



YNS Meet Volunteering Overview

Why Volunteer at YNS Home Meets?



- Support your swimmer and the team as a whole
- Get to know other parents and help build a strong, inclusive team culture
- Gain better understanding/appreciation for competitive swimming
- YNS home meets are critical to the development and growth of the team...and we cannot host meets without you!
 - All YNS swimmers can participate at our home meets - not always the case for “away” meets
 - Provide an important revenue stream that funds team operations - i.e., reduces reliance on tuition and fees paid by families



Summary Table of Meet Jobs (Updated Jan 2024)

Job	# of Positions	Arrival Time	Duration	Location	Description
Parking Monitors	1 or 2 Only needed for certain sessions	30 minutes before warm-up	60-90 min	Parking Lot	Help direct attendees to offsite parking
Swimmer Arrival	1	30 minutes before warm-up	60-90 min	Lobby Outside Locker Room	Direct arriving swimmers and spectators as they arrive at the facility before the meet starts
Safety Monitors	3-5	At Warm-Up Start	2-4 hours	Bleachers, On Deck, Fitness Floor	- Ensure swimmers and spectators are adhering to USA Swimming and facility rules and policies - Relatively passive job
Head Timer/Runner	1	1 hour before session start	2-4 hours	On Deck	Run timer's meeting before meet starts; collecting timing sheets after each event; liaison between officials and timers
Hospitality	1	1 hour before session start	2-4 hours	Lobby & On-Deck	Ensure hospitality room is organized and stocked for officials/coaches; periodically deliver drinks to on-deck staff
Lane Timers	8 or 16 Depending on Meet/Session	30 minutes before session start	2-4 hours	On Deck	Run stopwatch and record times for swimmers in your assigned lined
Back-Up Timers	1 or 2	30 minutes before session start	2-4 hours	On Deck	Run back-up stopwatches to support lane timers
Livestream Announcer	1	15 minutes before session start	2-4 hours	On Deck (office)	Live out your dreams of broadcasting live sports while sitting in an air-conditioned office, poolside
Awards Heat winner prizes, Ribbons	Up to 3 Only needed for certain meets	15 minute before session start	2-4 hours	On Deck, Café Area	Hand out and organize awards
Clean Up	Up to 3	30 minutes before session end	30-45 min	Various	Help collect trash, put away meet equipment after sessions/meet
Floater/On Call	As needed	1 hour before session start	2-4 hours	Lobby, On Deck	Fill in gaps as they arise during the meet

- Meet-specific information & sign-up link will be provided ~2 weeks prior to the meet
- Volunteering should not prevent you from watching your child swim!
 - For jobs based outside of the pool area, every effort will be made to ensure coverage of your assigned job during your child's race(s), upon request



Meet Job Sign Up

- All YNS hosted meets will take place at the Sterling YMCA (Beverly)
- YNS hosted meets can range from one to three days in length
- Each meet day is usually split into multiple sessions based on age group (*i.e.*, 13 & over, 12 & under)
- Job sign up is based on individual sessions
- Guidelines for job sign-up:
 - If your child is swimming, you are **required** to work a meet job
 - Individual circumstances will always be considered – please communicate if you are unable to work at a meet
 - The team reserves the right to scratch a swimmer from the meet if their parent/guardian does not sign-up for a job AND does not communicate



Volunteer Sign Up Example

Oct 30 2021	2021 YNS Sharks Spooktacular Oct 30, 2021 - Oct 31, 2021 Event Category: USA Meet	Email Event Edit Commitment Job Signup
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+ Signup X Remove Signup	
Job Name/Notes	Time Periods Signup
S01 Sat Morning 11&O: Test Job #1	10/30/2021 07:00:00 AM - 10/30/2021 11:00:00 AM(4.00 Hrs.) 1 ☐ -----
S02 Sat Afternoon 10&U: Test Job #2	10/30/2021 12:30:00 PM - 10/30/2021 03:30:00 PM(3.00 Hrs.) 1 ☐ ----- 2 ☐ -----
S03 Sun Morning 11&O: Test Job #3	10/31/2021 07:00:00 AM - 10/31/2021 11:00:00 AM(4.00 Hrs.) 1 ☐ ----- 2 ☐ -----
S04 Sun Afternoon10&U: Test Job #4	10/31/2021 12:30:00 PM - 10/31/2021 03:30:00 PM(3.00 Hrs.) 1 ☐ -----
+ Signup X Remove Signup	



