

Metuchen Municipal Pool Swim & Dive Team

Job Descriptions for Parent Work Assignments

- Phone Reminder** Conducting a swim or dive meet without all parent workers is very difficult. To help ensure that all parent workers will be present to perform their assigned duties, you will call all parent workers the day before the meet in order to remind them of their duties. The team will provide you with a work schedule and a phone list.
- Marshal** You will obtain the stopwatches from the team closet and distribute them to all Metuchen parents who are assigned to be a timer that day. You will determine which parents are not present and notify the referee. The referee will not start the meet until all workers have reported for their assigned duties. At the end of the meet, you will collect the stopwatches from all Metuchen timers and return them to the team closet.
- Setup** You and two other parents will be responsible for setting up the starting blocks and backstroke flags and any other equipment that may be needed during the meet. Please note that this job requires heavy lifting.
- Announcer** You will announce the names of the swimmers or divers who are getting ready for their next event. The team will provide you with a copy of the meet sheet.
- Official** You will perform one of four tasks for swimming: referee; starter; stroke-and-turn judge; or, across-the-board judge. New officials are generally assigned the latter task, in which case you will be recording the order in which the swimmers finish in each event. Diving officials award points for each dive.
- Timer** One or two timers from the home team are needed in each lane. One timer from the visiting team is needed in each lane. Each timer will be supplied with a stopwatch. Your job as a timer is to start your stopwatch when you see or hear the starting signal. You stop your stopwatch when the swimmer in your lane touches the wall at the end of their final lap. Not all events have the same number of laps, so you will need to listen closely to the announcements made by the starter or referee. One timer in each lane will be given a clipboard with lane cards. That timer will record all the stopwatch times at the end of each event onto their lane card.
- Runner** One person from the home team will be the runner. This person collects the lane cards from each timer and the finish cards from each across-the-board official after each event. The runner then delivers these cards to the scorer's table.
- Scorer** You will determine the order of the finish based on the across-the-board judging and assign points based on this order. You will record the points and the average of the stopwatch times on the meet sheet next to each swimmer's name.
- Ribbons** One person from each team will be working at the scorer's table. After the scorers are done recording the results, they will hand the results to you. Your job is to write the names and results on the ribbons that are won by Metuchen swimmers or divers. Swim meets have a maximum of 102 ribbons; dive meets a maximum of 30.
- Gear Sales** The team keeps an inventory of towels, shirts, etc. You will sell these items during your assigned meet. The team will provide you with a price list and change.
- 50/50** You will sell 50/50 tickets during your assigned meet. The winning ticket will be drawn and announced just before the first relay event.
- Breakdown** You and two other parents will be responsible for removing the starting blocks and backstroke flags and any other equipment that was used during the meet. Please note that this job requires heavy lifting.