

### **Volunteer Check-In / Hospitality / Awards Job Description**

These three jobs are all based out of the area near the entrance of the Natatorium. The people who sign up for these positions usually move around between all three jobs during the session. They are supervised by the Meet Director (yellow vest).

There is a volunteer check-in table near the pool entrance. This table needs to have a person present before warm-ups begin for each session to welcome families, answer questions, and check in volunteers on the sign in sheet. When job positions are filled on the spot, make sure to legibly document the person's name in the correct empty line on the sign in sheet. If TSA is selling merchandise such as caps and goggles, this person will also handle those sales on the iPad.

The Hospitality Room is the conference room just to the right of the pool entrance. This is an area for coaches and officials to store their gear, take a break, have a meal or snack, and have meetings. If you are working in this room; keep the drinks and ice stocked, fill (but don't overfill) the snacks, and keep the table clean and organized. The Meet Director has the key to the room with the ice machine. If there is food from meals left over, use the storage containers or bags in the bins below the tables to put food away. There is a refrigerator in the TSA office to store leftovers. Sometimes people who aren't officials or coaches will come into the Hospitality Room, but this is not allowed. If you have trouble with this, ask the Meet Director for help.

There is a wheeled Hospitality Cart in the Hospitality Room that should be stocked with snacks and drinks. Starting about 30 minutes after the beginning of the meet, and about every 30 minutes after, run the wheeled cart around the pool perimeter and offer a drink and snacks to the Timers, Meet Marshals, Medical Personnel, Officials, and Coaches. The most important people to offer this to are the Timers, Meet Marshals, and Medical Personnel since they do not have access to the Hospitality Room. Swimmers will often ask for a snack or drink, but that is not the purpose of the Hospitality Cart.

The Meet Director should have made sure a receptacle of snacks and a cooler of drinks were available prior to the meet in the control room. Before you finish your session, make sure these are stocked for the next session.

There is an Awards Table in the back of the Hospitality Room. Prior to the meet the Meet Director should have set out all of the awards, printed directions for the awards, and made an Award Bag for each team represented. The Runner will periodically deliver printed awards labels that will need to be put on the correct award / ribbon and placed in the correct team Award Bag. Coaches wait for their awards after the meet is over, so keeping up with this job is important. If you notice award labels have not been delivered for a while, notify the Meet Director so he/she can talk to the Administrative Official.