

Swim Meet Job Descriptions & Procedures (2024-2025 Season)

Last revised September 5, 2024

PST Service Hours Policy requires each family to work a specific number of hours during each swim season. Some of these hours can be worked at a swim meet. This procedure document is intended to supplement the PST Service Hours Policy and provides a (non-exhaustive) list of jobs that are generally available for families to sign up, and high-level job descriptions and procedures to assist families to complete their jobs and earn credit hours. PST may create other jobs, as needed, depending on the swim meet and/or facility.

Swim meet job sign-ups generally open the Monday prior to the meet, close Wednesday evening and unfilled job slots are assigned the Thursday morning before the meet. Parents are responsible for reading the emails from the swim meet job sign up coordinator AND check the PST website to understand the job assignment(s). Once assigned, if you cannot fulfill the shift, it is your responsibility to find a replacement or switch to another job with another person. There is a \$250 No Show penalty per assignment if you do not fulfill your assigned job.

All Volunteers: When you arrive at the meet, please check in with the Volunteer Coordinator for that day so they may check you off the job list and you can receive credit for the job.

Note: If your swimmer is registered but does not attend the meet, regardless of circumstance, you are still responsible to fulfill job assignments, find a suitable replacement or will be charged a \$250 No Show penalty for each missed assignment.

A. List of Swim Meet Jobs

- **Bring Buckets/Tarp Bags/side panels/Counters** – pick up from PST's off-site storage, bring to meet, and help set up with canopies. Tarps are blue (to be used on the ground depending on weather conditions. The side panels are white and may be sitting next to the canopies. The side panels are used to block sun/wind depending on the weather.
- **Bring PST Canopy to Meet** – pick up from PST's off-site storage, bring to meet, and help set up with canopies. You can bring any of the canopies onsite.
- **Bring Coaches Equipment to Meet** – pick up from PST's off-site storage, bring to meet, and help set up equipment.
- **Return Buckets/Tarp Bags/side panels/Counters** – Assist with breaking down canopies and organize buckets, tarp bags and counters, and return to PST's off-site storage.
- **Return PST Canopy to Meet** - Assist with breaking down canopies and organize buckets, tarp bags and counters, and return to PST's off-site storage.
- **Return Coaches Equipment to Meet** - Assist with breaking down canopy, organize equipment, and return to PST's off-site storage.
- **Timers** – work a PST assigned timing chair shift during meet.
- **Training/Certified Officials** – must be an official in training or certified for this job.

- **Volunteer Coordinator** – Coordinate and check-in all volunteers for a specific day, help ensure all canopy set up and breakdown processes are completed and troubleshoot as needed.

B. Job Procedures & Off-Site Storage Information

1. Volunteer Coordinator

Saturday Meet Volunteer Coordinator

- Arrive at the meet from the time the canopies are setup on Saturday morning and stay until the end of the meet on Saturday afternoon.
- Bring a **PRINT OUT** of Job Assignments to the meet and post a copy at the canopies.
Check in all volunteers signed up for the day.
- Make sure canopies are setup timely and secured properly.
- Check to make sure all timers have reported to their shifts throughout the day. If any timers are missing, identify a parent to cover the shift.
- If shifts are 2.5 hours long, please check in at around 1.5 hour with timers to see if anyone needs a quick bathroom break. If a timer needs a break, sub in until they come back!
- At end of the meet on Saturday, make sure parents secure canopies for the night (depends on location, might have to remove canopy tops or tarps - read meet sheet!). Encourage all parents to help.
- Report any issues with volunteers to swim meet job sign up coordinator and Stefan Bill. No-shows for timing shifts and late canopy arrivals will be fined.
- **Email Sunday Volunteer Coordinator at end of day with things to note for the following day (i.e. where our canopies were stored overnight, if any equipment is missing, etc.)**

Sunday Meet Volunteer Coordinator

- Arrive at the meet before the first timer shift at **8:45am** begins to the end of the meet on Sunday afternoon. **Check in all volunteers signed up for the day.**
- **If canopies were taken down overnight and requires set up, make sure volunteers are there to complete the job (usually around 7:30a.m.)**
- Check to make sure all timers have reported to their shifts throughout the day. If any timers are missing, identify a parent to cover the shift.
- If shifts are 2.5 hours long, please check in at around 1.5 hour with timers to see if anyone needs a quick bathroom break. If a timer needs a break, sub in until they come back!
- At end of meet on Sunday, you will need to stay and make sure all volunteers take home canopies, buckets etc. Encourage all parents to help with cleanup.
- You will need to pick up any left items and bring them to the **Mills Pool** lost-and-found.
- Report any issues with volunteers to the swim meet job sign up coordinator and Stefan Bill. No-shows or timing shifts will be fined.

