

MEET REQUIREMENTS		<i>Description</i>	
Officials	Referee*	Certification Class Required, One referee per meet necessary to run the meet	
	Starter*	Certification Class Required, Will start each race during the swim meet or time trial	
	Stroke & Turn Judge*	Certification Class Required, 4 judges evaluate the legality of swimmers strokes per NVSL rules	
	Relay Take Off Judge	2 judges evaluate the start of each relay leg per NVSL rules	
	Marshal	Responsible for crowd control, encourages Good Sportsmanship. Good view of meet	
Table Workers	Clerk of Course	Manages the swimmers from rest area to stand-by area, to swim lanes. Somehow maintain order for the swimmers 1 Assistant	
	Scorer*	Experience Recommended, determines race results and scores on official scoresheet	
	Time Recorder	Transcribes swimmer times from cards to official scoresheet	
	Ribbons	Good Penmanship Required. Fills out ribbons for swimmer placement and special awards	
	Runner	Transports time cards from chief timer to table workers for documentation	
Timers	Chief Timer*	Manages timers. Train timers at beginning of meet, provides back-up working stop watches, collects and checks that cards are completed properly after each race	
	Timers: 3 timers per lane	Responsible for timing swimmers in each race with a team-supplied stop watch. Without timers, meets/time trials can not occur. Fun, easy job with the best "seat" at the pool	
Concessions	Concession Manager	Oversees concession operations at a particular event. Responsibilities include planning, staffing, food organization, and supplies. Coordinates with Operations Mgr. Assistant	
	Op Mgr. Assistant	One assistant to help Concession Manager	
	Supply Buyers	Responsible for keeping the Concessions Stand stocked. Weekly activity with large visit to Costco using Stingray gift card/debit card.	
	Sales	Concession sales in the stand for food at morning and evening events.	
	Grillers	At home evening swim events, manage the grills, wrap the burgers, etc. Sets out condiments.	
	Ice/Soda	Pick up 6-7 coolers of ice from CVHS. Fri nights and Mon afternoons for events. Load soda in coolers.	
	Pre-meet Food Prep	Cook hot dogs, wrap them & deliver before Monday meets in aluminum foil lined cooler (Please place your name on your cooler). Occasionally, fruit prep.	
	Nacho/Candy Table	Set up/ take down table with candy and nachos to sell. Pack up supplies at the end of meet/event.	
	Stingray Store	Responsible for selling Stingray merchandise at a team event: towels, caps, shirts, knick knacks	
	Snow Cones	Responsible for acquiring ice/syrup and operating snow cone "booth" and money box. 2 Assist	
	Set Up/Take Down	2 people necessary to set up the Café before the 1 st event of the season. Sweep down walls, ceiling, and floors. Sanitize tables, refrigerator, and freezer. Post season clean up.	
	Administration	Set Up/Take Down	3 people necessary to set the pool up for home meets and time trials. Deploy lane ropes, PA system, Furniture, Signage, etc. Arrive 45 minutes prior to and work 30 minutes following the end of meets.
		Announcer*	Preferably season long. Makes general announcements, introduces races, and announces race results.
Back Up/Relief/Other		Assist meet administrator. Substitute for emergency absences, provide breaks as necessary.	
Music		Arranges the musical delivery of the Star Spangled Banner at each home meet.	
	Meet Administrator	Experience Required: Oversees smooth operation of all facets of the meet on behalf of team rep	
SOCIAL EVENTS		<i>Description</i>	
Bowling Day		Publicize and manage swimmer sign ups for event. Coordinate with facility for proper headcount. Collect funds and chaperone during event	
Pep Rally-Parents Socials		2 Events. Publicize and arrange for pot luck meals/beverages from families. May arrange to use HOA tables. Coordinate activity w/concessions manager. Coaches manage swimmer activities, signs, posters 2 Assistants	
Newsletter Published Weekly (Thurs)		Edit and publish a weekly newsletter for the Stingrays throughout the season. Use photos and articles submitted by photographer, reporters, & other parents.	
FAST Meet Reporter		Reports on swim team results, advertise events coming up later in the season, human interest stories.	
Movie Night		Select movie, publicize and manage swimmer participation for the event. Coordinate facilities and arrange for equipment and snacks as necessary. 2 Assistants	
Swim-a-thon		Coordinate with benefactor (ADA) and HOA, publicize and manage swimmer participation for the event. Arrange t-shirts and any other logistics as necessary. Coaches help out with swimmers. 4 Assistants	
Team Picture		Publicize and encourage swimmer participation for the event. Arrange for photographer. Manage photo orders and distribution 6 Assistants	
Doughnut Days		Procure and deliver doughnuts for each practice on 2 Friday mornings during the season. Coaches will distribute to swimmers. You're on your own	
Splashdown Water Park Day		Publicize and manage swimmer sign ups for event. Coordinate with facility for proper headcount. Collect funds and arrange for driving as appropriate. 4 Assistants	
LolliPop Meet		This is an event that the Stingrays manage for the HOA residents (non swim team participants) Publicize and manage sign ups for event. Coordinate with HOA and swim team reps. 6 Assistants	
Family Night		Responsible for coordinating a series of events one evening for a variety of age groups (including parents) to HAVE FUN. Work with team reps and concession stand manager for needed support. 8 Assistants	
Special Olympics Invitational Meet		Responsible for arranging for LRR Swimmers and submit paperwork to participate in the University Rho Swim Meet to benefit Special Olympics 2 Assistants	
Kings Dominion Day		Publicize and manage swimmer sign ups for event. Coordinate with facility for proper headcount. Collect funds and arrange for driving as appropriate. 3 Assistants	
End of Season Banquet		Coordinate the banquet including pool set up/decorations, to organization of pot luck dinner and award distribution and Senior recognition. Coordinate with team rep and Concessions mng. for use of any supplies (soda, ice cream, etc) still available at end of season. 8 Assistants	