

## 2025 City Meet Team Volunteer Descriptions

**Timers:** Please check into the conference room by 8:00 AM

Timers – 8:15am

\* Please attend the Timer's meeting (~8:20am on the Pool Deck by the SportsMed Room)

Just a reminder that the flag side pool will be the competition pool for FINALS, please make sure you stick around for finals or find a replacement from the 9-10 pool.

Timers – 12:30pm

\* Please attend the Timer's meeting (~12:40pm on the Pool Deck by the SportsMed Room)

**On DECK**--The Timers will use a stopwatch to provide a written backup time to the Colorado Timing system for one full session of swimming. The Head Timers will start two stopwatches per race in the event a Timer's watch didn't start properly, providing a backup for the Timers.

Responsible teams must call/email volunteers for their respective timing sessions. This list will be provided to you by the Assistant City Meet Director. The Head Timers and Lane Timers are required to meet with the Assistant City Meet Director at the designated time prior to City Meet to review Timing procedures. **Stopwatches are graciously being provided by Huntsville Swim Association and must be turned in at the conclusion of each session to the Assistant City Meet Director.**

**Clerk of Course / Bullpen:** Please check into conference room by 7:45 AM

Clerk of Course and Bullpen – 8:00am

\* Please meet at the South Bullpen (bleachers on deck under the American Flag)

Clerk of Course and Bullpen – 12:15pm

\* Please meet at the South Bullpen (bleachers on deck under the American Flag)

**OFF DECK with TV**--The Clerk of Course is the designated area on the Huntsville Aquatic Center Legacy Pool deck where swimmers get their pinks/blues and proceed to the Bullpen on the Competition Pool deck.

**On DECK**--The Bullpen is the restricted area where swimmers are lined up in order for their race. In the morning sessions, the swimmers will be walked to their lanes to swim. In the afternoon sessions, the swimmers will be released to walk themselves to their lanes.

Responsible teams must call/email volunteers for their respective Clerk of Course / Bullpen sessions. This list will be provided to you by the Assistant City Meet Director. The volunteers will be required to meet with the Assistant City Meet Director at the designated time prior to City Meet to review procedures.

**Pinks & Blues:**

**Off Deck/Prior to City Meet**--Pinks and Blues are the colored index cards with the labels that have

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the swimmer's names, event, heat, and lane. The swimmers will pick up their card at the entrance to the Secure Deck Area.

Responsible teams will need to meet with the Assistant City Meet Director at the designated time before the start of City Meet. Labels will need to be put on the cards and then the cards will be sorted into the indexed boxes.

**Meet Runners: Please check into the conference room, then attend required training meetings**

Meet Runner- 8:15 am

\* Please attend the Timer's meeting (~8:20am on the Pool Deck by the SportsMed Room)

Meet Runners – 12:30pm

\* Please attend the Timer's meeting (~12:40pm on the Pool Deck by the SportsMed Room)

**ON Deck**--The meet runners walk past the Lane Timers after each event to collect the event time sheets and deliver them to the Computer Operators for input into Meet Manager.

Responsible teams will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible teams will meet with Assistant City Meet Director at the designated time prior to City Meet to review procedures.

**Head / Deck Marshalls:**

Deck Marshalls – 7:00am, please check into the conference room and we will meet by the concessions in the main lobby

Deck Marshalls – 11:45am\*\*\*please check into the conference room and then switch with another Deck Marshall from the morning. We will meet as soon as Afternoon warm ups begin by concessions

**On and OFF Deck** (positions assigned as first come, so arrive early if you want to be on deck)

--The Head Marshall and Deck Marshalls patrol the pool deck to ensure that the walkways are clear, especially behind the blocks for the younger swimmers' events.

Deck Marshalls will wear vests and be responsible for checking for the correct deck access for coaches.

Responsible teams will need to call/email volunteers who have signed up for Deck Marshall at City Meet. This list will be provided to you by the Assistant City Meet Director. Responsible teams will meet with Assistant City Meet Director at the designated time prior to City Meet to review procedures.

**Heat Sheet Sales:**

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Heat Sheet sales – 7:00am

Heat Sheet sales – 11:15am

**OFF Deck** --Heat sheets are sold at Concessions in the Aquatic Center lobby during block practice and during each swim session. The Sales volunteers will collect money and oversee the money box during their volunteer session.

