

Knowlton Swim & Dive Team

Volunteer Sign-up

Our meets can't run without the help of all of our awesome parent volunteers and to ensure the smooth running of these meets so that all of your team members can focus on their swimming and having fun, we've set up online sign-ups for you to volunteer to help from the comfort of your own home using the easy directions below! After the directions, are job descriptions for each of the positions to give you a better idea of what each involves.

1. Go to the team website, www.knowltonswimdiveteam.com, and click on the Meet/Activity Schedule link on the left side of the page.
2. Scroll down to locate the meet(s) that you are willing to help out at.
3. Click on the right SignUpGenius icon (in the VOLUNTEER SIGN-UP column) for that meet.
4. Sign Up Genius will open in a new window. Verify that it is for the correct meet.
5. Select the "Sign Up" box for the position that you are willing to work and click the "Submit and Sign Up" button.
6. Select either the applicable "I'm a SignUpGenius Member" or "I do not have a SignUpGenius account" option and complete the required information before clicking on the "SIGN UP NOW!" button.
7. The next screen shows that you are signing up for the event date for the appropriate volunteer position (the numbers in parentheses indicate the number of volunteers that we need for that position for that specific meet) and now for the really fun part! If you love your significant other and want to volunteer them to help out, check the "Display an alternate name" box and enter your significant other's first and last names so we really know who's available! (or you can just be kind and leave your name as the volunteer by not checking the "Display an alternate name" box). If you do enter an alternate name, you also have the option of selecting this alternate name to be used as your default name for future sign-ups if necessary. Then click the "SIGN UP NOW!" button.
NOTE: You can sign up both of you to help at a meet by continuing with the next two steps.
8. You'll now get a thank you confirmation screen with a "Return to Sign Up" button.
9. Clicking on the "Return to Sign Up" button will take you back to the original sign-up screen for this meet, where you can now edit or delete this sign-up, if necessary, or repeat the above steps to enter another volunteer for this meet.

In anticipation that for some of the varsity meets we'll have some very hot weather, so we've broken the timers into two sessions (events 1-26 and events 27-55) to try to have

enough volunteers that someone doesn't have to stand out on deck timing for an entire meet in the heat. However, there is nothing prohibiting you from signing up for both sessions to time if you are so inclined and really want to help out, and we'd appreciate that offer.

Thank you for helping to make this season a great one for all of our swimmers and divers.

Swim Meet Volunteer Position Descriptions

Referee – Starter (home meets only) – This position can be either one or two individuals splitting the following responsibilities. All events shall start with a pistol shot (.22, .32, or .38 caliber starter's pistol) or a beeper (Knowlton uses an electronic Colorado starting unit with both sound and strobe light for our starts). The Referee-Starter shall be the judge of strokes. The Referee-Starter shall give a decision on any point where opinions of the judges differ. The Referee-Starter shall also observe the finish of each event determining which swimmer finished first, second, and third, recording these placements on an event place card and report these to the placements to the Clerk of Course only if the Place Judges disagree on the order of finish, in which case, the placements determined by the Referee-Starter shall be final. For the relays, the Referee-Starter shall observe all relay take-offs.

Turn Judges – These judges shall observe turns in the opposing team's lanes at the end of the pool opposite the starting end. They shall also act as the take-off judges at the end of the pool opposite the starting end for the 100 meter/yard relay events.

Stroke Judges – The Stroke Judges shall observe for violations of the rules for each stroke. One Stroke Judge should position him/herself on the side of the pool opposite the Referee-Starter where possible.

Place Judges – The Place Judges shall station themselves in the most advantageous location to observe the finish of each event. Each judge shall determine independently which swimmer finished first, second, and third in each event, record these placements on an event place card and report their placements to the Runner. They **SHALL NOT** flash or otherwise indicate their decisions across the pool to the opposing judge. They shall also act as take-off judges at the start end of the pool for the relay events.

Lane Timers – One timer from each team in a dual varsity meet (from home team only for JV meets) shall be assigned to each official lane. At the finish of each event, one timer shall average the times of the two watches for that lane and report that average as the official time to the Runner. (At Knowlton, the timers shall start their watches at

the flash of the strobe light on the starting unit unless otherwise instructed by the Referee-Starter.) The timers shall stop their watches when any part of the last swimmer in their lane touches the wall at the finish of that event.

Clerk(s) of Course (home meets only) – The Chief Clerk of Course is the home team’s representative who is responsible for overseeing the general running of the meet and any issues that might arise in the course of the meet. Additional Clerks of Course from each team may be utilized to assist in lining up the younger or less experienced swimmers from their respective team to ensure that they are in their proper lane for the events that they are to swim.

Chief Scorer and three assistants – This group includes two Scorers from each team with one of the home team’s scorers being the Chief Scorer. The Scorers’ are responsible for recording the times and places as indicated on the Runner’s cards which the Clerk of Course or Runner will deliver to them. They will advise when pool/team records have been broken and keep the announcer informed of the official score. The Scorers will arrive **AT LEAST 20 MINUTES** before the agreed upon starting time of the meet in order that the Runner’s cards may be assembled. The persons selected as Scorers will be held responsible for not disclosing the teams’ lineups. The Chief Scorer will advise the coaches involved if their lineups are incomplete in any way and will accept scratches and substitutions in accordance with Rules IVc and IVd. Once the Scorers are at the scoring table, they should not leave the table to discuss the lineups with anyone. If there are any questions or situations that arise, they should be discussed with the Referee.

Runner (home meets only) – The Runner shall record on the Runner’s card for each event the placements, times, and any Referee’s decisions on any ties by the Place Judges, and any necessary report from the Referee. The Runner shall then deliver the completed Runner’s card for each event to the scoring table. (At Knowlton, we try to utilize two Runners for each meet to facilitate the running of the meet).

Announcer (home meets only) – This person will announce the events, scores, and any other information which may be required during the course of the meet. Swimmers must compete in the lane specified by the announcer as read from the Runner’s card.

Concessions (home meets only) – Concessions personnel are responsible for setting up, staffing, and cleaning up the concessions area. Concessions personnel should arrive **NO LATER THAN** the start of warm-ups to set up the concessions area.