

HOME MEET JOB DESCRIPTIONS

TIMER

- Arrive at 8:45AM
- Timer meeting at 8:55AM
- How to use a stopwatch
 - Start when the starter box light goes off
 - Stop when swimmer finished at wall
 - Write time on timer sheet from stop watch NOT scoreboard
 - Reset watch
- Runner will collect timer sheets throughout the meet
- Timers need to stay the whole time to time
- If you forget to press “start” raise your hand for head timer to bring you a new watch.
- 1 clipboard and 2 stopwatches per lane
- Use stopwatches and pickles for each race



ALL CONCESSIONS NEED TO BE AT THE POOL AT 7:45AM

HOME MEET JOB DESCRIPTIONS

HEAD TIMER

- Arrive at 8:45AM
- Timer Meeting at 8:55AM
- How to use a stopwatch
 - Start when the starter box light goes off
 - Stop when swimmer finished at wall
 - Write time on timer sheet from stop watch NOT scoreboard
 - Reset watch
- After start of each race, scan timers for any raised hands.
- If hands are raised, swap stop watches.
- Head timers need to stay the whole meet.

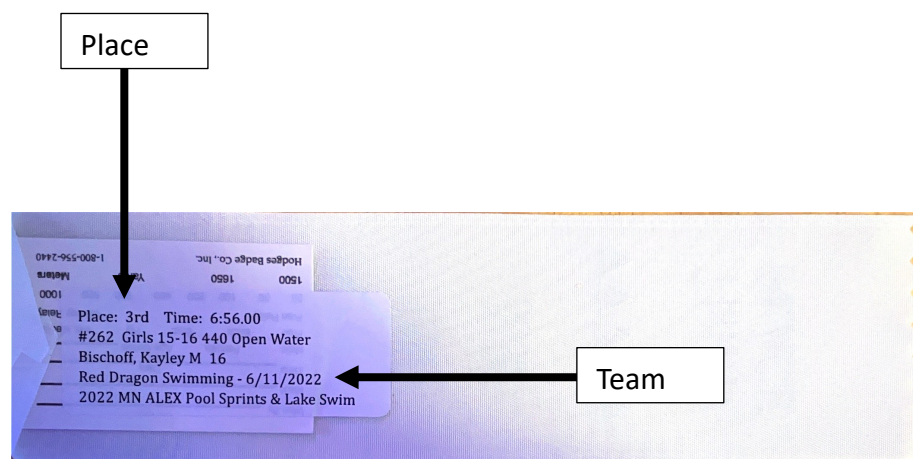


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HOME MEET JOB DESCRIPTIONS

RIBBONS

- Arrive at 8:45AM
- Stickers will be given to you by the runner
- Place stickers on correct ribbon place
- Place ribbons in correct team bag
- Once all ribbons and races are done coaches will be instructed to pick them up.
- If you are falling behind SKIP Red Dragon stickers and do them last
- Ribbons organizers need to stay the whole meet
- At the end of the meet, take inventory of ribbons left and document in ribbon sheet in folder



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HOME MEET JOB DESCRIPTIONS

RUNNER

- Arrive at 8:45AM
- Pick up timer sheets after each event and bring to Admin table
- Pick up ribbon stickers from Admin table and bring to ribbon table
- Pick up SQ slips from officials and bring to Admin table

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HOME MEET JOB DESCRIPTIONS

CONCESSIONS

- Arrive by 7:15AM
- Arrange tables, food in an organized fashion
- Count money in the beginning and make sure it matches number on sheet
- Throughout the meet make note of popular items, not popular items and put in Concessions folder
- All food needs to arrive by 7:45AM
- Get familiar with square and prices
- Any card transaction in square will have an additional \$0.25 on each item
- Coaches and Officials (people with red bands) get food for free
- Close to the end of the meet have a 50% of sale so there is no leftovers
- Count money at end of meet and record.

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HOME MEET JOB DESCRIPTIONS

SWIM STANDS

- Arrive by 7:15AM
- Arrange tables, merch in and organized fashion
- Count money in the beginning and make sure it matches number on sheet.
- Throughout the meet make note of popular items, not popular items and put in swim stand folder
- Everything needs to be set up by 7:45AM
- Any card transactions in square will have an additional \$0.25 on each item.
- There are NO sales for swim stand merch
- Count Money at end of meet and record
- Take inventory of items left and record

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HOME MEET JOB DESCRIPTIONS

MEET MARSHALL

- Arrive by 7:45AM
- Get orange vest from Admin table
- Sit or stand at door way to pool
- Only athletes, coaches and officials can enter the pool. All other adults and kids need to be upstairs in stands
- Coaches and officials will have a red band on their wrists. Adults need a red band on their wrists to enter the pool.
- DO NOT ALLOW ANY ADULT ON THE POOL DECK WHO DOES NOT HAVE A RED BAND. IT IS A VIOLATION OF SAFE SPORT

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HOME MEET JOB DESCRIPTIONS

ANNOUNCER

- Arrive by 9AM to announcer table
- Close to end o the meet mention 50% off all concessions items
- Go over Announcer folder and announcing layout for each event and heat.

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