

STAR Meet Volunteer Job Description

Admissions

- Two adult volunteers collect admissions fees, stamp hands/issue wristbands and sell programs. Prepare documentation of cash in and out.
- Admissions volunteers cannot be members of the same family
- 18 & over, good mental math skills
- Volunteer must never be alone at the table as money is being exchanged.

JOB START TIME: Report to training room 15 minutes prior to start of warm-up to prepare cash box and programs to sell, be in position upstairs and ready when security guard opens bleacher doors at the start of warm-up

- PLEASE BE ON TIME FOR THIS JOB AS THE LINE UP ON THE STAIRS GETS CRAZY QUICKLY. The security guard opens doors for the START of warm ups.

JOB END TIME: about 2 hours into the meet -- 3.5 hours total

UPON ARRIVAL / 15 minutes prior to start of warm-up:

- 1) When you arrive, please see Coach TJ, Phil Aronica or Jeff Hewett for the key to get the admissions cash box out of the safe.
- 2) In the training room, count the cash start up with your partner and fill out the Cash Settlement sheet that should already be in the box. (More copies are in the Green Admissions Rubbermaid tub in the meet cabinet)
- 3) Grab this green bucket and bring with you upstairs. This tub has the wristbands, stamps and ink and all of the pricing sheets and WIFI passwords to display on the table. Make sure to select a different stamp and colour of ink print for each session.
- 4) Meet programs/heat sheets: If the meet is pre-seeded, heat sheets will already be printed for you to take up. If it is not pre-seeded, the runner will photocopy these sheets and will run them up to you as needed.

OPEN ADMISSIONS / at start of warm-up:

- 1) Depending on the meet, you will be collecting money and either giving a STAMP for a session day pass or wristbands for all sessions (these wristbands can be put around purses/wallets if they don't want to wear them but they MUST have them somewhere already connected)
 - You can use the little bracelet tabs to keep count of bracelets sold at end of session to fill in the Cash settlement sheet more accurately.
- 2) Keep count of the number of Heat Sheets you start with as well as additional that are brought up.

CLOSE ADMISSIONS TABLE / approx 2 hours into session

- 1) Approximately 2 hours into the session, admissions table can close. Volunteers will then proceed to the training room to prepare the deposit, fill in the cash settlement sheet and prepare the cashbox for the next session.
- 2) Document # of wristbands, # of heat sheets sold and # of day admission.
- 3) Connect with the Admissions Coordinator or Jeff Hewett to have the cashbox and deposit returned to the safe.

ADMISSION COORDINATOR DUTIES

- Prior to first session of meet: prepare cashbox with change and documentation, prepare signage for table (admission cost, wifi password)
- During the meet: maintain contact with Admissions volunteers to ensure deposits are stored in the safe appropriately
- At the end of the meet: prepare summary sheet and deposit, connect with Treasurer to transfer cash to bank.

FOR REFERENCE ----- PRICING per meet

- SUPER STAR SERIES 1-3 – \$2 admission / \$1 Heat Sheets
- CAN AM – \$2 admission / \$1 Heat Sheets
- December Invite – \$20 All Sessions Wristbands OR \$5 prelims session, \$3 finals session / \$1 heat sheets (do not charge for extra heat sheet if parent has children in both pools)
- January Winter Challenge – \$2 admission / \$1 Heat Sheets
- March Speedos – \$20 all session pass OR \$5 prelims session, \$3 final session (All pricing includes heat sheets for the weekend)
- June Kickoff – \$2 admission / \$1 Heat Sheets
- Late June – \$2 admission / \$1 Heat Sheets
- Niagara Championships – NO ADMISSION COSTS \$5 prelim heat sheets, \$2 Finals Heat Sheets
- Senior Zones – \$20 all sessions pass OR \$5 admission prelim / \$3 admission finals