meet. Show up **45 minutes prior** to the beginning of meet to start the grill, and begin preparing food in accordance with the county food handling criteria. This position fulfills all job requirements.

CONCESSIONS -_help at the concession counter during the meet, must report **15 minutes prior** to the start of the meet and remain after the meet to help clean up concessions. Workers must prepare foods in accordance with the county food handling criteria

CLERK OF COURSE – assist in the lining up of swimmers for each event – must report to assignment **25 minutes prior** to the start of the meet and stay until the swimmers for the last event are line up.

ANNOUNCER – announcing events throughout the meet. Announcer report to assignment **15 minutes prior** to the start of the meet and stay the duration of the meet.

CONCESSIONS – help at the concession counter during the meet, must report **15 minutes prior** to the start of the meet and stay throughout the meet and after the meet to help clean up.

SET-UP/TEAR-DOWN – help with general set-up of the pool for the meet and then get the pool back to how it was prior to the meet. This includes moving bulky objects – for example: deck chairs and tables. **1.5 hours before meet and ½ hour after meet**. That means arrival times are as follows: 7am on Saturdays and 4pm on evenings.

PARKING – help with parking congestion at home meets, starting **1.5 hours prior to meet** (7am on Saturdays and 4pm on evenings) through the start of the meet.

****REFEREE** – runs the meet and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

****STARTER** – starts each heat and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

****STROKE JUDGE** – assesses the mechanics of the swimmer’s strokes and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

****TURN JUDGE** – assesses accuracy of swimmers’ execution of turns and is expected to arrive **20 minutes prior** to the meet and stay the duration of the meet.

**Requires attendance at Official’s Clinic and all must report to their assignments 20 minutes prior to the start of the meet.

CLASSIC MEET COORDINATOR – attend one informational meeting with Park District Swim Conference, coordinate volunteer positions and attend the entire meet. **This job fulfills 3 job requirements.**

CITY MEET COORDINATOR – attend one informational meeting with the Park District Swim Conference, coordinate volunteer positions and attend the entire meet. **This job fulfills 3 job requirements.**

NOTES:

PLEASE keep in mind that the boy’s and girl’s Invitationals as well as the championship meets will require timers, runners, etc. If your child is swimming you will be expected to jump in and help. More volunteers mean less time working

Children are welcome to help with set-up and tear-down. However, this is in addition to and not in replacement of the adult who has been assigned the job.

No Show Policy:

You are expected to be at your assigned post per the time designated in the job description. A “no show” equates to 15 minutes after this time unless other arrangements have been made with the chairperson. Each “no show” will cost \$25. After a third “no show”, your child will not be allowed to swim in the next meet. If you have not paid your “no show” fees, your child will not be eligible to participate in end of season ceremony.