

Volunteer Job Descriptions for Home Meets

Contents

Assistant Meet Director.....	2
Volunteer Chair.....	3
Decorations Chair.....	3
Apparel Chair.....	3
Awards Chair.....	4
Hospitality Chair.....	4
Concessions Chair.....	4
Coaches, Officials, and Volunteer Check-In.....	4
Swimmer Check-in.....	5
Admissions.....	5
Concessions.....	6
Announcer.....	6
System 6 Operator.....	7
Safety Marshal Coordinator.....	7
Safety Marshal Volunteer.....	8
System 6 Trainee.....	8
Head Timer.....	8
Lane Timer.....	9
Finishing Judge.....	9
Meet Runner.....	10
Awards.....	10
Meet Set Up.....	10
Meet Clean Up.....	11

Assistant Meet Director

Reports To: Meet Director

Volunteers Needed: 2 per meet

Volunteer Credit Hours: 8

Location: On-site for the duration of the meet, assisting where needed

Preparation for Meet:

- Ensure pool rental agreement includes (for Lakeland or Milford):
 - o Pool, diving well, Hall of Fame, lower hallway (for swimmer check-in), wet classroom (for Hospitality), pool balcony, concessions room.
 - o Pool deck bleachers
 - o Tables and chairs:
 - Awards- 1 table
 - Officials/Coaches/Volunteers Check-On: 1 table and 1 chair
 - Swimmer Check-In: 2 tables
 - Hospitality- 4 tables, 24 chairs
 - Announcer- 1 table, 2 chairs
 - Official chairs- 4 chairs on pool deck
 - Concessions- 8 tables, 32 chairs
 - Admissions- 1 table, 2 chairs
- Inventory existing/ purchase necessary supplies - extra masks, Ziploc bags for mask storage, paper and printer toner (for printing Heat Sheets, "Psych Sheets", Lane Timer sheets, etc.), staples and stapler, pencils, pencil sharpener, spare batteries for microphone, etc.
- Make laminated copies of the Timer Instructions to keep them with the watches
- Inventory and label HVP clipboards and stopwatches
- Test all stopwatches
- Test the team bullhorn (backup in case of sound system issues)

“Meet Day” Job Description:

The Assistant Meet Director works with the Meet Director to run the meet.

- **MUST BE USA SWIMMING REGISTERED AND HAVE COMPLETED SAFESPORT ATHLETE PROTECTION TRAINING**
- Ensure all scheduled volunteers are present
- Greet the officials at the start of each session, take lunch orders, etc.
- Pay the officials at end of the meet
- Ensure swimmer check-in registration lists are printed and at the Check-In tables
- Ensure the Coaches, Officials, and Volunteer lists are available at the check-in table
- Ensure badges, shirts, vests, etc. are available for all volunteers as they check in.
- (if required) ensure the Heat Winner prizes are staged and ready.
- Ensure Heat Sheets are printed and delivered to the Admissions table for sale, as well as have copies in the Control Room for the officials, coaches, and Runner.
- Ensure Timer Sheets are printed and in the Control Room for the Runner.
- Ensure the Hospitality area is set up and stocked prior to the start of each session.
- Ensure the sound system is functioning, microphones have batteries, etc. (including backup bullhorn)

- Ensure the cash box(es) from Admissions and Concessions are collected at the end of each session, excess cash is removed, and they are re-stocked with change for the next session.
- At the end of the meet, collect all cash boxes and give the meet proceeds to the Treasurer.

Awards/ Volunteer Staging area (4 tables, 4 chairs) - Multi-Purpose Room

- Officials/ Volunteers Check-In (1 table + 2 chairs) - vestibule outside pool entrance
- Swimmer Check-In (1 table + 2 chairs) - lower hallway
- Hospitality (4 tables, 24 chairs) - "wet" classroom
- Announcer's table (2 tables + 2 chairs) - on pool deck in front of office
- Officials' chairs (4) - on pool deck
- Concessions (8 tables, 32 chairs for eating; +1 table for condiments, etc.)
- Admissions/ Merchandise sales (2 tables + 2 chairs) - top of stairs to balcony
- Inventory existing/ purchase necessary supplies - extra masks, paper and printer toner (for printing Heat Sheets, "Psych Sheets", Lane Timer sheets, etc.), staples and stapler, pencils, pencil sharpener, spare batteries for microphone, etc.
- Make laminated copies of the Timer Instructions to keep them with the watches
- Inventory and label HVP clipboards and stopwatches
- Test all stopwatches
- Test the team bullhorn (backup in case of sound system issues)

Volunteer Chair

Preparation Tasks (Prior to Meet Day):

- Inventory "HVP Volunteer" T-shirts and vests; launder them if necessary
- Inventory badge holders and make necessary replacement "Volunteer" badges (and spares)
- Post all job positions to the HVP website at least 2 weeks before the meet
- Print list of all volunteers and provide to the Check-In team to use for tracking their arrival
- Bring "HVP Volunteer" T-Shirts, vests, etc. to the meet before the first session

Decorations Chair

Preparation Tasks (Prior to Meet Day):

- Check inventory and make new signs as needed (locker room directions, lane # signs, participating teams etc.)
- Inventory and purchase necessary supplies - tape for hanging signs, etc.
- Purchase (if needed) theme-based decorations.

