



## Volunteer Job Description

# Awards Desk

1st shift - Set up the awards table

Supplies will be staged for you behind the front desk of the pool

2 file boxes - purple box- girls, blue box- boys, 2 tables, and 2 chairs, Storage bins of ribbons and medals, extra stock of ribbons

Set up - tables, place ribbons in bins

- Runners will bring labels and results sheets to your desk.
- Organize these by event number in the file folders provided.
  - Purple box = Girls Blue box = Boys
- When swimmers come to you they need to give you their event number(s). Refer to the file for this event, look up the swimmer's name, and find the "Place" and "Division" achieved by the swimmer.
- The labels will be printed with the place, time etc. Remove the label and put it on the back of the appropriate ribbon.
- **"A" medals:** Only give a medal if it is a new A time = A+  
A swimmer earns an A medal by performing a time in the A division. We only award medals for a "NEW A TIME". Use the sticker label "A+" when distributing medals. Swimmers can still earn a ribbon for the event.  
Have each swimmer put their initials by their name to signify the ribbon was picked up.
- If you run out of ribbons or medals, make a list of the swimmers name and the events and set it aside for Coach Helen. We will send ribbons to teams following the meet.

Clean up procedure

- Saturday- Bring all ribbons and supplies inside and behind the front desk of the pool.  
Breakdown -Table and chairs and stage them near the front entrance for Sunday.
- Sunday
  - Please note any ribbon places we are low on so we can be sure to order more for the next home meet.
  - Put all ribbons in boxes.
  - Bunch any loose ribbons with a piece of paper and tape the paper. Please don't use rubber bands- they damage the ribbons.
  - All boxes of ribbons go to the orange shed.
  - Supply box goes to the hallway closet across from the women's restroom
  - Tables & chairs go to the orange storage shed.

THANK YOU!!