



BLST's Volunteer Credit Policy

BLST succeeds because of its volunteer support. As a token of gratitude to those who give up their time and efforts for the betterment of BLST, the following policy has been adopted:

Throughout each season, volunteer opportunities are made available on-line through Team Unify. Families are asked to sign-up on a first available basis for the jobs needed to run a meet or other event sponsored by BLST. At the end of each season, each family's number of Volunteer Credits are tallied. The credits are then allocated to each family's BLST account to offset part or all of the following season's BLST dues.

Credits

Credits will be valued at \$5 per volunteer hour. A family may earn up to the number of credits equal to or less than the amount of their BLST dues for the next season. Credits are non-transferable. Volunteer Credits may not be applied to any season prior to or in which they are earned and will only be applied toward the following season's BLST dues or they are forfeited. No other fees incurred on a BLST family's account, other than BLST dues, may be credited with BLST Volunteer Credits.

Volunteer Positions

The following lists the typical volunteer positions needed to successfully host a swim meet.

Announcer

This position will announce each event, heat and swimmer in the water. The announcer will play the National Anthem or Pledge of Allegiance at the start of the session. Throughout the session the announcer will also make mention of concessions and food trucks (if applicable). Announce any specific deals, types of foods available, times the concession stand, or food trucks are available, etc. This position will also need to promote BLST sponsors as well as remind the spectators of any vendors on site during that session. The announcer will also be responsible for providing walk-out music during the finals sessions for championship heats.

Awards

Organize and label ribbons, medals and other awards for the swimmers separating them by team. The labels will come from the admin table. The labeled awards will go into a bag or container to be taken home by the team's coach, unless there is an awards ceremony. If there is a final award ceremony during a session, this position helps to ensure the ceremony runs smoothly and prizes go to the appropriate swimmers.

Clerk of Course

This position is generally only needed during the 25's in a short course pool or 50's in a long course pool. The CoC will help younger swimmers get to their correct lane and in the right heat, so they do not miss their events. You will be helping the swimmers get lined up and stay in the correct order.

Concessions

Duties include counting and handling money as you serve customers, keeping the concessions area clean and presentable, and displaying food so that it is easy to see and customer friendly. As a concessions volunteer you may need to help with setup of the space at the beginning of the day and cleanup of the at the end of each day and at the end of the meet. At the end of the meet, examine all remaining food, check expiration dates and ensure that the food will be sellable at the next meet. If it will be expired before the next meet it should not be put back into storage.

Daktronics Timing Console Operator

Assists at the admin table using the timing console to ensure the timing system is working accurately. If you have not done this position before training will need to be provided.

Head Timer

This position is the lead for the timing team. The Head Timer works with the Meet Referee and Meet Director to determine the rules for the session and coaches the timing team on those rules. This role ensures all timers are following safe sport rules and helps to maintain discipline behind the starting blocks. The head timer always starts two stopwatches to ensure all lanes will be covered if there is an issue with another timer's watch. This position will also relieve a timer if they need a restroom break. The Head Timer also helps to provide refreshments for the timing team when opportunity arises. When necessary the Head Timer provides prizes to heat winners.

Hospitality

This position is responsible for organizing and setting up food and drink for officials, coaches and meet directors. You may need to help prepare food and drink and be in communication with concessions, the meet director and the Meet Marshal. This position may need to organize and store cooking equipment and food items. Keep the hospitality area clean, organized, and safe. At the end of the meet, this position reviews what worked well and what might need to be done differently. If there is any packaged food left check the expiration dates to see if the items can be stored for future use.

Jack of All Trades

This position is a catch-all position. As the jack-of-all-trades you may need to fill-in for most other positions at any given time. If a situation arises where another person needs to step away from their assigned task you may need to step in. Other responsibilities may include aiding the Meet Director, help the Meet Marshals with discipline, and possibly help with equipment issues and sometimes act as a gopher. Check in with Concessions and Hospitality regularly to see if they need anything.

Meet Marshal

Per the USA Swimming rule book, the Meet Marshals (one male and one female): "Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshals shall have 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." Unlike other volunteer positions, Meet Marshals must complete an athlete safety training course on the USA Swimming website before applying. These vital positions ensure that all stays safe for swimmers, spectators, and volunteers. Meet Marshals may also relay messages and provide aid to other volunteers as needed.

Meet set-up/Tear-down

The setup team helps prepare the facility for the meet under the direction of the coach/meet director. This is a physical role, but most responsibilities are doable for an able-bodied adult. Typical tasks include hauling equipment from storage to the meet, carrying materials into the pool space, setting up tables and chairs, preparing lane lines and backstroke flags, helping to install timer pads, and making the equipment safe for the meet. Setup needs to be complete before swimmers enter the water. The teardown team completes all the meet setup tasks in reverse.

Runner

This position collects heat sheets from the timers and delivers them to the Administrative Officials at the admin table. The Runner is often combined with other positions at winter meets, such as DQ slip runner or Clerk of Course.

DQ Slip Runner

This position will collect disqualification slips from meet officials and turn them into the meet referee. This position needs to stay attentive watching for the officials to raise their hand indicating they will have a DQ slip. Be courteous and wait for the official to complete the form. The DQ slip runner is often combined with other positions at winter meets, such as Runner.

Timer

This position uses a stopwatch and a plunger to ensure swimmers are getting accurate times. Timers need to report 30 minutes before the start of the meet for a timer meeting. Timers will start a stopwatch at the start of each heat and stop the stopwatch and plunger when the first part of the swimmer's body touches the wall. Record the times on the provided paper when required. Timers ensure that their lane is running smoothly. They may need to help line up swimmers for longer events when needed. To ensure the swimmers are receiving a safe sport experience, when on-deck, timers are not allowed to use cell phones.

Officials Credit

In addition to the standard volunteer positions, BLST parents who elect to go through the required training(s) to become a certified USA Swimming official may also earn credits towards their BLST account. Credits are earned during BLST hosted meets only. Each session officiated by a BLST parent will earn \$25.00 credited to their BLST family account the month following the completion of the BLST hosted swim meet.

IASI Regional and Championship Meet Volunteers

At the IASI Championship and Regional meets, "Clubs and unattached swimmers participating in this meet must provide 50% of the timers and/or officials on a prorated basis according to number of entries."* In order to fill these required positions, they will be offered to all BLST families to voluntarily fill.

*IASI Policies and Procedures. Section K.I.F, Section K.II.C.7, Section K.II.B.7, and Section K.II.C.8