Apparel Chair

Preparation Tasks (Prior to Meet Day):

- No later than 4 weeks before the meet:
 - Inventory and determine what existing team merchandise to offer for sale at the meet
 - Work with the Board to determine if the team wants to purchase new inventory to offer for sale at the meet (special logo shirts for "special" meets, etc.) and place the orders
- Determine pricing for sale items and print signage for the Admissions and Merchandise table
- Inventory Admissions wristbands and purchase more (if needed)
 - Note: MI Swimming requires using easily visible wrist bands at Admissions

Awards Chair

Preparation Tasks (Prior to Meet Day):

- No later than 4 weeks before the meet:
 - Work with the Head Coach and Board to determine what awards will be given at the meet
 - Determine if "hot heat" awards are to be given out as well
 - Inventory existing ribbons/ trophies/ etc.
 - Place orders for any necessary awards that are not in inventory
 - Standard "IMX Invitational" awards expectations (per MI Swimming):
 - Ribbons for top 8 finishers in each event #
 - Trophies for top 3 overall (each gender/ age group): 8&U, 9-10, 11-12, 13-14, 15&U
- Ensure sufficient inventory of labels for ribbons is available for the meet
- Ensure bags are available to place each team's awards
- Pull the boxes of HVP Swimmers' folders from the Lakeland storage room and bring them to the meet before the first session starts

Hospitality Chair

Preparation Tasks (Prior to Meet Day):

- Coordinate lunch/ dinner orders and delivery for the meet officials
- Coordinate with the Hospitality Volunteers to ensure the hospitality area is set up and stocked for each session (tablecloths, utensils, napkins, fresh coffee, snacks, etc.)

Concessions Chair

Preparation Tasks (Prior to Meet Day):

- Inventory and assess condition of HVP-owned food preparation equipment (coffee makers, coolers, spatulas, tongs, etc.) and determine if additional equipment is needed for the meet based on the size of the meet and planned concessions services
- Inventory condiments and serving/ eating utensils (cups, plates, napkins, coffee creamer and sugar, coffee filters, etc.) and determine what needs to be purchased
- Assess inventory and procure - if necessary - gloves, hair nets, aluminum foil, plastic baggies, etc. needed for serving pizza, pre-packaging bagels and muffins, etc.
- Define food service plan with the Meet Director/ Assistant Meet Director
- Organize volunteers to purchase necessary food items

Coaches, Officials, and Volunteer Check-In

Reports To: Volunteer Coordinator

Volunteers Needed: 1 per session

Volunteer Credit Hours: 1

Location: Entrance Lobby

"Meet Day" Job Description:

- Arrive 15 minutes before the start of the session
- Any coach or official that is flagged with a triangle before their name can't be on

deck (this is a decision made by the Head Official; inform the Head Official if a flagged individual arrives at the meet).

- To check in each Coach/ Official:
 - Confirm the Coaches and Officials have the proper credentials and are included on the list for that session.
 - Provide each Coach/ Official with a lanyard badge
 - Remind Volunteers to return their "stuff" at the end of the session!
- To check in each Volunteer:
 - Confirm the Volunteer's name against the Volunteering Schedule
 - Provide each Volunteer with a lanyard badge and/or T-shirt/vest
 - Remind Volunteers to return their "stuff" at the end of the session!

Swimmer Check-in

Reports To: Assistant Meet Director

Volunteers Needed: 2 per session

Volunteer Credit Hours: 1

Location: Outside Locker Rooms

"Meet Day" Job Description:

This position is responsible for making sure only registered swimmers enter the meet

- Arrive 15 minutes before the start of the session
- Set up the Check-In table and hang "Swimmer Check In" signs (1st session of meet)
- Hang Check-in Sheets on the wall in the main hallway outside the locker rooms
- Hang "Deck Entries Here" sign and have a copy of the meet program available
- Provide any deck entries to the Meet Director for entry into the system
- Ensure Sharpies and highlighters are available at the Check-In tables
- To check each swimmer in:
 - Confirm the events he/ she is registered for against the registration list
 - If the swimmer is dropping any events, cross them out on the registration list
 - Highlight all confirmed entries for each swimmer

Admissions

Reports To: Assistant Meet Director

Volunteers Needed: 1 per session

Volunteer Credit Hours: 4

Location: Gallery Entrance

"Meet Day" Job Description:

