

## LHST Job Descriptions

Job	Description	Time Needed	Training
Timer	Stand at end of pool and time during half of the meet.	First half needs to be available at 5:45 for a timers meeting. Second half starts at even 37.	No training required.
Concessions Set up	Includes making food or picking up items for the meet ahead of time as well as setting up the concession stand at the meet.	Works at meet from 4:30-6.	No training required.
Concessions	Selling food and other duties as needed.	First half starts at 6. Second half starts at event 37.	No training required.
Head Scorer	In charge of score room and responsible for scoring of meet.	First half starts before the meet to set up the computers.	RSL training required.
Scoring	Various jobs including circling the middle time, checking the data, reading off times.	First half starts at 5:45. Second half starts at event 37.	No training required.
Ribbons	Place labels on the ribbons and organize them by team.	First half starts at 6:15. Second half starts when ribbons for even 36 are completed.	No training required.
Head Timer	In charge of all timers includes holding timer meeting, keeping timers on track, passing out back up watches and communicating with the Referee.	First half starts at 5:30 to prep for timer's meeting and to attend the officials meeting. Second half starts at event 37.	RSL training required.
Stroke and Turn	Officials who judge swimmers' strokes.	First half starts at 5:45 for officials meeting. Second half starts at event 37.	RSL training required.
Starter	Starts races using starting system	First half starts at 5:45 for officials meeting. Second half starts at event 37.	RSL training required.
Head Clerk of Course	Seeds the meet and is	First half starts at	RSL training required.

	in charge of the swimmer staging area.	4:30 to seed the meet. Second half starts at event 37.	
Clerk workers	Arranges swimmers into their lanes.	First half starts at 5:45. Second half starts at event 37.	No training required.
Announcer	Makes announcements over loud speaker system.	First half starts at 5:30 to announce meetings. Second half starts at event 37.	No training required.
Referee	In charge of the entire meet. Starts each event and approves DQ slips. Communicates with Head Scorer and other officials.	First half starts at 5:30 for officials meeting. Second half starts at event 37. If possible, we will run two referees at a time.	RSL training required.
Runner	Takes cards from clerk of course to the timers and from the timers to the score room.	First half starts at event 1. Second half starts at event 37.	No training required.
Meet Set Up	Helps with set up of pool area for meet.	Starts at 4:30 and runs until the pool is ready.	No training required.
Meet Break Down	Helps with cleaning and putting away of pool area.	Starts at the end of the meet and runs until the pool is ready.	No training required.
Parking Monitor	Walks through the parking lot and through the neighborhood to make sure that swimmers are not parked illegally.	Starts at 4:30 and runs until about 6:30.	No training required.