



Planet Swim First Coast Summer Swim League  
 2025 Championship Swim Meet Volunteer Needs by Team  
 Day #1 - 10&U Athletes

<p><b>PSA Argyle</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper 1</li> <li>• Timers x 2</li> <li>• Stroke &amp; Turn Official x 1</li> <li>• Setup Friday Night x 2</li> <li>• Saturday Breakdown x 2</li> <li>• Hospitality x 1</li> <li>• Referee x 1</li> </ul>	<p><b>Pace Island</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 3</li> <li>• Setup Saturday AM x 2</li> <li>• Meet Marshal x 1</li> <li>• Meet Volunteer Coordinator x 1</li> <li>• Admin Runner x 1</li> </ul>
<p><b>Eagle Harbor</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke and Turn Official x 1</li> <li>• Setup Friday Night x 2</li> <li>• Saturday Breakdown x 2</li> <li>• Parking Lot x 1</li> </ul>	<p><b>Putnam</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 2</li> <li>• Setup Saturday AM x 2</li> <li>• Lead Stroke &amp; Turn Official x 1</li> </ul>
<p><b>Eagle Landing</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 2</li> <li>• Stroke and Turn Official x 1</li> <li>• Setup Saturday AM x 2</li> <li>• Clerk of Course x 1</li> </ul>	<p><b>PSA Nocatee</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 3</li> <li>• Setup Friday Night x 2</li> <li>• Saturday Breakdown x 2</li> <li>• Parking Lot x 1</li> <li>• Meet Marshal x 1</li> <li>• Starter x 1</li> </ul>
<p><b>Oak Leaf</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke &amp; Turn Official x 1</li> <li>• Setup Saturday AM x 2</li> <li>• Hospitality x 1</li> </ul>	<p><b>Timuquana</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Ready Bench Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke &amp; Turn Official x 1</li> <li>• Setup Friday Night x 2</li> <li>• Saturday Breakdown x 2</li> <li>• Meet Coordinator x 1</li> <li>• Admin Runner x 1</li> </ul>



Planet Swim First Coast Summer Swim League  
2025 Championship Swim Meet Volunteer Needs by Team  
Day #2 - 11&U Athletes

<p><b>PSA Argyle</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 2</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Referee x 1</li> </ul>	<p><b>Pace Island</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke and Turn Official x 1</li> <li>• Sun AM Setup x 2</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Head Stroke and Turn Official x 1</li> <li>• Meet Volunteer Coordinator x 1</li> </ul>
<p><b>Eagle Harbor</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke and Turn Official x 1</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Athlete Check In x 1</li> <li>• Hospitality x 1</li> <li>• Parking Lot x 1</li> </ul>	<p><b>Putnam</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 2</li> <li>• Stroke and Turn Official x 1</li> <li>• Sun AM Setup x 2</li> <li>• Sunday Post Meet Breakdown x 1</li> </ul>
<p><b>Eagle Landing</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 2</li> <li>• Sun AM Setup x 2</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Clerk of Course x 1</li> </ul>	<p><b>PSA Nocatee</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke and Turn Official x 1</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Parking Lot x 1</li> <li>• Starter x 1</li> </ul>
<p><b>Oak Leaf</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 3</li> <li>• Stroke and Turn Official x 1</li> <li>• Sun AM Setup x 2</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Athlete Check In x 1</li> <li>• Hospitality x 1</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Runner x 1</li> </ul> <p><b>Timuquana</b></p> <ul style="list-style-type: none"> <li>• Team Volunteer Coordinator x 1</li> <li>• Awards Room Helper x 1</li> <li>• Timers x 3</li> <li>• Sunday Post Meet Breakdown x 1</li> <li>• Awards Room Coordinator x 1</li> <li>• Meet Marshal x 1</li> <li>• Admin Runn x 1</li> <li>• Meet Coordinator x 1</li> </ul>

Team	Champs Volunteer Requirements	
	Day #1	Day #2
PSA Argyle	11	6
Eagle Harbor	11	10
Eagle Landing	8	8
Oakleaf	9	12
Pace Island	10	11
Putnam	7	8
PSA Nocatee	12	9
Timuquana	12	10