- No experience necessary and good for parents who have a child to watch
- Collect admissions fees for each spectator
- Give each spectator a wristband
- Sell Heat Sheets at the start of each session

- Return the cash box and attendance records to the Assistant Meet Director at the end of each session

Concessions

Reports To: Concession Chair

Volunteers Needed: 1 per session

Volunteer Credit Hours: 4

Location: Concession Area

“Meet Day” Job Description:

- No experience necessary- good for parents who have a child to watch; rotate duties with the other Helpers so that you can step out to watch your child swim
- Stock the concessions area prior to each session (carrying cases of drinks, food, etc. from the parking lot to the concessions area, etc.)
- Serve food/ packaged snacks, drinks, etc.
- Collect and safeguard money from concessions sales

Announcer

Reports To: Assistant Meet Director

Volunteers Needed: 1 per session

Volunteer Credit Hours: 3

Location: Pool Deck

“Meet Day” Job Description:

This position is responsible for keeping the spectators informed of what's happening in the pool, as well as communicating important administrative or safety announcements.

No experience necessary - this can be a lot of fun...let your inner "radio announcer" voice out!

- Arrive 15 minutes before the start of the session
- Announce the start of the meet session, when "Heat Sheets" are printed and ready for sale at the Admissions table, read the "Welcome and Safety" script, and - if it is the first session of the day - play the National Anthem immediately afterwards.
- During the meet:
 - o (official will blow 3 short whistles)
 - Announce the name of the event, the event #, and heat #
 - o (official will blow 1 long whistle)
 - Once the starting horn goes off, announce the names of each swimmer in that heat.

System 6 Operator

Reports To: Meet Director

Volunteers Needed: 1 per session

Volunteer Credit Hours: 4

Location: Control Room

“Meet Day” Job Description:

The System 6 Operator runs the touchpad computer.

- Easy system to learn, but it is recommended working at least one session as a trainee first.
- At the beginning of each race turn off any empty lanes.
- At the end of each race, touch “Store/Print”, and then either “Next Heat” or “Next Event”.
- Record each race number on a heat sheet for every heat.
- If the computer doesn’t start or if any alerts come up on the screen, alert the AO.
- Compare times from the timing console (results of the timing pads) to the Timer Sheets and "pickle button" (backup timing button at each lane in case of a "bad touch" at the wall).
- Records final event times for each swimmer in the timing system so the On Deck software can broadcast meet results.
- Prints awards labels and gives them to the Awards volunteer.

Safety Marshal Coordinator

Reports To: Assistant Meet Director

Volunteers Needed: 2 per session

Volunteer Credit Hours: 4

Location: Pool Deck

“Meet Day” Job Description:

- Organizes the Safety Marshals to ensure all meet sessions are covered (one male, one female needed to conduct locker room "sweeps")
- You must wear bright yellow vests with ID badges for easy identification
- Monitors the pool deck (only allowing authorized personnel on the deck), the bathrooms and the hallway to ensure the safety of the swimmers.
- Monitor the pool area during warmups for safety.
- Clear lanes for sprint warmups when directed by the Assistant Meet Director.
- Monitor the locker rooms/ bathrooms for improper conduct and unauthorized visitors.

Safety Marshal Volunteer

Reports To: Safety Marshal Coordinator

Volunteers Needed: 2 per session (one male and one female)

Volunteer Credit Hours: 4

Location: Pool Deck

“Meet Day” Job Description:

- No experience necessary, but it helps to be able to have a stern demeanor when needed!
- One male, one female needed to conduct locker room "sweeps"
- You must wear bright yellow vests with ID badges for easy identification

- Monitor the pool deck (only allowing authorized personnel on the deck), the bathrooms and the hallway to ensure safety of the swimmers.
- Monitor the pool area during warmups for safety.
- Clear lanes for sprint warmups when directed by the Assistant Meet Director.
- Monitor the locker rooms/ bathrooms for improper conduct and unauthorized visitors.

System 6 Trainee

Reports To: System 6 Operator

Volunteers Needed: 1 per session

Volunteer Credit Hours: 4

Location: Control Room

“Meet Day” Job Description:

Optional position- good opportunity for someone to be trained on the computer system with supervision.

- Organizes Timer Sheets, Award Stickers printing, etc.

