

## **Summer League 2010 Job Descriptions**

### **Colorado Administrator, One per Meet, Approx. 3 Service Hours:**

One of the most important jobs at the meet. This individual is responsible for making sure all times are accurate, watching the meet for empty lanes, and keeping the meet on schedule. Individuals who sign up for this position must be knowledgeable on the operations of a Colorado System 5. Must be present at meet location at least 45 minutes prior to the start of meet.

### **Meet Manager Operator, One per Meet, Approx. 3 Service Hours:**

Also a vital position. This individual keeps track of all times submitted through the Colorado system and ensures their accuracy. This position is also responsible for scoring individual swimmers so that awards may be distributed in a timely manner. Individuals who sign up for this position must be knowledgeable in the operations of the Meet Manager 2.0/3/0 program. Must be present at meet location at least 45 minutes prior to the start of meet.

### **Head Official/Starter, One per Meet, Approx. 3 Service Hours:**

Responsibilities include, but are not limited to: Starting individual heats, watching for false starts and other obvious disqualifications (i.e. flutter or fly kick in breaststroke, minor DQs will not be enforced since the meets are not USS sanctioned.), ensuring heats are started in a timely fashion, and communicating with timers and Colorado operator to ensure the meet is being run properly. Individuals who sign up for this position do not have to possess a current USS Officials certificate, but must have been one at one time. Current USS Officials are preferred. Must be present at meet location at least 45 minutes prior to the start of meet.

### **Head Timer, One per Meet, Approx. 2.5 Service Hours:**

Responsible for starting two watches at the beginning of every heat in the event that an individual lane timer does not start his/her watch at the appropriate time, or in the event of a watch malfunction. Is also responsible for making sure all watches that are set out prior to the start of the meet are in proper working order. Must be present at meet location at least 30 minutes prior to the start of meet.

### **Runner, One per Meet, Approx. 2.5 Service Hours:**

Working directly with the Meet Manager/Computer Operator, this individual is responsible for ensuring the accuracy of all heat/lane sheets and the collection of completed event paperwork from all lanes. Must be present at meet location at least 30 minutes prior to the start of meet.

**Meet Check In, Four per Meet, Approx. 1 Service Hour:**

Responsible for checking in any and all swimmers to the meet. Also responsible for any and all late entries and the collection of fees involved with late entries. Must be present and ready to work 1 hour prior to the start of the meet.

**Ready Bench Supervisor, one per Meet, Approx. 2.5 Service Hours:**

Responsible for communicating with the announcer as to which athletes (event number/gender) need to report to the ready bench and when, also responsible for ensuring all athletes are present at the ready bench. In the event of a missing athlete, it is this individual's responsibility to inform the announcer so the child's name can be called. Must be present at the meet location at least 30 minutes prior to the start of meet.

Since the responsibilities of this individual do not start until 10 to 15 minutes before the meet begins, it is possible for someone to sign up for both the **Meet Check-In** and **Ready Bench Supervisor** positions and not have any time conflicts.

**Ready Bench Worker, four per Meet, Approx. 2.5 Service Hours:**

Responsible for ensuring athletes are placed in the correct seats/lanes and heats prior to the individual's event. Also responsible for walking heats of swimmers to the blocks/starting point in order to ensure all athletes make it to their events on time. Must be present at the meet location at least 30 minutes prior to the start of meet.

Since the responsibilities of this individual do not start until 10 to 15 minutes before the meet begins, it is possible for someone to sign up for both the **Meet Check-In** and **Ready Bench Worker** positions and not have any time conflicts.

**Snack Bar, two per Meet, Approx. 2.5 Service Hours:**

Responsible for procuring all items to be sold at snack bar, setting up snack bar prior to start of meet, and cleaning up snack bar after conclusion of meet. Must be present at meet location at least 30 minutes prior to start of meet.

**Awards, three per Meet, Approx. 2.5 Service Hours:**

Responsibilities include: working directly with Meet Manager/Computer Operator for scoring of individuals, printing out award labels, placing labels on ribbons, and separating all ribbons by site. Awards workers will not begin their duties until after the first event is scored, but will stay after the meet if needed to ensure all awards are completed. Must be present at the meet location once meet begins, may be required to stay a maximum of 30 minutes after the conclusion of meet.