

SWIM MEET VOLUNTEER POSITION DESCRIPTIONS AND REPORTING TIMES:

AWARDS: Report at meet start time.

- Awards table location will be next to Admin Table.
- The administrative staff at the meet will be responsible for printing the awards labels as events are completed and posted. The awards labels will be given to the awards volunteers to affix to the awards.
- Medals: place a medal in a ziploc bag, seal the bag, place sticker on the outside of the ziploc bag.
- Ribbons: place the awards label on the back of the ribbon
- There will be grocery totes at with the team names where awards can be placed after labels affixed. The coaches will pick these up at the end of the weekend.
- **Position to be staffed until all the labels are completed for that session.**

CHECK- IN - COACH: Report 35 min prior to warm up.

- Distribute deck passes to the coaches as they sign-in. If the coach's name is not on the list, they will not be allowed access to the deck.
- Each session will have a different color. Only that color will be allowed deck access.
- **Position to be staffed until 1.5 hours past the meet start time**

CHECK- IN - VOLUNTEERS: Report 35 min prior to warm up.

- Distribute meet credentials to volunteers as they sign-in.
- Each session will have a different color.
- Direct volunteers to scan QR code for Job instructions.
- **Position to be staffed until 1 hour past the meet start time.**

CHECK- IN - SWIMMERS: Report 35 min prior to warm up.

- Distribute deck passes to the swimmers as they sign-in.
- Swimmers will need to present their credentials for entry to the deck area.
- Same credential for all weekend.
- **Position to be staffed until 1.5 hours past the meet start time in case relay-only swimmers show later.**

HEAT SHEET SALES: Report 30 min prior to warm up.

- Sell heat sheets for noted price
- Turn in money box to Meet Director at end of sales.
- **Position to be staffed until Heat sheets are gone, or until one hour after the start of competition.**

MARSHALS: Report 15 prior to warm up to receive safety vest and instructions:

- **MEET MARSHALS**
 - Stationed at access points to the pool deck.
 - Ensure that ONLY swimmers and adults with deck passes are on deck.
 - This is done by asking to see each person's credentials upon deck entry.
 - Monitor food being brought in on deck. Only light prepacked snack items allowed.
 - Difficult individuals should be reported to meet director.
 - **Position to be staffed until the end of the session.**
- **WARM UP MARSHALS**
 - Will monitor warmups and the cool down lanes during the meet and ensure safety rules are being followed.

- Feet first entry.
- Entry from end of lane only or in designated area only.
- No hanging on lane lines
- Ensure that warm up/down lanes during meet are for swimming only, no horseplay or hanging out in lane.
- **GALLERY MARSHALS**
 - Will be responsible for facility safety in bleachers, pool deck and common areas.
 - These marshals will walk throughout the facility to make sure aisles are clear, no exits are blocked and no spectators in areas that are marked off.
- **LOCKER ROOM MARSHAL**
 - Will monitor entrance to locker rooms, ensuring safe sport rules are being followed.
 - Direct adults to proper restroom facilities.
- **PAGENTRY MARSHALS** – only offered at championship meets.
 - This position will help with the athlete parade to the blocks from the ready room. (last heat of each event)
 - Will help assembling swimmers to receive their awards.

HOSPITALITY ROOM – Coaches/Officials (report 30 minutes before meet begins)

Manage the food and supplies in the designated hospitality area. The designated hospitality area will be for coaches and officials only. PLEASE keep the hospitality beverages/food active until the last events are swum. Those working on deck appreciate the opportunity to grab something at the end of the session. **Position to be staffed until the end of the session.**

- **Breakfast:** Appropriate early morning supplies.
 - Coffee should be started upon arrival (or may be with food delivery). Clean up hospitality area throughout the course of the meet.
- **Lunch:** Appropriate supplies for the lunch period.
 - Setting up small cups of trail mix/snacks/vegetables for distribution or pickup by the coaches/officials.
 - Also set out bags of chips/pretzels for quick take-away on a break.
 - A catered meal will be available for the coaches and officials.
 - Clean up the hospitality area throughout the meet and also empty trash if needed
- **Dinner:** Prepare the area and appropriate supplies in preparation for dinner.
 - A catered meal will be available for the coaches/officials.
 - Keep the hospitality area clean throughout the course of the session.

RUNNER – Report 15 minutes prior to the session start.

The runner helps with a variety of tasks to include (but not limited to) posting of results, collecting timers sheets, collecting timing console sheets and officials close-out sheets:

- **TIMER RUNNER:** Collect timer sheets after every event and bring to the scoring table. The timers sheets should be sorted in order by lane, with Lane 1 being on top.
- **ADMIN RUNNER:** – Will assist the administrative official at scratch table, running labels for awards and will post results. Admin runner helps the administrative official perform duties for the administrative team as needed.

SCRATCH/POSITIVE CHECK-IN TABLE – Report 15 minutes prior to warm-up.

Assist the Administrative Official with scratches from the preliminary sessions. • Assist the Administrative Official with taking time trial entries. • Will assist in posting results and marking scratches on the posted results at the direction of the Administrative Official. • **Position to be staffed until the end of the session.**

- **POSITIVE CHECK-IN:**
 - Aide swimmers in finding their name to check off they are present for events that require positive check-in.
- **SCRATCH TABLE:**
 - Provide assistance to swimmers/coaching scratching a swimmer from an event.
 - Give scratch sheet to Administrative Official at Admin. Table.
 - In the case of prelim/final meet swimmers have 30 min. to declare their intent to scratch after results have been posted. Once the 30 min. time frame has passed, give scratch sheet to admin table.
- **TIME TRIALS:**
 - Sign up swimmers for time trails and take payment for time trials. Give to Administrative Official once time trial period has closed.

TIMER – Report 30 minutes prior to the session start for timers meeting

- Records a watch time for each race.
- 2 timers per competition lane. Both timers will record the times on their watches. Both times need to be recorded on the timer sheet.
- Each timer will start the watch at the beginning of the race. Timers will record the time at the conclusion of the race and reset their stopwatches in preparation for the next race.
- Both timers will also press the electronic plunger at the end of the race. The plunger will automatically start with the timing system at the start of each race.
- If a swimmer does not show for a race, please mark on the timers sheets “NS” for “no show”
- If the timers witness a soft touch, please record that also on the timers sheet.
- Timers will confirm the name of the swimmer before they step up to the block.
- Deck runners will collect heat sheets after every event that is completed.
- If timers need a break, notify one of the backup timers so the relief timer can fill in for the break.
- **Timers will be expected to remain in their positions until the end of the session**

TIMER – RELIEF: Report 30 minutes prior to the session start for timers meeting

- Available to replace a timer if they need a break.
- Will stand near one of the Backup timers.
- Can assist the backup (head) timers with any duties during the session to include bringing a watch to a timer if it is not working.
- **Position to be staffed until the end of the session.**

TIMER – BACK UP: Report 30 minutes prior to the session start for timers meeting.

- Will also assume the role as “Head” timers for the session.
- Assembles clipboards and lane timer sheets with pencils.
- Keeps spare pencils in case a timer loses or breaks a pencil.
- Runs a backup watch.
- Ensures timers get breaks if needed. There will be a relief timer available if a timer needs a break.
- Collects pencils, credentials, clipboards and watches at the end of the session and returns admin table
- One backup timer will be posted at each end of the blocks.
- **Position to be staffed until the end of the session.**