

2022 Golden Marlins Swim Team Meet/Season Volunteer Position Descriptions

This is only a Partial List, see Team Website for additional Volunteers opportunities.

Note almost all volunteer positions should allow a volunteer to break away from their duties to watch their child(ren)'s races. Many volunteer positions provide a poolside spot to watch the Meet. Some volunteer positions such as Data Entry offer perks such as a front row seat to watch the races in a comfortably seated as well as shaded environment with beverage service. Some volunteer positions are season long positions and fulfill all volunteer hour requirements. Season Long positions are confirmed by the Team Board. Some volunteer positions are shift only positions that provide a credit to the required hours of volunteering requested of each Team Family.

ANNOUNCING – Meet Only Positions

Meet Only Announcing Volunteer - Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to provide event/meet results and other announcements, check in with Heating Volunteers as to any needed Heating announcements and check in with Concessions as to any needed Concessions announcements.

CONCESSIONS – Meet Only Positions and Season Long Positions

Concessions Managers – Season Long Position (TWO)

Duties to include Determination of items to sell at concessions, purchasing such items, pick up and deliver of such items to meet. Chief Concessions Organizer assists Meet Only Concession Volunteers for set up of concessions area at Meet before home Meet starts, checks in on operation during Meet and assists Meet Only Concession Volunteers clean up at end of Meet. Select and purchase Hospitality items to be provided to staff and coaches during Home Meet. Team Board to provide assistance with budget numbers, reimbursement and access to record keeping of past sales to hopefully provide helpful information for selection of items to sell, quantity, type, etc...

Meet Only Concessions Volunteer – Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to possibly include set up of concessions area at Splash before home Meet starts, conducting concession sales during Meet, and clean up at end of Meet. Also, preparing Hospitality items to be provided to Timers and Coaches during Meet consisting of snacks and drinks. From

Concessions item stock, such Hospitality items to be delivered by Runner Volunteers.

DATA ENTRY – Season Long Positions and Meet Only Positions

Computer Managers – Season Long Position (TWO)

Team Board to provide training and assistance at all Home Meets to assist Chief Data Entry Organizers with all potential duties consisting of set up of Dolphin Timing System with Meet Management Software program on Team computer and timing system, entry of changes to original Meet Entries as provided by Coaches before Meet starts and during Meet, confirmation of each event time results, occasional correction of event result times, printing of event/meet results for use by Announcer, assist Starter Official with confirmation that Dolphin Timing system is ready for next race and communicate entry change to Heating during Meet. To typically accept one Meet time shift slot at each Home Meet. Team Board will assist Chief Data Entry Organizer at every Home Meet with all duties. There will typically be one or two Meet Only Data Entry volunteers during each Meet shift to assist with all duties as well. Additionally, Team Board will provide links to YouTube tutorials for extra software training.

Meet Only Computer Team – Meet Only Position for Designated Shift Time Slot

Team Board to provide training and assistance at all Home Meets to assist Meet Only Volunteers. Duties during specific Meet Shift to include learning how Dolphin Timing System works, how Meet Management Software program on Team computer works and assist other Volunteers with confirmation of each event time results, occasional correction of event result times, printing of event/meet results for use by Announcer, assist Starter Official with confirmation that Dolphin Timing system is ready for next race, and communicate entry change to Heating during Meet. Volunteers for this position will need to attend a short training session at the first Home Meet or a later Meet before their actual shift. Training sessions will be before each Home Meet starting 10 minutes before the start of the meet and ending after the first few races, approximately 25 minutes. Seeing someone else use the systems has been helpful for others to learn how to perform these duties.

HEATING Season Long Positions and Meet Only Positions

Heating - Season Long Position (SIX)

Duties to include confirming receipt of printed Meet Heat sheets for all Meet events prior to start of Home Meet, set up of heating area at each Home Meet, coordinate first call/last call boards, heat swimmers for their events in heating area before swimmers move to deck behind blocks for their races, herd cats, coordinate and direct Meet Only Heating Volunteers to complete duties such as

walking 8 & Under relays to pool end for their relays, communicate with Data Entry as needed for change to entries and communicate with Announcing as needed for heating related announcements.

RIBBONS Season Long Positions and Meet Only Positions

Ribbons Organizer - Season Long Position (ONE)

Duties to include at each Monday Practice to organize ribbons from the previous swim meet to place each swimmers' ribbons into their name labeled file folder so that swimmers or their parents may pick up the swimmers' ribbons. File folder boxes to be maintained by team and put away by coaches at the conclusion of each practice into the team shed at Splash. Chief Ribbon Organizer shall get file folder boxes out of team shed when arriving at Monday practice, access to be provided by Team.

Home Meet Ribbons - Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to include printing out event result labels and placing the printed labels on corresponding ribbons for all teams present at Home Meet, to organize partitions to hold each team's respective completed ribbons for pick up by coaches at end of Meet. Team Board to assist with ribbon label printer set up and access to ribbon stock.

RUNNER Meet Only Positions

Meet Only Runner Volunteer - Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to include collecting time sheets from Timers and delivering the time sheets to Data Entry, to sporadically assist Concessions with providing snacks and beverages to Timers and Coaches, and to assist Head Timer as needed.

Meet Set Up/ Break Down - Season Long Positions and Meet Only Positions

Head Set Up/Break Down Organizer- Season Long Position (ONE)

For Home Meet set up, Duties to include coordinating and assisting the set up of Heating Tent, Team Tent(s), Data Entry Tent, chairs for heating, chairs for deck behind blocks, any roped off areas for officials, tables for concessions. For Home Meet break down Duties to include coordinating and assisting with the break down of all structures set up specifically for Meet and the placement of all such items either in team shed at Splash or other designated location and assist with trash disposal as requested by pool staff, if any. Duties include to confirm

that all signed up Meet Only Volunteers for Set Up and/or Break Down appear for their shift for purposes of assigning Volunteering credits. Team Board will assist Chief Set Up/Break Down Organizer with access to all equipment.

Meet Only Set Up/Break Down Volunteer- Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to include assisting Chief Set Up/Break Down Organizer set up and/or break down all structures specifically needed for Meet and the placement of all such items either in team shed at Splash or other designated location and assist with trash disposal as requested by pool staff, if any.

TIMER - Season Long Positions and Meet Only Positions

Head Timer - Season Long Position (ONE)

Duties include to assist the coordination of Timer shift changes, confirm all signed up Golden Marlins Timers appear for their shift for purposes of assigning Volunteering credits, assist Meet Officials with the Timer Meeting before start of Meet, assist with demonstration to all Timers the use of Dolphins as well as stop watches, to assist to locate additional Timers when needed, and to communicate with Announcing as to Timer shift changes and other meet announcements as needed.

Meet Only Timer Volunteer – Meet Only Position for Designated Shift Time Slot

Duties during specific Meet Shift to include timing each race as directed by Officials and Head Timer, recording results of each race on time sheets, checking name of swimmer for each race to confirm swimmer is listed on time sheet assigned to the Timer's assigned lane.