Responsible teams will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible team's POCs will serve as volunteers as well as oversee all other volunteers during their shift. The Thursday/Friday morning POC will report to the Assistant City Meet Director at 8:30am on Thursday/Friday Block Practice in the lobby of Huntsville Aquatic Center to help set up tables and heat sheet sales display. The POCs are responsible for working and overseeing Heat Sheet sales on Thursday, Friday, Saturday and Sunday and giving accounting report to Assistant City Meet Director at the end of each shift. All POCs must meet with the Assistant City Meet Director at the designated time prior to City Meet.

#### **Block Practice:**

**ON and OFF Deck**--Block Practice volunteers will perform the following functions:

- 1 volunteer in the lobby of the Huntsville Aquatic Center to check in each team as they arrive.
- 1 volunteer will need to monitor entry to the pool deck for only the teams currently practicing.

After checking into the conference room, please check with the Assistant City Meet Director at the designated time prior to City Meet for job instructions.

#### **Info Desk:**

Info Desk (Volunteer check-in) – 7:00am

Info Desk (Volunteer check-in) – 11:15am

**OFF Deck** in A/C with a TV-The Info Desk volunteers will be in sign in room to help sign in all other volunteers during their shift. They will also be trained and available to answer general questions concerning City Meet, with contact information for all board members if necessary.

Responsible teams POC needs to meet with the Assistant City Meet Director at the designated time for job instructions.

**Awards:** Please check into the conference room and then go to the SportsMed Room off the pool

**deck.**

Awards-Meet in SportsMed Room at 8:30 am, a RCSL Board member will stop by as soon as ribbon labels are printed and ready to be placed on ribbons.

Awards 12:30, supplies will be in hospitality room

OFF Deck in Hospitality Room-Awards volunteers will need to sort the awards **prior** to City Meet. Responsible team POCs will need to arrange date/time with Assistant City Meet Director for sorting awards. During City Meet, responsible team POCs will serve as volunteers as well as oversee volunteers during their shift for placing labels on awards. This shift begins at the start of the afternoon swim sessions.

Responsible teams will need to call/email volunteers who have signed up to do awards at city meet. This list will be provided to you by the Assistant City Meet Director. Responsible team's POCs will need to meet with the Assistant City Meet Director at the designated time prior to City Meet to review awards procedures.

**Water and Results Post:** Please check into the conference room, then report to the SportsMed room to load coolers with provided water and ice.

Water Distribution and Results Post – 8:30am

Water Distribution – 12:45pm

Results Post – 12:45pm

ON Deck--Water volunteers will distribute bottled water (water and ice provided by RCSL) throughout their volunteer session to the other volunteers on approximately 30 minute intervals.

Once passing out water, volunteers will take the printed results sheets from the computer operators at the North and the South Pools and tape them to the wall/glass in the designated area.

Volunteers will need to meet with the Assistant City Meet Director at the designated time prior to their volunteer session.

**Officials:**

Volunteers for officials (Starter/Ref and Stroke & Turn) are required from all teams participating in City Meet.

Starter/Ref and Stroke & Turn officials will need to meet with the Head of Officials (David Hudson) at the designated time prior to City Meet to review officiating assignments and procedures.

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**Computer:**

Volunteers for Computer Operators to run the Colorado Timing System are encouraged from all teams participating in City Meet. Training prior to City Meet can be made available for any interested volunteer.

Volunteers will need to meet with the Head of Records (Greg Wright) at the designated time prior to City Meet to review procedures.

**Timing System:**

Volunteers for Colorado Timing System operators are encouraged from all teams participating in City Meet.

Volunteers will need to meet with the Head of Records (Greg Wright) at the designated time prior to City Meet to review procedures.

**National Anthem:**

Volunteers for performing the National Anthem are encouraged from all teams participating in City Meet. Pool Reps should email the Assistant City Meet Director Michelle Whetstone, (mwhetstone5@gmail.com) with the swimmers name and preferred session.

Volunteers will need to meet with the Assistant City Meet Director at the designated time prior to the swim session at which they will perform.

**Meet Announcer:**

Volunteers for performing as the Meet Announcer are encouraged from all teams participating in City Meet.

Volunteers will need to meet with the Assistant City Meet Director at the designated time prior to their volunteer session.