

STAR Meet Volunteer Job Description

Check In Table

- Two adult volunteers 18+
 - ◆ Recommended to be from different families so you can take turns watching your swimmer's events
- Responsible for checking in coaches and volunteers, maintaining safe hallway and troubleshooting as necessary

JOB START TIME: 15 minutes prior to the start of warmup

- It is critical to be on time for your shift as many of the coaches show up earlier than warm up time to be on deck and need wristbands to enter the pool.

JOB END TIME: end of the session, after the deck is clear of athletes and volunteers

DESCRIPTION:

- 1) SET-UP: Grab the blue Check In Table bucket from the training room. You will find everything you need for the job inside the bucket.
 - a) Post the laminated signs on the doors entering the hallway for the change rooms telling parents only SWIMMERS, volunteers and officials should be in the hallway.
 - b) Post the STAR volunteer sign up list on the wall. Make golf pencils available on the table for volunteers to initial next to their name.
 - c) Lay the colored masking tape to direct visiting swimmers to the locker rooms and coaches to the training room.
 - d) Unravel the STAR volunteer tags.
 - e) Ask Leo or the referee where the officials will be meeting (across the hall or up in the mini gym usually)
 - f) Obtain ~50 copies of program for coaches to take
- 2) As swimmers, coaches and volunteers come down the hall:
 - a) Most swimmers know where the locker rooms are and how to access the pool. You may need to provide directions if they're confused.
 - b) Adults: it is CRUCIAL that only coaches and volunteers are allowed past the double doors and into the pool area.
 - i) Check the temperature of every adult.
 - ii) STAR Volunteers: after temperature, provide a volunteer lanyard and direct them to initial next to their name on the sign up list on the wall.
 - iii) Officials (usually wearing white polo over blue pants): they will show you credentials. Take temperature and provide a wristband (white with red stars). Tell them where the officials are meeting.

- iv) Coaches: must show you credentials (usually on their phones). Look for everything to be green. Yellow is OK (close to expiring but still valid). Red = cannot enter deck. Leo can help if discrepancies. Take temperature, provide wristband (white with red stars). Provide programs for each team. Direct coaches through training room into pool area.
- 3) The volunteer list is for all of our STAR volunteers to sign in.
 - a) Sometimes there is a separate volunteer sign in list for the VISITING TEAM TIMERS. When you sign them in, please give them a volunteer/staff lanyard.
 - 4) Wristbands -- for multi-day meets, some coaches prefer a fresh wristband each day -- that's OK.
 - 5) Once the meet starts, please monitor the hallways for safety. Athletes must not run in the hallway.
 - 6) Toughest part of the job: You must enforce the rule that only athletes, coaches and volunteers are permitted past the Check In Table. No parents are allowed past the check in table area. They may come in to ask you questions but they must remain outside the doors in the hallway after that. :) Some may ask you to call in to change rooms for their children. You can direct parents to take their little ones to get changed in the bathrooms in the front hallway but **NO PARENTS ARE ALLOWED IN CHANGEROOMS** as per USA SWIMMING SAFESPORT RULES. Parents can contact their coach's cell phone if they want their child to be walked through the coaches/training room or offer yourself to walk them through the training room volunteer area to find their coach. No gathering in front of the locker rooms during or after meets.
 - 7) ECC GYM MEMBERS -- this is tricky. You may encounter ECC faculty or students coming in to use the gym facilities. They do use the locker rooms. You will need to ask adults if they are gym members, kindly ask for them to show their ECC ID if necessary. (usually identifiable by their gymbags)
 - 8) Please write down any additions or switches that occur on the volunteer shift (in case people don't show up).
 - 9) Some meets have distance events (500, 1000, mile) that require swimmers to provide their own timers (usually their parent). The parent should check in with you -- provide them with a STAR volunteer lanyard and show them how to get out on deck through the training room.
 - 10) As the session ends, volunteers will come out through the training room and hand you their lanyards. Wrap them up and put them back in the box.
 - 11) Check In table shift ends when all the volunteers have left the pool deck. At end of shift, please put the volunteer list and all of the check in table lanyards and wristbands back into the bucket and put in training room on filing cabinets.