



Dallas Mustangs Minimum Volunteering Requirements

Applies to meets hosted by the Dallas Mustangs only

Minimum-volunteering requirement

- If your swimmer participates in the DM meet, volunteer two shifts
- Even if your swimmer does not participate in any DM hosted meet, The requirement is a minimum of 2 shifts at DM meets.
- If you do not sign up to volunteer, your credit card will be charged \$200 and you may be assigned a position at the next meet.

2 Shifts Per Meet: The requirement is 2 shifts per meet per family, not a requirement per swimmer.

- If you have multiple swimmers participating in a Mustang hosted meet, the requirement is still 2 shifts (not 2 shifts per swimmer).
- If your family has 2 volunteers at 1 particular session, you have fulfilled the requirement.

Why do we have a minimum requirement?

It takes a village to organize a swim meet. It takes over 50 people per session to run a meet – we need your help!

We ask the whole team to volunteer at a Dallas Mustangs hosted meet, not just the families who have a swimmer at the meet.

Volunteering is fun and has advantages:

- (1) You are on deck close to the action;
- (2) You show your swimmer that you support her/him in more ways than being the taxi driver to practice!
- (3) It makes the time go by much faster

Sessions:

A volunteering shift lasts a complete session.

A meet typically has anywhere from 3 to 5 sessions. For example, a 5-session meet will start on Friday late afternoon and will have 2 sessions each on Saturday and Sunday. The guideline for competition at each session is that it should last a maximum of 4 hours. As teams have been separated in divisions, a session is likely to be shorter than 4 hours.

When do you need to be there?

For almost all positions, you would need to be at the pool at the start of warmups.

Who can volunteer?

- 1) Anybody can volunteer on behalf of your swimmer: parents, brother, sister, any other member of your family, friend...
- 2) Most positions do not require prior training or experience.
- 3) Some volunteering positions require prior training to familiarize yourself with technology used or rules of swim meets: if you have any interest in these positions, let us know.
 - computer operators
 - timing system operator
 - meet organization
 - official
- (4) To volunteer as a safety monitor, you have to be at least 18 years old.

How can I sign up to volunteer?

At least a couple of weeks before the start of the meet, you will receive an e-mail asking you to volunteer.

Go to our website www.dmswim.com and log in. On the home page there is a list of upcoming meets. Next to the name of the meet, there is a "Job Signup" button. This takes you to an online sign-up sheet.

The open positions are listed by session. Look at the meet information for details on the sessions and event listing. Select the position you wish to volunteer and you're done.

At the meet, we will ask you to sign the volunteer sheet to ensure you receive proper credit for your time and effort!

What can I do? Volunteering Positions:

1. **Computer Operations:** operates the Meet Manager software and database during the meet. The computer operator sits on the platform on the pool deck and works very closely with the meet referee and the timing system operator. This position requires prior training. If you are interested in learning the system, we invite you to sit with the operators and follow along during the meet. To get full benefit of training, you should consider signing up for multiple sessions at the meet.

Meet Manager software is used to seed the Meet from the check-in sheets and produces the heat and lanes assignments for each event, and the Timer Sheets. It also

imports the times from the Timing System and works with the timing judge to ensure that all of the swimmer times are accurate. Prints results and award labels for posting and distribution. Needs to arrive at the meet 30 minutes prior to warm-ups.

2. Colorado Timing System: the automated timing system operator manages the scoreboard and the data coming in from the timing pads in each lane. The operator sits next to and works closely with the computer operator. This position requires prior training, which can be given by sitting in for several sessions during a meet.

Runs the timing console that interfaces with the touchpads, scoreboard and computer for scoring. The operator must pay close attention to each heat and reset the console for each race. They must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position, but you can be trained while working alongside an experienced operator. As this is such a focal point of any meet and takes a good bit on concentration we would like to have as many trained operators as possible in order to rotate during the meet. Needs to report to Meet Director when warm-ups start.

