



**BAYLOR**  
SWIM CLUB

# **Volunteer Opportunities**

Baylor Swim Club  
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# Baylor Swim Club

## Volunteer Opportunities Position Descriptions

A vital ingredient of the Baylor Swim Club's success is the dedicated support of parent volunteers. The success of every swim meet depends upon the level of commitment from our many swim families. Our club and the swimmers benefit from the time, talents, and energy of parents who are just as committed to the program as their swimmers. Volunteering is a great opportunity to share you swimmer's experience, have fun, meet new friends, and make a valuable contribution.

Listed below are many of the opportunities available for parents to contribute and show their support of the Baylor Swim Club. Most positions are only necessary during home meets. Not sure what's required for these positions? The following pages help describe each volunteer position and what tasks that person is expected to perform. In addition, training for select positions will be provided throughout the year as needed.

Thank you in advance for volunteering your time and supporting the Baylor Swim Club.

Sincerely,

Baylor Swim Club Staff

- Hospitality Coordinator
- Clerk of Course
- Runner
- Head Timer
- Lane Timer
- Timing System Operator
- Announcer
- Meet Setup(non-technical)
- Meet Setup(technical)
- Meet Clean-up
- Official
- Public Relations/Media
- Volunteer Sign In/Awards

## **HOSPITALITY COORDINATOR**

The hospitality coordinator is responsible for overseeing the setup and functionality of the hospitality room during each home meet. He/she is responsible for assisting with menu preparation for each meet and arranging food and beverage items in the hospitality room for coaches, officials, and meet volunteers.

## **CLERK OF COURSE**

The Clerk of Course is responsible for staging the heats for 8 & under swimmers and sometimes 10 & under. He/she is also responsible for gathering and managing entry lane sheets for all swimmers and ensuring young swimmers get to their assigned lane and heat in a timely fashion. This requires a group of people, you will not be working alone.

## **KID PUSHER**

The kid pushers are required to sit in the gym in the Baylor section. They will have a heat sheet for the meet in order to see which Baylor swimmers are age 8 and under. When the events are called the kid pushers gather the 8 and under swimmers entered in that event and walk them to the pool deck.

## **RUNNER**

A runner is required for each session and for each pool from which events are being held. The runner is responsible for collecting timing slips from each lane timer at the completion of each event and placing ensuring they are received by the timing system operator(s) in a timely fashion. The runner may also collect any disqualification slips from the meet referee and submit to the timing system operators as well.

## **HEAD TIMER**

A Head Timer is required for each session and for each pool from which events are being held. The Head Timer is responsible for providing redundant timing to lane timers in the event a lane timer's watch fails or is not started properly. The Head Timer is expected to wear 2 stopwatches which are started simultaneously at commencement of each heat. The Head Timer should stand at the side of the pool near the starting end and opposite the Starter and Referee and must be in clear view of all lane timers.

## **LANE TIMER**

A lane timer is required for each operating lane during each session. The lane timer is responsible for obtaining accurate timing data of each swimmer in his/her lane. The Lane Timer should be able to operate both a stopwatch and a touch-pad timing button ("pickle") for each heat of each event in their lane and record each swimmer's time on event timing sheets. As a courtesy, a Lane Timer that does not have a swimmer in a particular heat should activate their stopwatch anyway in order to provide an even greater level of timing redundancy should it be required.

## **TIMING SYSTEM OPERATOR**

A Timing System Operator is required for each pool for which events are being conducted. The Timing System Operator is responsible for collecting timing sheets from each lane along with DQ slips and recording data in the timing system application software such as Hy-Tech Meet Manager. The Timing System Operator must be familiar with Windows based personal computer equipment and software.

## **ANNOUNCER**

The Announcer is responsible for using public address (PA) systems to provide any necessary announcements, meet information, results, and scoring. In addition, the Announcer is responsible for announcing upcoming event information in a timely manner. This person must be comfortable speaking to large crowds. Further direction will be given at the meet to first time announcers.

## **MEET SETUP (Non-Technical)**

The non-technical aspects of meet setup involves working under the direction of the Baylor coaching staff and Meet Director to ensure all required equipment and tasks are completed prior to the meet start. Such activities include setting up field house, setting chairs along pool deck for coaching staff, clearing pool area of non-essential equipment, setup of announcer's table, preparation of heat sheets for use by officials, timers, and announcer.

## **MEET SETUP (Technical)**

The technical requirements for meet setup involves working under the direction of the Baylor coaching staff and Meet Director to ensure all technical equipment is tested and functional prior to each meet. This includes sound system checks, setup of Starting System at each pool in which events will be held, proper setup of bulkheads, setup of backstroke flags, lane ropes, and timing system touch pads.

## **MEET CLEANUP**

Meet cleanup volunteers are responsible for ensuring all areas are free of trash and debris and clean upon completion of the last event of each day. This includes areas in the field house, pool deck area, spectator areas, and hallways. Remaining swim equipment that is left behind (goggles, towels, etc.) should be taken to the designated lost-and-found area. Any items found of significant value should be taken to the Baylor Swim Club office to be properly secured. This also involves breakdown of tables and chairs at the end of the meet and preparing them for pick up.

## **OFFICIAL**

Volunteering as an official requires a person to successfully pass a written test administered by USA Swimming. Upon successfully passing, the person becomes an "apprentice" for 6 swim meet sessions prior to officiating independently at a meet. Meet Referee, Starter, and Chief Judge personnel require additional certification and training under USA Swimming beyond that of Stroke & Turn Judge.

## **PUBLIC RELATIONS/MEDIA**

Media volunteers are responsible for capturing and writing about team events, meets, or social activities using digital photography, video, and write-ups which can then be uploaded to the Baylor Swim Club website, published in a newsletter, and/or submitted to local newspapers.

## **VOLUNTEER SIGN IN/AWARDS**

This person sits at a table in the lobby and is a resource for visitors to ask questions. This position is responsible for having the volunteers for the session sign in for their positions and obtain a name tag. There are some sessions of the meet that have awards. When we have awards this person is responsible for placing the labels on the back of the ribbons/medals and placing them in the proper team bag.