

Winter Cup Job Descriptions

COLORADO SETUP

The Colorado console is the machine that interfaces with the touchpads, scoreboard and computer for scoring. Proper set up is important for the meet to move efficiently. For the Winter Cup meet, the meet director Rich Mariso will be the person in charge of directing the proper set up procedure.

PROGRAM SALES+ ADMISSIONS

This person sells the programs to parents and visitors as they enter the meet. This is a sit down position and lasts until relieved by the next seller. The program sellers are responsible for taking payment and marking the hands of paying spectators as they enter the facility. No one is allowed to enter the meet unless they have paid and their hand is stamped. Swimmers and Seahawk Parents do not pay to enter.

PARENTS CHECK IN OFFICER

The parent check in officer is responsible for making sure Seahawk parent volunteers are at their assigned posts. The officer must come to the Aquatics Office and retrieve the sign up list previously put together by the Aquatics Staff. This officer stands on the pool deck awaiting parent volunteers to sign in.

HOSPITALITY

Works to feed all coaches and officials. This involves providing snacks for coaches and officials. He or she must keep the break area clean and freshly stocked with food and beverages. (small waters stay freshly stalked)

KITCHEN SETUP

Involves preparing the kitchen area for sales. Wiping down the kitchen area and stocking the refrigerator with beverages. Paying the food delivery men. This shift ends when the kitchen workers arrive. Make sure the garbage cans have garbage bags in them.

KITCHEN

Involves working closely with Hospitality preparing and selling the food and drink items. Basically you sell the items, take money and re-stock whatever needs restocking. If additional change is needed, one person will leave the kitchen area and find an Aquatics Staff personnel.

KITCHEN CLEANUP

Involves bringing extra food to the Aquatics Office after the shift has ended. Wiping down the counters and placing empty pizza boxes by the garbage cans outside of the kitchen area. Locking up both the kitchen area and the storage room. Bringing profits and kitchen key to the Aquatics Office after shift is completed.

50/50

Responsible for selling 50/50 raffle tickets to event spectators. Extra tickets can be found in the Aquatics Office. Once all possible tickets are sold, bring ticket stubs and profit to the Aquatics Office. Separate all tickets and place into the 50/50 ticket bucket. Choose a third party to pick the winning ticket. Take the winning ticket to the Meet Director to make the announcement of the winning ticket in the pool area. Make a poster with the winning ticket number and walk around the pool and gym area to find the winner. Once the winner is found, their prize is delivered.

RUNNER

This is a person who gathers up the timer sheets after each event and takes them to the scorer table located on the pool deck behind the Colorado timing system. They then post the results in the designated areas. The Runner/Poster also serves to relay messages from meet personnel who cannot leave their posts.

HEAD/BACK UP TIMER

One person per session to make sure the timers have everything they need. The Head Timer will start two watches at the beginning of every race then look over the line of timers. If a timer has a watch malfunction, they will raise their hands and the Head Timer will get a good watch to them immediately. The Head Timer cannot leave his/her position to track down timers.

COLORADO TIMING

The Colorado console is the machine that interfaces with the touchpads, scoreboard and computer for scoring. The operator has to pay attention to each heat and reset the console after each race. They must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position but you can be trained while working alongside an experienced operator. This is a focal point of any meet and takes a good bit on concentration.

The Scorer gets the times from the console and if there is a discrepancy between the touchpads and pickle (button attached to the touchpads), they will consult the timer sheets to verify the correct time. They will print the results, heat sheets for the officials, timer sheets and handle the positive check-in for the longer races.

MARSHALING (GYM)

Responsible for calling names of swimmers and organizing them into chairs. This person must have a clear voice. A second person checks that the swimmers are sitting in the correct chairs associated with the lanes they will swim in. The second person also tells each heat of swimmers when it is time to walk over to the deck.

MARSHALING (DECK)

Stands on the deck and checks that swimmers are in the correct order. Sends heats of swimmers behind their lanes in a timely manner so the swimmers can have time to prepare before their event.

LANE TIMER

This is the most important job of all. Without timers we can't run the meet. Timers assure that each swimmer gets the most accurate times possible. They are also our last line of defense to assure that the right swimmer gets the right time by making sure each swimmer swims when and where they are supposed to. You will be trained on deck. It isn't difficult and there are always two timers per lane so the responsibility averages out. You will be required to attend a timers' meeting about 15 minutes before the session starts. This meeting is given by a trained USA Swimming Official. They will tell you how to do the job and then ask you to go stand by the lane you will be timing. Timing involves starting the stop watch on the start and stop it on the finish. You will write down the time, clear your watch, and be ready to start all over again with the next race.

Timers are expected to time the entire span designated. You will be handed water whenever you are in need. This is an easy job for parents to do as well as other family members or friends.

TRAFFIC OFFICER

On Saturday, this person is responsible for directing drivers to the three parking options for the day. Parking options are as follows: 1) Street parking along Colfax Avenue, 2) Clifton Elks Lodge located at 775 Clifton Avenue, 3) Adult Opportunity Center located at 900 Clifton Avenue (access from Colfax or Van Houten Avenues). On both days, this person is responsible for locating car owners who block others in.

COLORADO CLEAN UP

When the meet is over, responsible for putting away all parts associated with the Colorado system. Pads must be unplugged and hung on the rack. Properly put away in storage closet. The meet director will guide you through the clean up responsibilities.