

RAC MEET JOB/DESCRIPTIONS

Computer Operator: Responsible for operating the computer with the meet software during a session. Requires training on the equipment.

Console Operator: Located on the deck next to announcer and scoreboard operator (training is required) Responsible for operating the timing system during a session

Results Runner: Delivers meet results to announcer and posts results in several locations for spectators to view. Also will do some errand running (ie: pick up tape from console operator)

Announcer: Announces the results of the events, along with the upcoming events and heats along with general announcements

Scoreboard: Operates the scoreboard (training needed)

Program Sales and Awards: Start at beginning of warm-ups selling programs until things slow down (about 1 ½ hours into the session) then come to office to get labels and prepare awards (ribbons) and file into the team folder.

Head Timer: Supervises the timers. Responsible for assembling timers, assigning them to the lanes, distributing watches, pencils and clipboards. Starts 2 watches at each start as back up to the timers. Ensures timers get water and bathroom breaks.

Timers: Ensures the swimmers compete in the correct event, heat, and lane. Operates timing devices (watches) and/or semi-automatic timing system (buttons) and records the time for the swimmer in their lane.

Back- up Staff: fill in where needed anywhere in the meet – usually but not limited to relief timer

Pool Marshall – Enforce warm-up/safety procedures and maintains order in the swimming venue. The pool marshal has full authority to warn or order to cease and desist, and with the concurrence of the Referee to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. First aid/medical back ground preferred .

Roving Monitor – walk around the facility (namely the track area, locker room, and observation/seating area) Monitor rules of the university and RAC

Hospitality: set up and man the area where coaches and officials are provided refreshments and meals

Concessions: Help sell concessions for the team – positions within concessions, setup/food prep, Setup/cook, Sales/Food Prep, Clean up, and Concessions lead person