Head Timer

Reports To: Assistant Meet Director

Volunteers Needed: 1 per session

Volunteer Credit Hours: 3

Location: Pool Deck

“Meet Day” Job Description:

Pre-Session:

- Ensure all necessary stopwatches are available and functioning (stopwatches are owned by HVP and are kept in one of the 'meet supplies' bins); replace batteries, etc. as needed to ensure 18 stopwatches (16 for lane timers + 2 backups) are available.
- Hold a timer meeting with the Deck Official 15 minutes before the first event.
- Confirm all Timers understand the Lane Timer Instructions; review as required.
- Provide stopwatches to all Timers and conduct a stopwatch test:
 - o Give a start signal, wait 20-40 sec, then give a stop signal with your hand
 - o All watch times should be within 0.2 sec; if there is a discrepancy, determine if it is an issue with the watch or the timer (trade watches and repeat the test)
 - o Make adjustments as necessary (new Timer/ new watch) to ensure fairness to all swimmers.

During Session:

- Escalate issues with the performance of any Timer to the Assistant Meet Director if required to ensure accurate times are captured for every heat.
- Act as a backup Timer in case a Timer needs a break or has a watch issue; start your stopwatch at the start of each heat, and - if a Timer raises their hand to alert you of an issue, walk to that lane and trade watches with the Timer.

Lane Timer

Reports To: Head Timer

Volunteers Needed: 16 per session

Volunteer Credit Hours: 3

Location: Pool Deck

“Meet Day” Job Description:

- No experience necessary.
- Participate in the Timer Meeting 15 minutes before the start of the session.
- 2 timers per lane

Finishing Judge

Reports To: Assistant Meet Director

Volunteers Needed: 1 per session.

Volunteer Credit Hours: 3

Location: Pool Deck

“Meet Day” Job Description:

- The Finishing Judge is the officials’ backup in case of close finishes.
- No experience necessary, but it is helpful to have a working knowledge of swim meet structure prior to volunteering for this role.
- Arrive 15 minutes before the start of the session.
- Monitor all lanes for each event to visually determine the order in which swimmers finish, write swimmers’ finish on the Heat Sheet for each heat.

Meet Runner

Reports To: Assistant Meet Director

Volunteers Needed: 1 per session.

Volunteer Credit Hours: 3

Location: Pool Deck

“Meet Day” Job Description:

Pre-session:

- Arrive 30 min before the start of the session.
- Hang Heat Sheets around pool deck (if applicable)
- Ensure clipboards, pencils, and lane Timer Sheets are prepared for the session.
- Hang HVP team banner and sponsors’ banners.
- Hang Lane # signs behind the blocks (marshaling areas at each lane)
- Hang USA Swimming COVID signs on entry- and locker room doors.

During the session:

- Collect Timer Sheets from the timer in each lane after the end of each event.
- Deliver Timer Sheets to the official in the control room.
- Deliver Timer Sheets to the Assistant Meet Director at the end of the session.

Awards

Reports To: Awards Chair

Volunteers Needed: 1 per session

Volunteer Credit Hours: 2

Location: Pool Deck (preferably off-deck TBD)

“Meet Day” Job Description:

- Arrive 15 min before the start of the session to organize ribbons, trophies, etc. needed for the session (Awards Chair must ensure ribbons, trophies, etc. are ordered and delivered to the meet)
- Ensure the boxes of HVP swimmers' folders are brought to the Awards area.
- Place winner labels on ribbons for each event (Meet Runner brings sheets of awards labels to the Awards team throughout the meet as they are printed)
- Place Penguins' ribbons in their individual folders.
- Place visiting teams' ribbons/ trophies in boxes/ bags for their coaches to pick up at the end of each session.

Meet Set Up

Reports To: Decorations Coordinator

Volunteers Needed: 4 per meet

Volunteer Credit Hours: 1

Location: Pool Deck

Job Description:

- Hang team signs to denote seating assignments.
- Hang themed-based decorations as needed.
- Place trash cans in the Hospitality (1), Pool Deck (4-6) and Concessions (2) areas.
- Set up the announcer's table + 2 chairs (1st session of each day)
- Place buckets at each lane for timers' waters.
- Ensure lap counters are behind each lane (if the session includes a 500 free)
- Hang backstroke flags (if required - for 25m Long Course meets)
- Hang "Welcome" signs, locker room signs, etc. as provided by the Meet Director
- Help pool staff install timing pads on each lane (1st session of each day)

Meet Clean Up

Reports To: Meet Director

Volunteers Needed: 4 per meet

Volunteer Credit Hours: 1

Location: Pool Deck

Job Description:

- Make it look like a meet never happened!
 - Remove chairs from deck and stack on carts (after last meet session)
 - Remove tables from pool deck and stack in the wet classroom
 - Put away any tables/ chairs used for Admissions, Check-In, or Awards
 - Help pool staff remove and store timing pads (after the last session of each day)
 - Police trash around the pool deck, locker rooms (if open), and Gallery
 - Take any items left behind to Lost & Found
- Wipe down mask buckets with disinfectant wipes and put them away.
- Take down and put away the HVP team banner and sponsor(s)' banner(s)
- Take down and put away any HVP signs (lane #s, decorations, locker room signs, team signs, etc.)