

Meet Director: Responsible for the overall planning, preparation, and execution of the meet. Supervises the Meet Committee (Asst Meet Director / Entries Coordinator, Meet Referee, Officials Coordinator, Hospitality Coordinator, Concessions Coordinator, Swim Shop Coordinator, and Awards Coordinator).

Assistant Meet Director: Assists the Meet Director and takes over in his absence. Primarily responsible for the administrative functions of the meet. For CGBD-hosted meets, he/she is also responsible for Meet Entries.

Announcer: Operates the Public Address system; announces the events and heats; announces the results; plays music; announces swimmers' names during finals; and makes other announcements to keep everyone informed, as directed by the Meet Referee and Meet Director.

Head Marshal: Responsible for safety in the swimming venue. Supervises the Marshals. Assigns area of jurisdiction to and briefs the Marshals on their responsibilities. Assists the Meet Director / Meet Referee in keeping order, when required.

Marshal: Enforces warm-up/safety procedures and maintains order in the swimming venue. The Marshal has full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Head Timer: Supervises the timers. Responsible for assembling them; assigning them to the lanes; distributing the watches, pencils, and clipboards; and conducting the 'timer's briefing. Coordinates with the Timing Judge and Referee to make sure timers are doing their jobs. Starts two watches for every race and uses them to replace malfunctioning watches on the lanes. Ensures timers get water and bathroom breaks.

Timer: Ensures the right swimmer swims in the right event, the right heat, and the right lane. Operates timing devices (watches or semi-automatic timing systems - buttons) and records the time for the swimmer in their lane.

Runner: Picks up the cards or lane timer slips from each lane after each heat or event, respectively, and delivers them (in lane order) to the Timing Judge. Posts the results of each event in the designated location. Also, assists the Meet Director / Meet Referee, when required.

Clerk of Course Helper: Assists the Clerk of Course in assembling, lining up, and leading the younger swimmers to the starting area/blocks for their races (normally, just during the mini sessions of BB/B/C/Mini meets). Helps maintain order in the starting area (new responsibility this year).

Ready Room Supervisor: (for Championship Meets only) Ensures finals swimmers are lined up for their events and the heats are ready for their march to the blocks.

Medals / Ribbons Preparer: Separates the medals / ribbons, sticks on the labels, and prepares them for presentation or puts them in the team bags.

Ribbons Presenter: Presents 'Heat Winner' ribbons to race winners at the completion of each heat (normally, just during the mini sessions of BB/B/C/Mini meets).

Hospitality Worker: Sets up and manages the hospitality room (for coaches and officials); keeps food and drinks replenished during breakfast and lunch. Also, prepares items for the Concessions Stand and keeps the water coolers in the pool full with water and ice.

Concessions Worker: Sets up the Concessions Stand / Snack Shop and sells snacks and drinks; keeps track of the money until turned over to the cash collector.

Meet Programs / T-Shirts Salesperson: Sells the Meet Programs (for all meets) and Meet T-Shirts (normally, for Championship Meets only); keeps track of the money until turned over to the cash collector.

Swim Shop Salesperson: Sets up the Swim Shop and sells swimwear items (normally, for non-Championship Meets only); keeps track of the money until turned over to the cash collector.