3. Runners: a runner will post heat sheets and results and pick up sign-in sheets as directed by the administrative referee or computer operator. The runner also distributes timing sheets to the timers and picks up the timing sheets after each event. The runner also serves to relay messages from meet personnel who cannot leave their posts. Needs to report to the Meet Director when warm-ups start
4. Announcer: as directed by the meet referee or director, makes general announcements to swimmers, coaches and public, and announces the event and heat numbers. The announcer sits on the platform on the pool deck and needs to report to meet director by start of warm-ups.
5. Clerk of Course: is responsible for taking in late entries and ensuring the forms are filled out properly, swimmers provide proof of USA membership and proof of times, and payment is collected.
6. Volunteer Coordinator: helps the meet directors with managing the volunteers at the meet: directing them to the appropriate position and providing instructions.
7. Head Safety Marshal (Must be registered with USA Swimming as a nonathlete). Assures that all hazards in the pool area are marked and that all safety needs are met. The Marshall wears the vest for the entire meet verifying that the physical space is safe and that all swimmers and spectators are following the safety guidelines. This person is also the main go-to person for anything that arises that may need attention. Responsible for the safety monitors and gives them direction as to their job responsibilities. Needs to report to the Meet Director 30 minutes prior to warm-ups.

8. Safety monitor: monitors the pool, pool deck, locker rooms and public areas of the pool during the meet in accordance with USA Swimming rules (as explained before session starts). A safety monitor needs to be 18 or older and needs to be in place before start of warm-ups.
9. Head Timer: The Head Timer will start two watches at the beginning of every race, then looks over the line of timers. If a timer has a watch malfunction, they will raise their hands and the Head Timer will get a good watch to them immediately. The Head Timer is also in charge of finding replacement timers as needed. This usually involves telling the announcer that a replacement for whatever lane needs a break or needs to be relieved. The Head Timer cannot leave his/her position to track down timers. The head timer will also organize the stop watches and clipboards prior to the meet starting. Needs to check in when warm-ups start.
10. Lane Timer: 2 timers per lane are required. A timer uses a stopwatch and will be asked to simultaneously manually push a button at the end of each race to stop the timing system. The head timer assists all timers by providing a backup stopwatch if needed.

This is a very important job. Without timers we can't run the meet. Timers assure that each swimmer will an official time for their race. They are also our last line of defense to assure that the right swimmer gets the right time by making sure each swimmer swims when and where they are supposed to. You will be trained on deck. It isn't difficult – all you need are two opposable thumbs! There are always two timers per lane so the responsibility averages out.

You will be required to attend a timers meeting on deck about 15 minutes before the session starts. This meeting is given by a trained USA Swimming Official or the head timer. They will tell you how to do the job and then ask you to go stand by the lane you will be timing. Timing involves starting the stopwatch on the start and stop it on the finish. Also, there is a button (plunger) that is connected to the timing system that will also need to be pressed at the finish. You will write down the time (or memorize it to write moments later), clear your watch, and be ready to start all over again with the next race. Timers are expected to time the entire session. You will be provided snack and drinks and you will also be able to have bathroom breaks. If both parents are at the meet, obviously they are encouraged to both volunteer (you can time together). If one needs to take care of siblings, parents can take each other's place as timer. This is an easy job for off duty swimmers, siblings, grandparents, friends, etc. It is also a great opportunity for high school students to rack up volunteer hours.

11. Heat sheet sales: volunteer sells the meet programs close to the pool entrance.

12. Hospitality: the club is expected to provide food and drinks for the officials and team coaches. A separate hospitality is set up in the building with restricted access. Depending on the timing of the session, we provide breakfast, lunch and dinner. Coach Griffin has taken charge of hospitality. He needs the assistance of volunteers to help manage the hospitality suite during the meet. This may also include a concession stand (at facilities where none is operated by the school district). A volunteer would sell snacks and drinks to swimmers and spectators.
13. Awards. Places the labels on the awards (ribbons or medals) and hands out the awards during the meet or divides up the awards by team for coaches' pickup after meet. Needs to report to the Meet Director after warm---ups have started.
14. Set-up and Takedown: to run a swim meet, we prepare the pool and install all the required equipment and run the necessary cables. We set up the timing system, computers, starting equipment, sound system. After the meet is over, we take everything down. Most of the equipment we use is rented from North Texas Swimming and is located at Loos. Our own equipment and supplies are stored in the Mustang room at Loos. With a sufficient number of volunteers, this work can be done fairly quickly (in much less time than a regular session).
15. Meet organization: shadow the meet directors and learn all the steps and aspects of organizing a meet under the rules of USA Swimming.

DM hosted meets

Typically, Dallas Mustangs host a minimum of two meets: Haunted Hat in October (a great meet for younger swimmers and first-time competitors) and a Senior Circuit meet in May/June.

For Questions or Comments contact your meet directors:

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