01/10/2015

Volunteer Check-In Duties

1. Check in all volunteers. (Have each volunteer sign in according to the volunteer schedule, and only allow write-ins if there are openings. If in doubt, check with the meet director.)
2. Give volunteers a deck pass.
3. Ask Timers to come back on deck 15 minutes prior to the meet start.
4. Help new volunteers understand their roles-refer to the summary of duties or find an experienced volunteer in the same position who can walk them through their duties.
5. Address issues and find volunteers for no-show positions with meet director.
6. Help the safety monitors control the entrance to the pool deck during warm-up.
7. Communicate with announcer about timer #’s and 25 minutes before the meet starts. Mention how many timers you need if slots are open.
8. Deliver volunteer list and lanyard container to the clerk of course after the meet starts.

Clerk of Course Duties

1. Read and refer to the meet information.
2. Answer questions from coaches and swimmers.
3. Take late entries.
4. Handle all meet administration. Depending upon meet format:
	1. Late entries
	2. positive check-ins
	3. collecting unpaid entry fees
	4. relay entries
	5. scratches for prelims and finals

Hospitality Duties

1. Place table clothes on the tables in the wet room. Place utensils and napkins on tables as well as cups.
2. Arrive early to help set up and serve food. This may include picking up frozen food the day before the meet to heat at home.
3. Fill blue water jugs with ice and water for deck volunteers. Fill Keurig with tap water throughout the meet.
4. Maintain hospitality area.
5. Take delivery of food for coaches and officials. This may include picking up order as well.
6. Put food out for the coaches and officials in wet room.
7. Maintain sanitary conditions.
8. Periodically take drinks to coaches, officials, and computer and console operators. Serve one snack per session to ALL Volunteers.
9. Wear gloves (provided) and pull long hair back.
10. Help transition to new hospitality volunteers when sessions end.

Computer Operator Responsibilities

1. Run the computer on deck, making changes prior to the start of each session and running Hy-Tek during the meet.
2. Enter all deck entries.
3. Seed deck-seeded events.
4. Print the starter's book(s).
5. Print lane/timer sheets and deliver them to the head timers.
6. Run the meet in Hy-Tek.
7. Print results and labels for awards.
8. For prelim/finals meets: help with heat sheets for the finals session at the conclusion of prelims.

Safety Monitor Duties

1. Must be on deck 30 minutes before warm-ups start.
2. Control access to the pool deck by checking credentials.
	1. Officials are in uniform
	2. Volunteers are on the volunteer schedule and have a volunteer wristband.
3. Patrolling and correcting any unsafe behavior of participants and spectators.
	1. There should be no running anywhere. No climbing on/over rails.
4. Follow a predetermined rotation plan, and coordinate with other safety monitors to maximize coverage of the facility.
5. Patrol the pool deck, exits, stairwells, locker rooms, halls, and focus on safety around the pool, including warm-up safety.
6. Wear a safety vest to improve visibility.
7. Coordinate with other safety monitors so you can see your swimmers perform, and take breaks when needed.
8. The safety monitor should be familiar with the meet write-up, especially the warm-up procedures. No monitor should remain in one place more than 10 minutes. Patrolling must be constant and active. Monitors should not be on their cell phones or chatting with other volunteers or coaches on deck.

Timers

1. Provide back-up to the timing system by timing swimmers in assigned lane using stop watch and timing system plunger.
2. Check in with the head timer.
3. For each heat, confirm the athlete's name listed on the timer/lane sheet, start the watch with the light, not the sound and stop the watch and the plunger when the athlete touches the wall at the finish.
4. Record the watch time on the timer/lane sheet.
5. Sign out with the head timer at the end of your session.

Runner

1. Act as the go-between for the control room and clerk of course.
2. Post results. (Post results on the pool deck and upstairs for parents.)
3. Check-in with the clerk of the course.
4. Pick up lane timer sheets and take to control room.
5. Deliver a copy of results to clerk of course and awards (with award labels).
6. Post heat/lane assignments.
7. Run food to volunteers, coaches and officials.

Awards

* 1. Take results labels and attach to ribbons.
	2. Sort ribbons and place in the correct event folder in file box.
	3. Place results sheet in correct event number with ribbons.
	4. As swimmers come for their ribbons, have them initial beside their name when they pick up their ribbon.
	5. At the end of the last day, sort ribbons by team and put in envelopes to distribute.

Goodie Bag Distribution - Will work at a table and hand out goodie bags to each participant in the meet.

Greeters - This is a new position. Because this is a larger meet and we have out of town guests, 3 friendly, smiling people are needed to welcome our guests into the natatorium and point them in the right direction for program sales, where the seating area is located, bathrooms, late entries, etc. You will be standing just outside the natatorium, greeting others.

Heat /Psych Sheet sales – you will be seated next to the volunteer check-in to sell heat sheets and assist with meet mobile..