

# MOUNTAIN LAKES SWIMMING AND DIVING ASSOCIATION

## 2008 VOLUNTEER JOB DESCRIPTIONS

We Lakers pride ourselves on running swim meets efficiently. It is important to realize that it takes many volunteers, working behind the scenes at every meet and throughout the season to accomplish this. Your participation as parents is essential, and directly benefits your children.

Below is a list of functions for which volunteers are needed. ***Please read the descriptions and be prepared to sign up for four at the June Parent Meeting.*** TRAINING IS PROVIDED! All families who do not volunteer will be assigned four jobs. We will make every effort to work around your vacation schedule, as long as it is provided. Please find a replacement if you are not able to work on your scheduled assignment.

### **MEET FUNCTIONS**

#### **Official (Referee, Starter, Stroke & Turn, Judge)**

To be an official, you must be certified, or plan to attend the officials' clinic, time and date to be announced. Officials are always needed. Please plan on taking this course.

#### **Table/Scorer**

Assists coaches with heat/meet sheets; scores and records meet results

#### **Machine**

Sets up, runs and puts away Colorado electronic timing system at home meets

#### **Announcer**

Announces swimmers, lane assignments and team scores during meet

#### **Runner**

Collects times and across the board results from timers and judges

#### **\* *Set-Up***

Sets up tables, chairs, equipment, flags, etc before home meets

#### **\* *Breakdown***

Puts away tables, chairs, equipment, flags, etc after home meets

#### **\* *Timer (All families will be asked to time during the season)***

Tracks and records times for each swimmer in assigned lane with watches provided

### **OTHER VOLUNTEER POSITIONS**

#### **Social**

Helps with social activities throughout the season (pizza/pasta parties/fun night)

#### **Website**

Assists with maintenance of MLSA page on the borough website

#### **Data Entry**

Assists with data entry of meet results into computer database and produces reports for coaches

***\*If you are new or unsure of which position to sign up for, these are for you!***