



## 2023 Swim Meet Schedule

May 27	Blue & Gold Meet
June 3	Cordova @ Woodland
June 10	NO MEET
June 17	Orangevale @ Cordova
June 24	Cordova @ Rio Linda
July 1	Auburn @ Cordova
July 8	AM/LT @ Cordova
July 15	Cordova @ Placerville
July 22	VFCAL Champs in Woodland

## Order of Events at a Swim Meet

#	Event	#	Event
1-8	100 IM	45-48	25 Breast
9-10	100 Free Relay, 6 & under	49-52	50 Breast
11-14	100 Med Relay	53-54	100 Breast
15-20	200 Med Relay	55-58	50 Free
21-26	25 Free	59-64	100 Free
27-32	50 Free	65-68	25 Fly
33-38	25 Back	69-74	50 Fly
39-42	50 Back	75-78	100 Free Relay
43-44	100 Back	79-84	200 Free Relay

Girls swim first in odd # events, alternating with boys in even # events.

### How do I commit my swimmer for a meet?

By Monday before the event...  
 Go to the team website: [www.cordovablumarlins.com](http://www.cordovablumarlins.com)  
 Click on "Team Events" tab at the top  
 Choose the meet you want to sign up for  
 Click "Attend / Decline" or "Edit Commitment"  
 Click the name of your athlete  
 Click the Declaration dropdown and click Yes or No.  
 Click Save Changes  
 Repeat for all athletes you have.

### How can I check my hours?

Log into the website  
 If not already in account management, click on "My Account" under your profile name on top right  
 Click on "Events & Competition" on left  
 Click on "Event & Job Reports" in the submenu  
 Click on "Service Hours Forecast for My Account"  
 Choose dates and click "Search"

### Change of Plans? Running late?

PLEASE CALL OR TEXT  
 Kristina Schumacher (916) 307-2187  
 Emily Hughes (916) 798-7267

### How do I volunteer?

By Wednesday before the event...  
 Go to the team website: [www.cordovablumarlins.com](http://www.cordovablumarlins.com)  
 Click on "Team Events" tab at the top  
 Choose the meet you want to sign up for  
 Click "Job Signup"  
 Scroll down to the job you want  
 Select your time slot  
 Click "sign up" at the bottom of the page  
 Please add name and phone number of person who will be filling the position

### Please Remember...

- Volunteer at least one shift per meet
- Complete at least one SET-UP or TAKE DOWN
- Check-in with Volunteer Coordinator by 7:30am
- Sign-in with Coordinator at start & stop of each shift
- Volunteer at least 20 hours

Each family's completion of their volunteer commitment is vital for successful meets.



# Swim Meet Volunteer Job Descriptions

## Volunteer Jobs - No Season-Long Commitment

Positions listed below do not require experience, unless noted.

**Set-Up (all meets)** - Arrives early to help set-up items needed for the meet including tents, timing system, tables and needed supplies. Need 5 - 10 people for 1 - 2 hours. Arrive at 6 a.m.

**Timers (all meets)** - There are three timers in each lane at each meet; home and away. Timers operate the plunger or stopwatch to time each race. One timer in each lane also manually records the stopwatch times. *Training is given at the start of each shift.*

**Lane Runner (home meets)** - Collects written timesheets from timers throughout the meet and brings them to the Computer Operator. Also posts results provided by Computer Operator.

**Hospitality Servers (home meets)** - Passes out food and drinks to volunteers during the meet.

**Ribbon Writer (home meets)** - Puts labels on place ribbons and sort into swimmer folders.

**Snack Bar (home meets)** - Sets up and sells food. The snack bar is coordinated and supervised by the Board Vice President.

**Griller (home meets)** – Sets up and cooks/grills food for breakfast and lunch menu. *Must know how to use a gas grill.*

**Team Wear Sales (home meets and some practices)** – Sets up and sells spirit wear. The team wear booth is coordinated and supervised by the Board Vice President.

**Take Down (all meets)** - At the conclusion of the meet, helps disassemble tents, timing system, tables, etc. and store in the team area. Need 5 to 10 people for about 1 hour.

## Volunteer Jobs - Season-Long Commitment

Positions marked with an (\*) asterisk run most smoothly when consistent volunteer(s) oversee the position, therefore if you choose one of these positions, please commit to volunteer at all meets your swimmer is swimming.

**\*Head Age Group Parent (all meets)** - Assists all Age Group Parents with the meet boards, pens, team tent banners and other supplies. Provide training and support to new Age Group Parents. *Experience as an Age Group Parent is helpful.*

**\*Head Set Up Coordinator (all meets)** - Oversees and directs swim meet and team area setup. Arrive early to direct set-up items needed for the meet including tents, timing system, tables and needed supplies. Arrive at 6 am.

**\*Age Group Parent (all meets)** - Depending on number and age of swimmers, 1 to 2 parents will be designated as the team parents for that age group. Responsibilities include keeping a board updated with each swimmer's heat/lane assignments, marking swimmer's arms with event-heat-lane assignments and bringing swimmers to the starting block area or ready bench in time for their events. *No experience needed, knowing what to expect on meet days is helpful. Volunteer for the age group of your own swimmer.*

**\*Announcer and Assistant Announcer (home meets)** - Uses the PA system to keep spectators and swimmers updated on in-progress and up-coming events as well as other announcements when asked by coaches or the Meet Director. *The announcer should be experienced in meet operations as well as public speaking.*

**\*Head Timer and Assistant Head Timer (home meets)** - Ensures that Marlins timers are present for each shift. Trains all timers at the start of their shift on the proper operation of their job duties. Assist the Meet Referee, Starter and Computer Operator with testing the timing system. *The Head Timer needs prior experience in timing swim meets.*

**\*Starter and Starter Assistant (home meets)** - Conducts the start of each race during the meet. The assistant serves as a backup and helps start the race clocks. *Experience in meet operations is desirable. Instructions provided by the League before the season.*

**\*Computer Operator Assistant (home meets)** - Assists the computer operator (Board Position) during the meet. *Experience in meet operations is desirable.*

**\*Head Stroke & Turn Judge (all meets)** - Ensures the team has enough trained Stroke & Turn judges during the meet. Assists the Meet Director/Referee in placing of judges and review of infraction signals. *Must be a trained Stroke and Turn Judge with several years experience.*

**\*Equipment Coordinator (all meets)** - Transports equipment to and from swim meets. Need to have personal vehicle capable of pulling the team trailer.

**Stroke & Turn Judges (all meets)** - Observes the swimmer's starts, strokes and/or turns to ensure the swimmers are following the rules for that stroke. In the event of a violation, the judge gives a signal and notes the infraction on paper.

*Knowledge of proper technique for racing strokes is desirable. Training is required and provided before the start of each season.*