2. Canopy Pick-Up and Return (includes buckets, tarps/ropes/counters)

PST's storage is located at: **Extra Space Storage**
3406 Hollis Street, Emeryville, CA 94608
Floor 4

Use the furthest entrance/elevator from the main office. There are trolleys available to use on the ground floor by the elevator; return them to its original location after use.

Code to get in the doors, **and** up in the elevator: ***6632451#**

*Note: Code must be used for doors **and** elevator. MUST use code to get in main doors EVEN IF THEY ARE OPEN. Otherwise, an alarm will sound when you try to open the locker.*

Enter code to use elevator, go up to the fourth floor. Turn left, turn the next left and the next left again. Our locker is on the right side, you'll need to step further into the hallway for lights to turn on automatically (just past our locker).

Storage Locker #: **663**

Code for padlock: **6552**

To open padlock shackle, turn dials and slide black lever underneath combination right to left. Lock unit securely with provided padlock before leaving (see picture below).

TO LOCK THE DOOR: the brass piece needs to be pushed all the way to the right to bolt the door before putting the lock on (both sets of holes lined up); otherwise, just putting the lock on without the brass piece bolting the door will not secure the door.

Picking up canopies: (and buckets/tarps/rope/counters)

- **You must pick up the assigned equipment from storage area at least the day before the meet.** For example, if a meet starts on Saturday morning, the canopy must be picked up some time on Friday, or earlier in the week. Under no circumstances should equipment be picked up the morning of the meet!
- **You must arrive at meet on Saturday morning by 7:00 am to secure a site.** If a canopy is not at the meet by 7:00 am, the parent volunteer responsible for transporting that morning will be charged a No Show Fee of \$100.

Returning canopies: (and buckets/tarps/rope/counters)

- **If returning a canopy, you must stay until the end of a meet. Please DO NOT plan on leaving a meet at noon and taking canopies with you.**
- When only a few swimmers are remaining in the final events, you may breakdown canopies.
- **IMPORTANT:** If equipment is wet, please do NOT return it to the storage area. Canopies need to be opened up and dried completely. Tarps need to be washed down and dried completely. **Please return to the storage area only after cleaning and drying.**

- **Wet buckets** need to be separated and stacked like a pyramid so they can dry in the storage unit; the water creates a vacuum seal between buckets and it's really difficult to separate for the next use.
- Please tie 4 bungee cords back on the handle of the canopy bag so they are not misplaced.

3. Timing Chair Instructions (from Pacific Swimming)

Before each event:

- Ensure the correct swimmer is in queue for the correct lane, heat, and event. If not, call the swimmer's name. Report unusual situations to the deck referee (or officials around you). All other swimmers should be waiting behind the timers.
- Make sure the stopwatch is clear.
- After "take your marks" command from the starter, start the stopwatch upon seeing the flash of strobe light. If your view of the strobe light was obstructed, start the stopwatch upon hearing the sound of the starter's horn.

During the race:

- Check to see the stopwatch has started. If the stopwatch was not started in time, wave the watch in the air and call for the head timer. Exchange your stopwatch for a replacement stopwatch.
- Return to the timer's seat.
- Maintaining a clear lane between the starting block and timer's seat is important for a smooth transition to the next heat.
- Call out the swimmer for the next heat.
- Count the number of laps especially on 200 yards and 500 yards short course! Do NOT rely on other timers or on the referee's short whistle (which can happen after the finish!).
- Towards the end of the race, be sure to position yourself to have a clear view of the swimmer touching the wall. Lean above the edge of the pool to see the surface of the wall. A position behind the starting block is not a good position.
 - If you have the clipboard, please use a single button (plunger) to stop the time.
 - If you have the stopwatch, please stop the time using both the button and your stopwatch.
 - If you're the third timer, please use a single button to stop the time.
 - Never use two plungers even if other(s) timers are missing.

After the race:

- Step back! Then, record the watch time at your seat, otherwise the deck referee and starters won't be able to see the swimmers standing behind you, and it might delay the start of the following race.
- If the watch time is bad or missing, never record a scoreboard time.

- If the race is a one-pool-length race, verify the name of the swimmer after the athlete has exited the pool.
- Be ready to time the next race.

*When your shift is completed, please relay the timing instructions to your relief.

BOLTED and LOCKED



**NOT
BOLTED**

