

## **Volunteer Q & A**

### **When is the deadline to sign up for my volunteer work?**

This information will be emailed approximately 2 weeks before the meet from the meet coordinator.

### **If I don't sign up, what happens?**

You are automatically signed up for an assignment. There are significant fines for missing work assignments.

### **How early do I need to get to the meet and how long do I have to stay when volunteering?**

All jobs have a start and end time. Most jobs have to be there before the meet start time and then ends at the end of the session.

### **Can I leave after my swimmer is done or what if an emergency comes up?**

You may not leave after your swimmer is finished. You are required to stay for the time that is assigned with that job. If an emergency arises at the meet please contact the meet director.

### **If I am doing my volunteer work, can I be on my phone?**

No, your volunteer job is extremely important to a smooth run meet. Each job has different responsibilities. Your phone should not get in the way of those. Safety should never be on their phones as they are watching and protecting our swimmers. If there would be a 5 minute break, timers at that time would be okay to be on their phone. Please make sure you are fulfilling your duty.

### **What do I do with my own swimmers?**

If you feel like your swimmer might need you or have any issues, please make sure they know where you will be for your volunteer job. Your swimmer should be in the bullpen with other swimmers listening for the events.

### **Can I get a volunteer job with my friends?**

Of course, please make sure to communicate with your friends prior to signing up. Jobs fill on a first come first serve basis.

### **I am out of town or sick and can't volunteer, can my swimmer still swim?**

If you are unable to meet your volunteer obligation, you may have another family member or friend substitute for you. There are also many tasks that need to be done in advance of a swim meet that can fulfill this obligation. If you have a major conflict in working during the meet, you can contact the Meet Director to possibly work out an alternative by helping with pre-meet preparation tasks. There are significant fines for missing work assignments.

### **Where can I find a list of Jobs with descriptions?**

This can be found in the Parent Handbook. It is also below:

## Job Descriptions for Swim Meet Work Duty Positions

**AWARDS:** Awards workers place labels on the proper awards for the swimmers.

**BULLPEN:** The bullpen where all swimmers wait for their events to be called. Workers are responsible for checking in swimmers before the meet starts and calling swimmers to the Bullpen area as the meet progresses. Bullpen workers also direct and manage the flow of swimmers to the pool deck for their events.

**CLEAN UP:** Workers assist with clean up during the meet, but the bulk of their duties occur after each session. **COMPUTER/ TIMING SYSTEM:** The computer workers key in the swimmer times after each heat, run the final results to be posted and run labels for awards. Timing system workers operate the timing computer, determine the official times, and send this information to the computer. Training is available by experienced workers.

**CONCESSIONS:** The concession workers operate the concession stand during the meet.

**HOSPITALITY:** The hospitality room is designed to provide refreshments and meals for the USA officials and coaches. Hospitality workers prepare meal items in advance, set up the room with food and beverages, provide water to deck workers, and clean up the room at the end of the meet.

**CHECK-IN/RUNNERS:** These workers check-in and direct volunteers to their assigned area, then during the meet serve as Runners, picking up the lane timer sheets and posting results provided by the computer table.

**SAFETY MARSHALL:** Safety workers assist the Safety Marshall in ensuring that the meet runs in accordance with USA Swimming safety rules and regulations. Safety workers also manage any safety related incidents during the course of the swim meet.

**EQUIPMENT SET UP/ TAKE DOWN:** This job is done prior to the meet and at the conclusion of the meet. Assists the Equipment Manager in setting up all of the equipment at the pool, putting it into place, taking it down, and loading it in the Equipment Manager's & Meet Director's cars.

**TIMERS:** Using stopwatches provided, these workers time swimmers in each lane and write the times on the lane timer sheets. There are usually two timers per lane.

**OFFICIALS:** USA officials are needed for admin, stroke-and-turn, starter, and referee. Officials must be certified!

**MEET DIRECTOR:** Manages the overall operation of the meets.

**ASST. MEET DIRECTOR:** Assists the Meet Director with the overall operation of the meets.

### **If I have a question that is not on this list, who should I contact?**

Please contact the meet coordinator and meet director at [rockwoodswimboard@gmail.com](mailto:rockwoodswimboard@gmail.com)