Volunteer Opportunities

Meet Manager
- *Description:* The Meet Manager is responsible for the organizational details of an Island Swimming hosted meet or time trial. MM works with a committee of volunteers and the meet administrator in order to ensure the necessary preparations for a meet have been covered. MM is responsible for ensuring that all the sanction applications, entry lists, heat sheets and results are completed on time and that the meet runs smoothly. Any issues arising during the meet will involve the MM.
- *Skill Set & Time Commitment :* The Meet Manager is a highly organized, detail-oriented person with strong interpersonal and problem solving skills. A general understanding of the Meet Manager database system (used during a swim meet) is required. Meet Managers enjoy working with people in a fast paced, energetic environment, they can work according to deadlines and are able to problem solve on the fly. A very strong knowledge and understanding of all aspects of a meet and volunteer positions is valuable for this position. A Meet Manager is typically at the full meet unless duties are divided between people. Depending on the type of meet, there may be between 1 – 20 additional hours, outside of the meet itself, required of this position.
- *Pre-requisite Training:* Typically, a Meet Manager has certification and experience with most jobs performed at a meet.

Officials Coordinator
- *Description:* The Officials Coordinator is responsible for overseeing the training and placement of volunteers as officials (timers, stroke and turn officials, clerk of course, referees, etc.) for swim meets and ensuring that all required positions are set up for sign up and filled for the day(s) of the meet. The OC liaises with Meet Manager and administration around volunteer commitments and points allocations.
- *Skill Set & Time Commitment:* Officials Coordinators are highly organized individuals with strong interpersonal skills. They enjoy motivating, mentoring, and working with people. Officials Coordinators are responsible for tracking all completed volunteer official shifts and ensuring this information is accurately reflected on the family's accounts within the website. Officials Coordinator typically spends more than 10 hours planning/reporting for a meet and is onsite for most of the meet supporting volunteers to understand the requirements of their position and any training needs they may have.
- *Pre-requisite Training:* Ideally, the Officials Coordinator has certification and experience with the positions performed at a meet.

Hospitality Coordinator
- *Description:* The Hospitality Coordinator works closely with the Meet Committee to develop food plans and budget for hosted meets. They oversee the budget, shopping, food preparation, and food service to coaches and volunteers. Hospitality Coordinators spend 5-10 hours planning, coordinating & preparing food and supplies for each meet and is onsite for most of the meet.
- *Skills & Time Commitment:* Hospitality coordinators are people who enjoy planning and serving food to large groups of people. Typically, the coordinator has experience preparing food and serving large groups of people, and enjoys motivating and supervising volunteers.
- *Pre-requisite Training:* Hospitality Coordinators should have previous experience as hospitality volunteers at a swim meet.

Referee
- *Description:* The Referee has the overall authority and responsibility for seeing that the competition complies with all of the appropriate rules and regulations. The referee resolves all questions related to the conduct of the swim meet and reviews any disqualifications.
- *Skills & Time Commitment:* Keen interest in the sport of swimming and attention to detail relating to rules of the sport. Volunteers are expected to be present for briefings 45 minutes to 1 hour prior to their shift. It will take several years for a volunteer to progress to a referee position as knowledge and experience with all other positions during a meet is required.
- *Pre-Requisite Training:* A training courses and shadow-shifts are required.

Starter
- ***Description***: The Starter ensures that all swimmers receive a fair and equitable start. The starter takes over from the referee when signaled and starts the race. Starter works closely with the referee and assumes responsibility for the meet if the referee is called away.
- ***Skills & Time Commitment***: The Starter should possess a clear and steady speaking voice, comfortable working with the starter box equipment and patience. Volunteers are expected to be present for briefings 45 minutes to 1 hour prior to their shift.
- ***Pre-Requisite Training:*** A training course and shadow-shifts are required.

Clerk of Course
- **Description**: The Clerk of Course interacts with coaches, swimmers and volunteers. CC checks swimmers into the meet, scratches swimmers that are absent or do not intend to swim an event, and seeds swimmers according to their entry times. The Clerk of Course may also shepherd swimmers from a staging area to the starting blocks. CC must work closely with MM during a meet.
- **Skills & Time Commitment**: The Clerk of Course contributes to an organized and well run meet. Excellent communication and organizational skills are necessary as well as being comfortable with Computer work and customer service.
- **Pre-Requisite Training:** A training course and shadow-shifts are required.

Timers
- ***Description:*** Swim meets can't happen without timers. At each meet, volunteers are required to track swimmers' times and laps through a stop watch or electronic plunger. This is done as swimmers turn (split time) or finish a swim. Timers work in teams of 2 or 3 per lane.
- ***Skills & Time Commitment:*** Timers require enthusiasm and patience, especially with younger/new swimmers. Volunteers are expected to be present for briefings 45 minutes to 1 hour prior to their shift.
- ***Pre-Requisite Training:*** Training is available online or in person prior to your first shift.

Stroke & Turn Judges
- ***Description:*** Stroke & Turn judges work at each sanctioned meet observing swimmers and reporting any infractions to the referee.
- ***Skills & Time Commitment:*** Stroke & Turn judges have an attention to detail and solid knowledge of the current rules and regulations related to strokes, kicks and turns for all strokes. Volunteers are expected to be present for briefings 45 minutes to 1 hour prior to their shift.
- ***Pre-Requisite Training:*** A training course and shadow-shift(s) are required.

Ares/Hy-tek Computer Systems
- **Description**: The Ares Timing Operator is responsible for the set up and operation of the Ares timing system which consists of the Ares console, touch pads and electronic buttons, starting system and scoreboard. The timing console collects and stores the starts and times obtained from the touch pads and the electronic buttons. This information is passed to the Hy-tek Meet Manager software for results posting through a direct flow of data or manual entry from one system to the other.The Hy-tek recorder/operator matches the data from the timing system to each swimmer and brings all the information together for posting the results of races and for printing labels for awards
- **Skills & Time Commitment**: If you know you way around a computer then these two positions may be for you! Its fast paced and requires critical thinking to solve issues as they happen.
- **Pre-Requisite Training:** Training and shadow-shifts are required.