



PARENT SWIM MEET COMMITTEE FORM

Swimmer(s) Name(s): _____ Practice Group(s): _____

PLEASE PRINT & INDICATE 1ST, 2ND AND 3RD CHOICE WHICH COMMITTEE YOU WOULD LIKE TO JOIN.
 NVST By-Laws state that each family volunteers one parent to actively participate in a swim meet committee.
Please keep in mind you are indicating your preferences and there is no guarantee where you will be placed.
If you have any previous related experience or additional comments that can help us when assigning you in a committee please explain on the other side of this sheet.

Father's Name:	Mother's Name:
<i>Primary Phone:</i>	<i>Primary Phone:</i>
<i>Email:</i>	<i>Email:</i>

Announcer

Operates the public address system. Responsible for all venue announcements throughout meet; events, heats, results, swimmers, official & coaches meeting times, lost & found items, and other misc. announcements.	Father	Mother
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Auction & Raffles

Pre-meet: send out notification to parents asking for donations of items or money to auction/raffle off during meet. Collect items and organize into categories or theme baskets. Report cost/income to team treasurer.	Father	Mother
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Awards

Pre-meet: take inventory, order supplies, ribbons & medals. During meet; receive event results from meet computer operators. Put results in a binder, label & distribute ribbons and medals to coaches.	Father	Mother
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Clerk of Course (Check-in) & Program Sales

Pre-meet; process entries. During meet; check in swimmers according to Pacific Swimming regulations. Coordinate deck entries and scratches with computer operator. Responsible for swimmer-related paperwork. Sell programs during meet.	Father	Mother
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Colorado Timing & Intermediary

Operate Colorado electronic timing system throughout meet. Work with Pacific Swimming officials and meet computer team to ensure accuracy of swimmers' times and other meet reports.	Father	Mother
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Head Timer

Responsible for supplying each lane with stopwatches, clipboards and pencils. Times each race to serve as back up. Work as liaison between timers and Pacific swimming officials. Notify meet announcers when lanes require timer replacements.	Father	Mother
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Hospitality

Pre-meet; collect donations (\$\$ or food) from team parents. During meet; prep & serve meals, snacks, drinks, for officials, coaches, timers and committee volunteers. Report cost/income to team treasurer.	Father	Mother
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(Continue on other side)

Marshals

Maintain safety standards and regulations on deck by supervising and monitoring swimmers in the warm up and warm down lanes along with frequent checks in the boys & girls lockers/bathrooms.	Father	Mother
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Meet Committee Coordinator

Works with the Meet Director to ensure parent volunteers are placed in their respective jobs. Pre-meet; coordinates and schedules parents to sign up on a committee at the team's website. During meet works with committee chairs to make sure all shifts are covered.	POSITION	FILLED
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Meet Computer

Responsible for all computer needs including posting results and ensuring report accuracy. Print heat and lane assignments prior to event, input scratches received from Clerk of Course and pull results from Colorado timing system.	Father	Mother
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Meet Director

Responsibilities include obtaining a sanction, preparing the facility, arranging equipment, supplies for operation, processing of entries, and filing the LSC report. Works with the meet committee coordinator to ensure parent volunteers are placed in their respective jobs.	POSITION	FILLED
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Meet Secretary and Runners

Meet secretary works with meet computer head & runner(s) coordinating delivery of paperwork between Colorado, computer operators, and timers. Runner(s) post heat & lane assignments & event results.	Father	Mother
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Officials – Stroke & Turn

Pre-trained through Pacific swimming to enforce proper swim technique, rules & regulations and meet team requirements throughout meet.	Father	Mother
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Program Advertising

Pre-meet: responsible for recruiting and sending out advertising information, forms and deadline date to parents and local businesses. Keep track of paid advertisements that will be listed in the meet program. Work with Program Production.	Father	Mother
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Program Production

Pre-meet; works with Meet Director, Clerk of Course and Program Advertising. Receives paid advertisements and a list of registered swimmers to be produced and printed. Delivers programs to Clerk of Course to sell during meet.	Father	Mother
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Set-up & Clean-up

Pre-meet; install & test Colorado timing system. Set up venue tents, covers, and tables on deck. End of meet; tear down & clean up pool area. Restore to pre-meet condition.	Father	Mother
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Snack Bar

Pre-meet; take inventory from previous meet. Prepare shopping list and menu, purchase food and set-up. During meet; BBQ, sell food, beverages and snacks.	Father	Mother
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Comments:
