

# Volunteering at STAR-hosted swim meets



# Meet Directors & Volunteer Coordinator

Coach Phil Aronica is our Meet Director. He makes the meets happen.

Jeff Hewett is Phil's assistant. Jeff keeps things running smoothly on meet day so Coach Phil can give all his attention to his athletes.



Megan Hewett is the Volunteer Coordinator. She maintains the sign-up process for volunteering at meets.



Jeff

Coach Phil

# Why volunteer?

## We need you.

Meets cannot run without volunteers. We need “all hands on deck” to provide a safe and fun space for our athletes to compete. Sharing the work reduces stress and helps the meet run much more efficiently.

## Be involved.

- ★ Excellent way be a part of your child’s swim experience and invested in their passion.
- ★ Learn more about the sport.
- ★ Meet other STAR parents -- we are a fun group!

## Save money.

As an incentive, STAR offers the opportunity to significantly decrease the cost of your swimmer’s yearly dues.

# Who can volunteer?

- ★ Parents, siblings, extended family members, friends... anyone who loves your swimmer! Multiple volunteers from the same family can earn credit.
- ★ Some jobs have age requirements or need certifications but for most positions, no swimming knowledge required! We will train you.
- ★ We are happy to sign volunteer forms for school service hours.
- ★ All jobs are arranged so you'll be able to watch your child's events.
  - Timers and marshalls have the best seats in the house!
  - Admissions, Check In Table, Hospitality -- you'll have a partner. Grab a meet program and make a plan so you both see your swimmer's events!

# Volunteer positions

## **ENTRY-LEVEL**

Lane Timer

Deck Marshall

Bell Ringer

Hospitality help

Admissions

## **SOME EXPERIENCE HELPFUL**

Check-In Table

Head Timer

Clerk of Course

Livestream Announcer

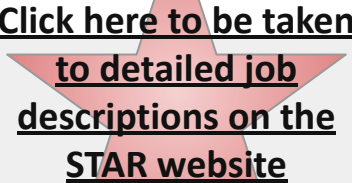
Livestream Camera

## **ADVANCED TRAINING/SKILLS**

Official / Referee / Starter

Assistant Meet Director

Greenhouse (timing system computer operators)



[Click here to be taken  
to detailed job  
descriptions on the  
STAR website](#)

## Per-family limits vary by meet type.

- ★ Championship meets are generally unlimited (and have higher point values!). These meets have multiple sessions and Friday mornings, so we need all the help we can get.
- ★ Single-session and smaller meets are usually limited to one volunteer per family at first. Signup is opened again to fill remaining spots once all families have had a chance.
- ★ Limit does not apply to officials or greenhouse, since certification is required of their positions.
- ★ We want YOU to be an official! Training and support is provided by Leo and Lynda. No swim knowledge necessary!

# Signing up to volunteer

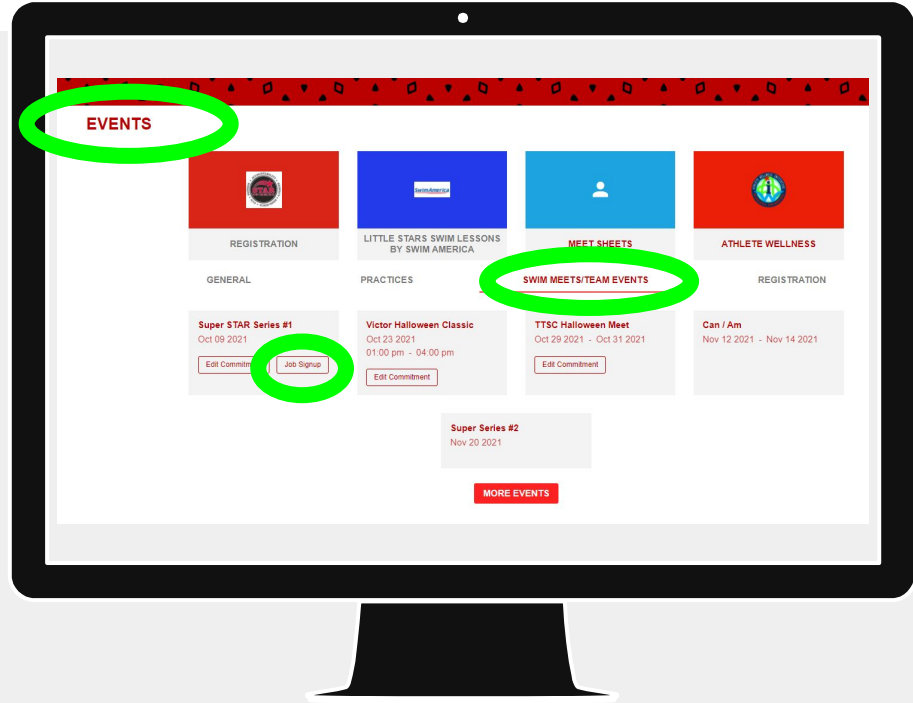
- ★ Two weeks prior to the meet, an email announcing the date and time that signup will open on the website, usually on a Sunday night at 7 p.m.
- ★ All shifts are initially scheduled for the longest potential amount of time we could need you (ie 4 hour session).
- ★ “First round” of signups is limited to provide all families a chance.
- ★ “Second round” opens Sunday night before the meet. Limit is removed and what’s left is up for grabs.
- ★ Signup system closes on the Wednesday night before the meet.
- ★ You will receive an email on Thursday before the meet with more accurate shift end times, last minute details, etc.

# STAR website

Starswimming.org

*Make sure you are logged in*

- ★ Scroll to EVENTS at the bottom
- ★ Click on Swim Meets/Team Events
- ★ Click on Job Sign-up





- ★ Find available jobs, job description and time commitment
- ★ Check the box and select Sign-up
- ★ If someone other than the parent listed will be the volunteer, please provide their name in the pop-up window.

How to signup Event jobs:

**Step 1:** Find the empty slots shown as "-----".  
**Step 2:** Click on the checkbox in front of the empty slot that you want to sign up for.  
**Step 3:** Select [Signup] button to signup for the slots that you selected.

**Note:** If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Admissions	Time Periods Signup
Adult. Collect admission fee from spectators. Volunteers must be unrelated	10/09/2021 09:45:00 AM - 10/09/2021 12:45:00 PM(10.00 Pts) 1 <u>Cotter, Abby (Abby)</u> 2 <u>Leon, Keishia</u>
<b>Bell Ringer</b> 13+ Delivers the Bell Ringer Prize to the winning swimmer in the heat	10/09/2021 11:00:00 AM - 10/09/2021 03:00:00 PM(10.00 Pts) 1 <u>Strittmatter, Chad</u>
<b>Check In Table</b> Adult. Check in volunteers. Verify coach & official credentials. Ensure that only athletes & tagged adults access locker rms/pool area. Collect tags at end of session.	10/09/2021 09:30:00 AM - 10/09/2021 03:00:00 PM(15.00 Pts) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
<b>Clerk of Course</b> 13+ gather 8 & under swimmers, organize in heat/lane order, walk swimmers to block	10/09/2021 10:15:00 AM - 10/09/2021 03:00:00 PM(10.00 Pts) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
<b>Greenhouse Team</b> Admin Official. Colorado system, Meet Manager -- training required	10/09/2021 - 10/09/2021(25.00 Pts.) 1 <u>Whitley-Grassl, Nathan</u> 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----
<b>Head Timer</b> Adult. Prepare watches and clipboards. Assign timers to lanes. Assist with timers' meeting. Run 2 watches for backup.	10/09/2021 10:15:00 AM - 10/09/2021 03:00:00 PM(15.00 Pts) 1 <input type="checkbox"/> -----
<b>Hospitality help</b> Adult. Assist in hospitality room and cart on deck	10/09/2021 10:00:00 AM - 10/09/2021 03:00:00 PM(10.00 Pts) 1 <u>Errington, Laura</u>
<b>Lane Timer</b> Age 11+ Attend timers' meeting at start of shift. Two timers per lane. Use stopwatch to accurately record swimmer's finish time.	10/09/2021 10:30:00 AM - 10/09/2021 03:00:00 PM(10.00 Pts) 1 <u>Strittmatter, Chad &amp; Lorraine (Lorraine)</u> 2 <u>Rugnetta, Sarah</u> 3 <u>Zirkowski, Courtney</u>

job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

**Please Supply Your Volunteer's Information**

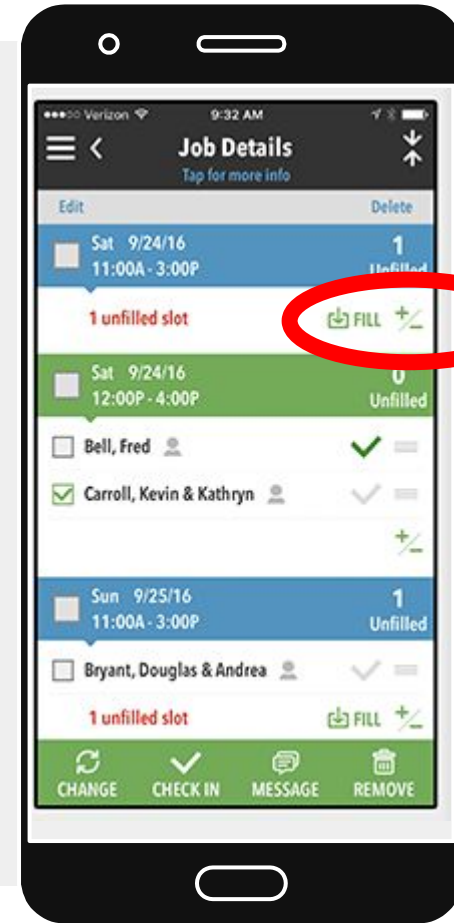
Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

## OnDeck mobile app

Free app linked to Team Unify / website functions

- ★ Go to Job Manager
- ★ Click on “Fill” to sign up for an open position
- ★ Provide volunteer name if different than parent listed



# Once you've signed up...

## **Know your job**

Please review the job responsibilities email you'll receive before the meet.

If this is your first meet, we will teach you the ropes when you arrive.

## **Commitment**

We count on every single volunteer to make our meets run smoothly.

Please be on time, and notify Megan if an emergency arises.

## **Appreciation**

Swim meets are organized chaos, and we THANK YOU for volunteering. Every job is important, and we appreciate your investment of time and energy.

# On Meet Day...

- ★ Please arrive by your scheduled start time.
- ★ Report directly to the Check In table, in the hall near the locker rooms.
- ★ You will receive a STAR volunteer badge to wear, sign in for credit and receive any instructions specific to your job.
- ★ Enjoy the meet while doing your part. If your job is not on deck, arrange with your partner to see all your child's events.
- ★ If you have questions, do not hesitate to ask! When in doubt, ask at the Check-In table for help.

# Details and suggestions

## Meet Packet



...is your best friend. Review this information to understand the format of the meet, start times, order of events, etc.

## Emails



You will receive reminder emails prior to the meet. These messages will include updated meet timelines, which could affect the time you will report.

## Traffic & Parking



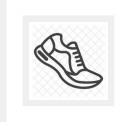
Plan ahead! Know where you plan to park and have a backup option. Understand that events downtown may affect your parking options and timing.

## Belongings



Bring as little as possible to the meet. Coats can be left in the training room. Cell phones should not be used on deck.

## Apparel



Volunteers are encouraged to wear STAR gear if possible. Wear shoes that can get wet if you're on deck.

## Stay in touch



Emergencies arise, we understand. Make sure you have Megan's number saved in your phone! (716) 440-0397

# You are appreciated!

- ★ We strive to produce the BEST meets in the region and often the entire country!
- ★ This is YOUR team. Meets cannot run without volunteers.
- ★ Please remember that when volunteering or watching in the stands, you represent STAR and everything we stand for.
- ★ If you have any questions, please reach out to Megan, the coordinators listed on the specific job duties list or any Board member.
- ★ Volunteer credits will be posted to your account within the week following the meet.

# THANK YOU!

*STAR families are the best! #WIT*

**Megan Hewett**  
meganhewett11@gmail.com  
(716) 440-0397



This one's for Leighton.