+ Signup X Remove Signup	
Job Name/Notes	Time Periods Signup
S01 Sat Morning 11&O: Test Job #1	10/30/2021 07:00:00 AM - 10/30/2021 11:00:00 AM(4.00 Hrs.) 1 <u>Athanas, Arthur</u>
S02 Sat Afternoon 10&U: Test Job #2	10/30/2021 12:30:00 PM - 10/30/2021 03:30:00 PM(3.00 Hrs.) 1 ☐ <u>Dwyer, Greg.((617-308-2139))</u> 2 ☐ -----
S03 Sun Morning 11&O: Test Job #3	10/31/2021 07:00:00 AM - 10/31/2021 11:00:00 AM(4.00 Hrs.) 1 ☐ ----- 2 ☐ -----
S04 Sun Afternoon10&U: Test Job #4	10/31/2021 12:30:00 PM - 10/31/2021 03:30:00 PM(3.00 Hrs.) 1 <u>Laudati, David ((xxx-xxx-xxxx))</u>
+ Signup X Remove Signup	

1) Click on green “Job Signup” for meet on Team Events page

2) Select job you are interested in

- Take note of session, date, and time of your job

3) Click “Signup”

- Enter contact phone or email when prompted

4) All Set!



Meet Operations Volunteers



Officiating

- Enforce rules related to stroke technique, starts, and turns
- Training/certification is required through New England Swimming
- Contact David Siedzik (davidsiedzik@gmail.com) if interested

Timer/Scorers Table

- Organize and record results of meet
- Operate and troubleshoot electronic timing system
- Training is required through team administration
- Contact Brian Chemel (bchemel@gmail.com) if interested

Timing Job Descriptions

Head Timer/Runner

- Organize activities related to timing and run the pre-session timer's meeting
- Act as on-deck intermediary between officials and lane timers, as needed
- Collect and collate event sheets once they are complete and deliver them to timing table
- Post event results, as needed
- Other miscellaneous jobs on-deck, as needed

Lane Timers

- One per lane on deck throughout session
 - May have two shifts for longer sessions
- Time and record for each heat in all events in session

Back-Up Timer(s)

- Start watch(es) at event start
- Swap watches with lane timer in the event they fail to start their watch



Timing Equipment and Lane Timer Operations

**Stopwatch
(all timers)**



- Lane timers & back-up timers start watch w/ each event
- Lane timers stop when swimmer visibly touches wall
- Reset watch between events
- Lane timer will be given 2 watches so they can alternate heats

**Plunger
(1 timer per lane)**



- One per lane; directly connected to electronic timing system – timer does not need to press at the start!
- Timer will press when swimmer visibly touches the wall

**Timing Sheets
(1 timer per lane)**

Timer Sheet									
Event 24 Men's 200 Meter Butterfly Finals								Soft Touch?	
Lane 5	Heat 1	Banner, Bruce A. 33	FX3-WI	NT	_____	_____	_____	_____	☐
Lane 5	Heat 2	Duck, Donald D. 26	SEA-WI	1:52.09	_____	_____	_____	_____	☐
Lane 5	Heat 3	Kent, Clark 30	WEST-WI	1:52.03	_____	_____	_____	_____	☐
Lane 5	Heat 4	Curry, Arthur A. 29	FX3-WI	1:51.51	_____	_____	_____	_____	☐

Example Timer Sheet

- Lane timer will record times of both timers on timing sheet
- See next slide for more info

Timing Sheet Example

- Check swimmers in before race
- Communicate to official if you have a swimmer missing or in the wrong lane
- Mark “NS” if swimmer does not show-up for heat
- Stopwatch time should be recorded after each heat
- Record time to the hundredth of a second (e.g., 1:50.89)
- Check “Soft Touch” if swimmer does not strike touch pad effectively
- Runner will collect timer sheets once they are complete

Timer Sheet

Event 24 Men's 200 Meter Butterfly Finals								Soft Touch?
Lane 5	Heat 1	Banner, Bruce A 33	PX3-WI	NT	_____	_____	_____	☐
Lane 5	Heat 2	Duck, Donald D 26	SEA-WI	1:52.09	_____	_____	_____	☐
Lane 5	Heat 3	Kent, Clark 30	WEST-WI	1:52.03	_____	_____	_____	☐
Lane 5	Heat 4	Curry, Arthur A 29	PX3-WI	1:51.51	_____	_____	_____	☐

Example Timer Sheet



Questions?

Contact your site lead coach and/or members of the PAC



Thank you for volunteering...and GO SHARKS!