PSFCSSL Championship Meet  
Volunteer Position Descriptions

**Admin Official** - Responsible for managing the administrative operations of a championship swim meet for a developmental league. Key responsibilities include setting up the meet file using Hytek Meet Manager by entering event information, team rosters, and athlete entries. The official writes and disseminates the official meet letter, which includes key information such as the event schedule, entry deadlines, procedures, and rules. During the meet, the Administrative Official oversees all “dry side” operations, including managing the timing system interface, entering and verifying times, resolving timing discrepancies, and ensuring accurate seeding and results. Additional duties include collecting and organizing timing data, collating results from touchpads, buttons, and watches, and distributing official results to coaches, teams, and league representatives. The Administrative Official ensures the meet runs efficiently, data is accurate, and all communications are clear and timely

**Admin Runner** - Supports the Administrative Official and Meet Coordinator throughout the meet. Key responsibilities include collecting and delivering lane timer sheets, DQ slips, and backup times to the admin table, hanging printed results in designated areas, and assisting with other administrative tasks as needed.

**Athlete Check-In (Staging)** - Athlete Check-In (Staging) volunteer is responsible for managing the check-in process for all individual and relay events for athletes ages 11 and up. This role functions similarly to a Clerk of Course and serves as the first point of contact for swimmers before they proceed to the Ready Bench. Volunteers will use heat sheets or check-in lists to verify each athlete's presence and mark them as checked in. Once checked in, athletes will be directed toward their assigned event, heat, and lane information. This ensures accurate seeding and helps prevent empty lanes during the meet.

**Awards Room Coordinator** - Responsible for managing the organization, labeling, and distribution of all medals and ribbons during the championship swim meet. Using official results provided by the Administrative Official, the Coordinator prints and sorts award labels, matches them to the correct medals or ribbons, and oversees the distribution process. The Coordinator works closely with one Awards Room Assistant from each team, providing them with labels and awards as appropriate to ensure athletes receive their awards accurately and in a timely manner.

**Awards Room Helpers** - Awards Room Assistants support the Awards Room Coordinator in organizing and distributing medals and ribbons during the meet. Each team will provide one Awards Room Assistant help sort and label awards for their team based on official results. Assistants will receive award labels and corresponding medals or ribbons from the Coordinator and ensure they are correctly assembled and organized for their team's athletes.

**Clerk of Course:** The Clerk of Course is responsible for managing the staging area and ensuring swimmers are organized and ready for their events. Using the heat sheet, the Coordinator verifies that athletes are seated in the correct heat and lane order before they are escorted to the starting blocks. This role is essential for maintaining the flow of the meet and preventing delays.

**Hospitality** - Responsible for distributing water to timers, officials, and key meet volunteers throughout the event. They help ensure that all volunteers stay hydrated and comfortable.

**Head Stroke & Turn Official** - Responsible for supervising all Stroke and Turn Officials during the championship swim meet to ensure consistent and accurate enforcement of USA Swimming rules.

**Meet Coordinator** - The Meet Coordinator, fulfilled by the PSFCSSL President, holds the overall responsibility for planning, organizing, and overseeing the championship swim meet. This includes coordinating with the host facility, setting the meet schedule, securing necessary personnel and volunteers, and ensuring all league policies and procedures are followed. The Meet Coordinator works closely with team representatives, officials, and the Administrative Official to confirm logistics, timelines, and compliance with league rules. On the day of the meet, the Coordinator serves as the primary point of contact for major issues or decisions and ensures that all aspects of the meet—from setup through awards—run smoothly

**Meet Marshal** - Meet Marshals are responsible for supervising the pool deck to ensure that parents and spectators stay in their designated areas and are not in swimmers or coaches only areas. Part of this role will be to ensure that the portion of the pool not being used for the meet remains closed and unused during the meet. Marshals should be alert, respectful, and confident in reminding swimmers, parents and spectators of the rules. Any safety concerns or issues should be reported immediately to meet officials.

