

Volunteer Descriptions

Announcer:

Announcer: You will work with the Head Referee, Clerk of the Course and other leads to control the tempo of the meet. You will need to be constantly alert and able to adapt quickly to meet conditions. The coaches, swimmers and spectators should be kept informed and their interest maintained throughout the meet. NOTE: Previous experience is required.

Tent City

Announcer:

Tent City Announcer: You will work with the Announcer, Clerk of the Course, Volunteer Check In, and Tent City Runners to communicate pertinent information to the families in Tent City. NOTE: Announcer experience is preferred.

Awards:

Each team will supply a volunteer for each shift to affix sticker labels to participation ribbons and sort event ribbons and medals into your team's ribbon box. Each volunteer will be responsible only for their own team's awards to avoid any confusion. Whatever you have not sorted by end of meet, last shift will take home to complete on your own time (we recommend having your Ribbons/Awards Coordinator complete the last shift).

Clerk of the Course:

Volunteers will be assigned a section of Clerk of the Course upon checking in for their shift. Responsibilities will include: verifying swimmers' names to get them lined up, directing swimmers to line up by their lane and heat, verifying each swimmer is in the correct heat/lane, walking swimmers from Clerk of the Course to the blocks, and communicating with Clerk of the Course leads regarding missing swimmers. Final shift is responsible for break down and clean up of Clerk of the Course.

Clerk of the Course Bullpen

Lead:

IMPORTANT POSITION! The bullpen is where the swimmers will gather before their event. One of the Bullpen Leads will be responsible to check swimmers in and communicate missing swimmers to Tent City Runners. The other volunteer will physically lead the swimmers to their lanes when their heat is called. This person should be familiar with the swimmers on the team.

Tent City Runner:

Volunteers will be required to use their own cell phone (or physically walk to Tent City) and work with the Clerk of the Course lead to communicate with the Tent City Announcer about upcoming events and missing swimmers.

First Aid:

Volunteers should ideally be an RN or an individual in the medical profession or certified in basic first aid and CPR. Provide care for scrapes, aches, pains, etc. Follow chain of command for medical emergencies or major injury with lifeguards, marshals, 911 and EMS if needed.

Marshal:

Marshals maintain safety and security in various locations largely in and around the pool deck. They will also cover Tent City and Parking during the first and last shift of the day. These volunteers should be comfortable with directing crowds and giving instructions as it pertains to safety protocol. The Head Marshal will roam the grounds, ensure shifts are covered at the start of each shift, and deal with any situations that arise. The various Marshal positions are described below:

<i>Position:</i>	<i>Location:</i>	<i>Objective:</i>
1: Tent City	Basketball courts behind gym	Receive people from parking and direct where people can set up (1st shift only)
2: Parking drop-off/pick-up	Drop-off area (north side)	Maintain safety of pickup/drop-off; direct people to tent city (1st & Last shift only)
3: Northeast gate	Spectator level - northeast gate (between men's locker room and gym)	Direct swimmers down the ramp to Clerk of the Course, male swimmers to men's locker room, spectators to stands; maintain order and safety of swimmers; direct Emergency Responders to ramp to pool if necessary
4: Men's locker room	Spectator level - men's locker room	Monitor safety of swimmers in men's locker room; no horseplay, etc.
5: East side staircase	Spectator level - top of staircase leading from men's locker room to pool	Only officials, coaches, and working volunteers are allowed down the staircase to the pool level
6: South gate	Spectator level - south gate (between men's locker room and stands)	Direct spectators to stands, male swimmers to men's locker room, all swimmers to ramp near north gate to Clerk of the Course. Remind spectators not to remain standing at fence between pool and stands (for viewing).
7: Diving Pool - north	Pool deck - corner of diving pool closest to gym and corner near coaches' hospitality	Receive swimmers from warm-up lanes and direct to Clerk of the Course; maintain order and safety of swimmers
8: Warm-up lanes - swimming	Pool deck - between warm-up lanes and west side stairs	Monitor safety of swimmers swimming (not diving) in warm-up lanes; NO DIVING PERMITTED IN SWIM LANES. Keep all people from entering the starting block area from the warm-up area; no passthrough of swimmers allowed
9: Northwest gate & West side stairs	Spectator level - northwest gate (between women's locker room and gym)	Direct female swimmers to women's locker room, spectators to stands, and swimmers to staircase to access warm-up pool. Only swimmers, officials, coaches, and working volunteers are allowed down the staircase to the pool level.
10: Women's locker room	Spectator level - women's locker room	Monitor safety of swimmers in women's locker room; no horseplay, etc.

11: Warm-up lanes - diving	Pool deck - lanes designated for diving; there are 2 lanes designated for diving	Monitor safety of swimmers practicing their dive in warm-up lanes; DIVING ONLY; ALL DIVERS MUST EXIT THE LANE AT THE END AT COMPLETION OF LAP
Warm-up lanes - swimming - BEFORE MEET START	Pool deck - between warm-up lanes and First Aid	Monitor safety of swimmers swimming (not diving) in warm-up lanes; Marshals will stagger every other lane; NO DIVING PERMITTED IN SWIM LANES
Roaming	Everywhere	Roam the property; be responsive to spontaneous taskings

Runners:

Runners will be required to take copies of the meet sheets to the appropriate officials (e.g. Head Referee, Stroke & Turn Officials, Announcer, and Clerk of the Course, etc.) Runners will also pick up DQ slips from Stroke & Turn Officials and take them to the Head Referee and signed slips to the Fast Lane Tek booth. Finally, runners will be asked to post results during their shift.

Starter:

The starter has the responsibility to ensure that all swimmers receive a fair and equitable start. It is important that each competitor be given the opportunity to achieve the best start possible within the confines of the rules. The starter also helps keep the swim meeting moving along. NOTE: It is required that starter volunteers for Champs have past experience (even multiple seasons) being the starter.

Hospitality:

Breakfast Set Up/Clean Up: meet at the hospitality table and set up breakfast. Clean up when breakfast is complete.

Table Coverage/Water Delivery: put out snacks, refill supplies, deliver water to designated volunteers and officials every 30 minutes.

Table Coverage/Lunch Service: put out snacks, refill supplies, set up lunch for coaches and designated officials.

Table Coverage/Clean Up: put out snacks, refill supplies, clean up table at end of meet.

Program

Distribution:

Handle the disbursement of programs that were pre-ordered.

Site Set-up/Clean-

up:

Saturday morning set up: Meet at Independence High. Help set up for the meet, including setting up tables, chairs, sound system, easy-ups, etc.

Saturday clean up: You will help take down the meet, including putting away chairs, tables, sound system, easy ups, cleaning trash, etc.

Saturday clean up at Almaden Cabana Club: After the meet at Independence High, you will meet at Almaden Cabana Club and help unload, sort, and put away everything used.

Volunteers:

Deck Relief: Assist where needed on the deck (e.g. clerk of the course, timing, marshal, etc.)

Volunteer Check-In: Sit at the volunteer table to help people sign in and direct them where to go when their shift starts. Manage lost and found. Will also communicate with Team Volunteer Coordinators and Tent City Runner if a volunteer is missing so they can be tracked down.