

STAR Meet Volunteer Job Description

Awards

- One volunteer will obtain printed sheets of labels, affix to awards and sort by team.
- Age 14 & over
- This job may be combined with Runner/Results Poster, depending on the size of the meet.

JOB START TIME: 30 minutes or more after the start of the session. Report to the Training Room.

JOB END TIME: 15 minutes after the end of the session/meet, or once all awards are prepared.

DESCRIPTION:

- 1) Award ribbons are stored in a box in the meet storage cabinet. Coordinators may already have them out in the training room from the session before.
- 2) Spread the ribbons out on the table in the training room and put them in piles in order from 1-8 (or whatever # of awards they are giving out). Specific award information for each meet can be found on the meet information sheet.
- 3) Periodically pick up the award labels from the greenhouse and place the sticker on the back of the coordinating place ribbon. -For example, first place winner label goes on back of first place ribbon. -Second place winner label goes on second place ribbon and so on.
- 4) There will be envelopes or paper bags with names of all participating teams in the meet. (ex. STAR, Titans, Velocity, etc) When that team wins a ribbon, put the ribbon inside the correct TEAM envelope.
- 5) At the end of the meet, a representative from each team will come to collect their envelopes with their winning ribbons.
- 6) This job's responsibilities start slowly upon arrival; the last hour of the last session of the meet is most stressful. Coaches will want their awards ready promptly so they can go home.

END OF MEET RESPONSIBILITIES: When you have finished labeling all awards, please put the box of ribbons back in the cabinet.