**Meet Volunteer Coordinator** - Responsible for supporting the Meet Coordinator by managing all aspects of volunteer staffing for the championship swim meet. This includes keeping the Meet Coordinator included on all communication and informed of

volunteer needs, changes, updates, and any issues that arise before and during the event. The Volunteer Coordinator works with each Team Volunteer Coordinator to collect and confirm team assignments, fill any unassigned roles, and ensure all volunteer positions are covered. Additional responsibilities include preparing and distributing volunteer schedules, communicating role expectations, checking in volunteers, and making real-time adjustments as needed throughout the meet.

**Parking Lot Attendants** - Responsible for managing traffic flow and ensuring safety and organization in the parking areas during the championship swim meet. A key responsibility is monitoring the parking area directly in front of the pool facility, which must remain open for tennis patrons, with access restricted to coaches and designated volunteers only. Attendants will guide vehicles to appropriate parking areas, keep fire lanes and drop-off zones clear, and assist with safe pedestrian movement.

**Ready Bench Helpers:** Ready Bench Helpers assist the Head, Clerk of Course at the ready bench area. Responsibilities include seating swimmers, helping locate athletes, and maintaining crowd control. Each team should have at least one volunteers at the beginning and end of the meet, especially during relays. These volunteers will escort swimmers to the starting end of the pool and ensure they remain in order.

**Set-Up and Clean Up Crew:** On Friday night, 4 teams will send two people each to Planet Swim to assist in staging the pool deck for the following day. Saturday morning, the other 4 teams will send two people each to Planet Swim to finish the setup from the night before. Set up duties include arranging chairs and tables for officials and timers, setting up tents or shade structures, posting signage, distributing equipment (such as stopwatches and clipboards), and assisting with the ready bench and team seating areas. After the meet on Saturday, 4 team will have 2 people each collect and pack up all equipment, remove trash and lost items, lower tents and signage, and ensure that the pool deck and surrounding areas are clean and ready for day 2. Sunday morning the other 4 teams will send 2 people each to reset the pool deck in for day 2, raise tents, pass out equipment, etc.. Post Meet on Sunday, every team will have at least 1 person stay behind to breakdown the meet. This will include, lowering and removing tents, equipment, chairs, trash, etc.. The pool deck should be clean and orderly. This role requires teamwork, reliability, and a willingness to help wherever needed. The crew plays a key role in creating a smooth, professional, and safe environment for the competition.

**Starter** - Responsible for ensuring a fair and consistent start for each race during the championship swim meet. The Starter gives clear commands and uses the whistle protocol and activates the starting system to begin each race. The Starter ensures that all swimmers are stationary and properly positioned before starting the race and is trained to recognize and respond to false starts.

**Stroke & Turn Official** - Responsible for ensuring that all swimmers comply with the technical rules for each stroke and turn as established by the league. These officials observe swimmers during races to ensure that strokes, starts, turns, and finishes are performed according to the rules. When a potential violation is observed, the Stroke and Turn Official completes a disqualification (DQ) slip with accurate details and submits it to the referee or administrative official. Officials must remain attentive, impartial, and consistent throughout the meet, maintaining a professional and supportive presence on deck. The league uses USA Swimming stroke and turn rules and all Stroke & Turn Officials should be familiar with current USA Swimming rules.

**Team Volunteer Coordinator** - Serves as the primary point of contact between their team, the Meet Coordinator, and the League Volunteer Coordinator. The Team Volunteer Coordinator is responsible for organizing and managing their team's volunteer assignments, in coordination with the coach, before and during the meet. This includes recruiting volunteers, communicating assigned roles and responsibilities, and ensuring that team volunteers arrive on time and are properly prepared. If a volunteer doesn't show, the Coordinator for that team is responsible for finding a replacement.

**Timers** - Each lane will have two timers, preferable from different teams. One timer will operate a stopwatch and one timing button. The other timer will operate a second timing button and record the finish time from the stopwatch. The recorded time must be written exactly as shown on the stopwatch, to two decimal places, and must not be taken from the scoreboard. Timers are responsible for starting their devices at the sound of the start and stopping them when the swimmer in their lane finishes the race. Attention to detail, communication, and focus are key. All timers should attend a brief training session before the meet begins. (From the pool of available timers, one head timer will be designated)