

Metuchen Municipal Pool Swim & Dive Team Job Descriptions for Parent Work Assignments

Unless where otherwise noted, all parent volunteers are required check-in at the pool with the Board of Directors Member no later than 30 minutes prior to the start of the swim meet – Check-in time is by 5:45 pm for Wednesday meets and 8:45 am for Saturday meets. All Parents must check in with the designated Parent Board Member that has been assigned for that meet. These Parent Board members will be at the announcer's table at the start of warm-ups and will be recording parent attendance for work assignments.

Setup	You and three other parents will be responsible for setting up the starting system and backstroke flags at poolside and preparing the announcers table by setting up the announcing equipment, copier, preparing clipboards, and laying out scoring and awards materials for use during the meet including any other equipment that may be needed during the event. Please note one parent must dedicate themselves to the making the 9 copies for the meet and setting up the announcing, scoring and ribbons area. Please note that this job requires heavy lifting. Parent Volunteers who are assigned to set up need to report to the pool <u>10 minutes prior to the start of warm-ups (5:50 pm on Wednesday meets, 8:35 am on Saturday meets)</u>
Announcer	You will announce the names of the swimmers or divers who are getting ready for their next event. The team will provide you with a copy of the meet sheet.
Marshall	You and one other parent will responsible for the marshalling area which includes making sure the announcer calls the next marshaled event, updating the white board and making sure the athletes are in the appropriate chair based on event and heat.
Official	You will perform one of four tasks for swimming: referee; starter; stroke-and-turn judge; or, across-the-board judge. New officials are generally assigned the latter task, in which case you will be recording the order in which the swimmers finish in each event. Diving officials award points for each dive. We will be hosting Swim Officials Training at Borough Hall on June 14 at 7:00. Training is only about 1 1/2 hrs.
Timer	One or two timers from the home team are needed in each lane. One timer from the visiting team is needed in each lane. Each timer will be supplied with a stopwatch. Your job as a timer is to start your stopwatch when you see or hear the starting signal. You stop your stopwatch when the swimmer in your lane touches the wall at the end of their final lap. Not all events have the same number of laps, so you will need to listen closely to the announcements made by the starter or referee. One timer in each lane will be given a clipboard with lane cards. That timer will record all the stopwatch times at the end of each event onto their lane card.
Runner	One person from the home team will be the runner. This person collects the lane cards from each timer and the finish cards from each across-the-board official after each event. The runner then delivers these cards to the scorer's table.
Scorer	You will determine the order of the finish based on the across-the-board judging and assign points based on this order. You will record the points and the average of the stopwatch times on the meet sheet next to each swimmer's name.
Ribbons	One person from each team will be working at the scorer's table. After the scorers are done recording the results, they will hand the results to you. Your job is to write the names and results on the ribbons that are won by Metuchen swimmers or divers. Swim meets have a maximum of 102 ribbons; dive meets a maximum of 30.(6:00 pm for Wed. meets, 8:45 am for Saturday meets)
Gear Sales	The team keeps an inventory of towels, shirts, etc. You will sell these items during your assigned meet. The team will provide you with a price list and change.
50/50	You will sell 50/50 tickets during your assigned meet. The winning ticket will be drawn and announced just before the first relay event.
Breakdown	You and two other parents will be responsible for removing the backstroke flags and any other equipment that was used during the meet, as well as boxing and storing the materials used at the announcers table. Please note that this job requires heavy lifting.