

LHY Meet Volunteer Instructions (Head Timer, Timer, Marshaller)

Head Timer

The Head Timer's job is to ensure all LHY volunteers (Timers and Marshallers) fulfill their responsibilities and email the volunteer coordinator after the meet so we can track everyone's hours. You are not responsible for tracking any Officials from the team. They have their own tracking system.

- Make sure your **cell number** is accessible on the job sign up so people can reach you with any changes.
- All volunteers should also list their cell numbers on the job sign up. If their number is not there then use the "**member search**" on the team website to contact them to get the cell number of the person who will be volunteering. **Print off the volunteer list from the job sign up the day before the session.**
- At the very start of the session (once athletes go inside the building), find the volunteers either in person or by text to confirm they are here and ask all timers (including 2nd shift) to **go to the timers meeting.**
- *Remind any 2nd shift timers to be at the back of the blocks at the changeover time and make sure they are relieving an LHY timer and not another team.*
- Once the parents are able to enter the building, attend the timers meeting and confirm with the host team that LHY timers are here.
- Timing lane assignments are usually available on the team website under the event. You can have it ahead of time but most host teams will tell you which lanes our team is responsible for.
- On occasion some meets do not allow parents to come in during setup. They do allow volunteers in earlier sometimes. Let the door staff know you are a volunteer and they will let you know when you can come in. If admission is charged, they usually do not charge volunteers but those names are submitted in advance in those instances. If you have taken someone's shift at the last minute and they ask for a name, give them the name of the person you took over for.
- The host team head timer does not have our timers names. It is the LHY head timer's job to make sure the "4 timing spots" are filled for the entire session. We make shifts because the sessions can get very long. Some teams do not do this, its team specific based on their volunteer availability.
- I know this reads like a lot of information but you should be done head timing by the end of warm up once you confirm everyone is here and attend the timers meeting.
- **If any timers do not show up for any reason, note who did not show, find another team parent to fill that spot and add them to your "volunteer list" for the day and report the changes.**
- **On the rare occasion you do not find another timer then please time the missing shift and let the volunteer coordinator know so your hours can be adjusted to reflect the additional commitment.**
- Stopwatches are usually provided by the host team.

Timer

- Make sure to **list the cell number of the person who is timing on the job sign up**
- Text the head timer if they have not already contacted you to let them know you are ready to volunteer.
- On occasion some meets do not allow parents to come in during setup. They do allow volunteers in earlier sometimes. Let the door staff know you are a volunteer and they will let you know when you can come in. If admission is charged, they usually do not charge volunteers but those names are submitted in advance in those instances. If you have taken someone's shift at the last minute and they ask for a name, give them the name of the person you took over for.
- Attend the timers meeting on deck during the warm ups even if you are timing a later shift. How to time instructions will be given at the timers meeting.
- **If you are second shift timer, set an alarm on your phone** so you don't lose track of time. Confirm you are relieving an LHY timer and not taking over for another team's volunteer and leaving someone stranded.
- **Go to the bathroom before you start your shift.** If you need to use the bathroom during your timing shift, ask a backup timer to take your place for a short while. You are not a prisoner but don't abuse this to go take a rest or eat.

Marshaller

- Not all meets have marshalls, only the ones where the team does not sit on the pool deck so the coaches cannot monitor the swimmers.
- **As a marshaller you should enter as soon as the swimmers do.** Let the security know you are marshaling and a team watcher and you are supposed to be in the gym with the athletes in case of emergency.
- Ensure our swimmers are behaving appropriately and cleaning up after themselves.
- Get a copy of the heat sheet right before the session from the host team marshaller or ask at the timing table.
- **Bring a highlighter and pen with you.** Highlight all the LHY swimmers in every heat.
- Precall the LHY swimmers to the general marshaling area a few heats before their event. By pre-finding everyone it ensures none of our swimmers miss a race because they couldn't hear an announcement or were not paying attention.
- They do not have marshalls for 13 and over meets so you are training our kids to be responsible for themselves in the future.
- **Please do not sign up to marshal to helicopter your child and spend all the time with them. You are there for the entire team ;)**
- We always assign 2 marshalls so you can take breaks to watch your kid's races, bathroom, etc. Please at least one of you try to stay in the gym unless both your kids are swimming in the same heat then it's okay, please return as soon as you can to the gym.
- At the end of the session, parents appreciate it if you take any leftover items from the team area back with you to find its owner. At the end of the sessions most things get thrown in the garbage at the end of the night.