

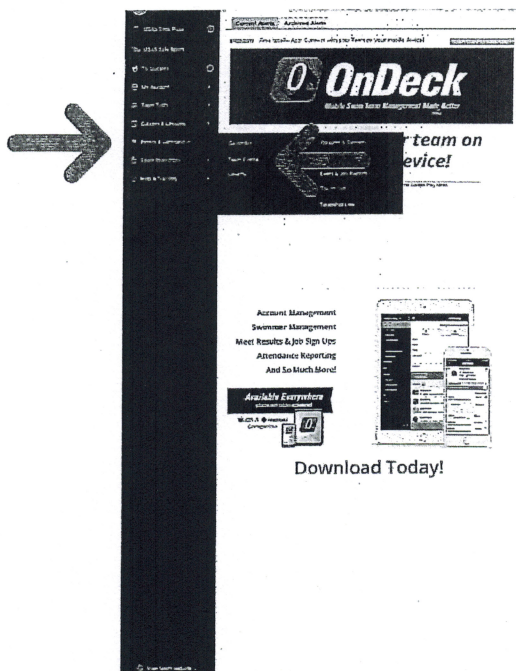


Signing up for jobs at swim meets is easy. Just follow these steps.

1. Sign in to your team's TeamUnify website.



2. On the left side of the page click "Events & Competition" and then "Team Events. It will bring you to the list of team events.



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6. In the popup box, optionally enter any contact information, such as your phone number, or if someone else will be doing the job, their name and number, and click **Sign Up**.

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info: Bob 467-555-6432

Go Back

Sign Up

7. If you accidentally signup for the wrong job, or later discover you can't work a job, select the job and click **Remove Signup**. You can do this up until 11:59pm of the Job Signup Deadline at the top of the page.
8. You may click **Print My Job Signup Summary** near the top for a handy reference of all the jobs you signed up for.

Signup Job for Account: Collins, Anna (540-555-3412)

Event: Metro LC Champs (Jul 15, 2016 - Jul 17, 2016)

Registration Deadline: 07/13/2016

Job Signup Deadline (till midnight): 07/14/2016

Print My Job Signup Summary

9. When the job signup is open, you will receive an email to let you know that sign ups are open.

We are ask that if you signup to volunteer, you are available to stay the duration of the session you signed up for, as all volunteer positions are put in place for the safety of our swimmers and a smooth running meet. Please do not leave unless the session is over or dismissed by a meet director.

If by some chance you become unavailable to work your scheduled time(s) please call or text the meet directors as soon as you know so that we can fill that slot.

Meet Director (s)- April Gilman (219) 808-2050 amgilman@sbcglobal.net
Lisa Batey (312) 519-5472 lisabatey@gmail.com

Meet Volunteer Job Descriptions

Admissions table

Sells tickets/wristbands, (psyche/heat sheets) for meet entry, collects appropriate fees.

Announcer

Announces events; heats; results; and various informational announcements.

Awards

Labels and sorts ribbon & medal awards for the meet sessions; hands out heat awards(various); under the direction of the Awards Chairperson.

Clerking

Directs by grouping together the 8 & under (10&U) age groups for organizing the heat / lane assignments of the swimmers for their events.

Clock Daktronics Timing Operator

Operates the clock-timing console to run the meet scoreboard. Works with meet manager personnel in duties of running the clock for the meet sessions.

Computer (Hytec) Meet Manager

Works the meet manager program and databases to complete the timing and scoring during sessions of the meet

Concessions

Sets up, prepares and serves food from the club sponsored concessions areas. Collects concessions monies; (spectator fees; psyche/heat sheets fees); under the direction of the Concessions & Hospitality Chairpersons.

Concessions & Hospitality - Food Prep 1/2 credit

Prepares foods and baked goods at the direction of the Hospitality and Concessions Chairpersons (at home prior to the meet sessions). Brings the preparations to the facility as directed.

Concessions Set-up

Assist the Concessions Chairs to set up the concession area prior to the meet.

Events Staging

Stages the swimmers (on deck) for the events and heats of the meet sessions. Crowd control behind the blocks.

Head Timer

Directs and supports the lane timers; runs the timers meetings; assists with timing system.

Hospitality

Assists in set-up and running the coaches and officials hospitality room; assists concessions; under the direction of the Hospitality Chairperson.

Lane Timers (back-ups & relief)

Lane timing - providing the manual back-up using stopwatches and plungers. Records the watch times for each individual lane as assigned. Under the direction of Head Timer.

Marshal - Deck (female)

Provides deck supervision in controlling access to the pool deck. Provides assistance to deck personnel; coaches; officials; and swimmers. Oversees swimmer warm-ups / cool-downs. Woman's locker room and restroom checks periodically. Oversees other areas as directed by the Meet Directors.

Marshal - Deck (male)

Provides deck supervision in controlling access to the pool deck. Provides assistance to deck personnel; coaches; officials; and swimmers. Oversees swimmer warm-ups/cool-downs. Men's locker room and rest room checks periodically. Oversees other areas as directed by the Meet Director(s).

Marshal - Facility

Provides supervision and assistance around the facility (hallways; restrooms; and spectator areas). Oversees other areas of the meet as directed by the Meet Director(s).

Marshall - Door

Supervises entry to the pool deck area during the meet sessions. Checks coaches and officials credentials and makes sure they sign in. Checks to make sure volunteers have on tag when entering the pool deck. No one permitted on deck with out correct/ current credentials or a volunteer tag on.

Marshall- Stairwell

Supervises stairwell as swimmers are entering and exiting the upstairs bleachers.

Meet area and concessions set up and tear-down

Assists with the set up and tear down of equipment before/ after the meet sessions, as well as tear down of equipment in the concessions area.

Meet area set up

Assists with the set-up of the pool and deck area prior to the meet.

Officials

Certified by USA & Indiana Swimming (technical/administrative/starter/referee). Officiates meets; including other meets around the local area. Officiates - represents the club at various championship meets by Indiana and USA Swimming.

Runner

Collects lane timer sheets and tape from the timing table as specified by the director or computer personnel. Posts heat/lane sheets for meet sessions as directed. Posts results and announcements as directed.

Please note that not every job listed will be available for every meet. This is a general list of jobs that could be needed.

Notes: