

## **Meet Volunteer Information and Meet Sign-up**

### A Guide to Meet Volunteering for SWAT hosted meets

All registered families are required to work a set number sessions for the short course season and additional sessions for the long course season for any SWAT hosted meet, even if your swimmer is NOT participating in that meet. (Session requirements depend on registration numbers and on SWAT being awarded any championship meets.

Families new that season may have reduced requirement, but if SWAT hosts a championship meets all registered families will be expected to help. A \$75 per required session buyout option is also available, but we really prefer your volunteer time!

Choose the jobs you want to do and the shifts when you want to do them. Meets will have two sessions per day and each is approximately four to five hours long, depending on the length of the meet. A meet that requires 2 sessions may be fulfilled in a number of ways.

1. 2 Family members may work the same session an equal amount of time
2. 1 Family member may work both the AM and PM session for a one day meet.
3. For a multi day meet- one family member may work a number of different sessions each day until commitment is met – or 2/3 members may work all at the same session
4. A limited number of pre meet jobs are also available – you may choose to work one pre meet job and one on site job.

The meet volunteer coordinator is willing (within limits) to work with team members to help them reach their commitment – however, if you wait till the last minute many of the off site jobs will already be taken – if you know you have a commitment – contact the chair immediately.

Consult the meet information for exact times of warm ups. Check the web site for shift start times once volunteer signup is completed

Responsible older swimmers and siblings can fill some volunteer shifts, in fulfillment of the family's obligation. Swimmers may not work shifts at a home meet until they have finished competing at that meet (until after they have swum their last event at that meet, or if they are not swimming at that meet at all). The minimum age for timing positions at State Championship meets is 15.

### **How to Sign up**

SWAT uses our Team Unify program to organize our volunteers. Families are emailed when the signup goes live. We also post the link on the homepage of the Swat website. Since some jobs fill very quickly, it is best not to wait to choose your volunteer spot. Some meets we may ask families provide an item for concessions to be sold at the meet to generate revenue for the club, or a concession fee may be included in your registration fees in lieu of family donations.

In order to ensure that we have adequate coverage for all of our home meets, families who must cancel meet shifts during the week prior to that meet must make their own arrangements for someone else to cover those shifts and notify the Volunteer Coordinator of their replacement. If you are a No show the day of the meet, your account will be billed a \$100 per missed session meet volunteer fee.

## **Other Ways to Fulfill Work Requirements**

There are other ways to get volunteer work credit. Working or apprenticing as an official at any home meet will count toward fulfilling the family volunteer obligation. There are also some shifts available for the pickup/preparation of food for Concessions (food sold at meets) or for Hospitality (food served during the meet to coaches and officials). If you would like to explore these ways of fulfilling your family work obligation, contact the volunteer coordinator to be directed to the chairs of those groups.

## **Descriptions for Volunteer Positions**

### **Announcer**

Provides the voice of the meet. You will announce the events and the participants in each heat, along with any other pertinent information as needed. An announcer is needed for each session. Begin 1 hour prior to start of competition.

### **Awards**

This is a job for someone who likes to keep things orderly. To work with awards, you will take results from the Computer Operator or Results Runner, and organize ribbons and trophies for distribution. Begin at start of competition. This job not available for April or October Senior meet since we do not hand out award for these meets.

### **Coaches' Check-in (half credit):**

Before and during the very first session of a meet, we will need someone to monitor the coaches' check-in table. The coaches must sign-in and show their coaching credentials prior to being allowed on deck to work with their swimmers. You will present them with their coaches packets and collect any outstanding balances if their club still owes money. Table may also be combined with the Positive Check In table if distance events are offered. Begin 30 minutes prior to warm-up. Combine this short shift with another for full credit.

### **Clerk of Course--Proof of Times, and/ or Time Trial Sign Up-(Usually only July Meet)**

At Championship meets, a Clerk of Course works on deck to take requests and fees for Time Trials and to verify that swimmers have qualifying times. Swimmers who fail to make the minimum qualifying time are required by USAS regulations to provide proof that they achieved said times at some point. The USAS SWIMS database verifies most of these proofs prior to the meet. Swimmers achieving qualifying times from non-USAS sanctioned meets (HS duals for example) should have some verification with them. If they cannot supply such validation they are subject to a fine. Begin 30 minutes prior to competition. This job only available if SWAT hosts a state championship meet.

### **Clerk of Course--Swimmer Line-up**

When meet sessions include younger swimmers, often a clerk of course is used to line up the swimmers and assist them with getting into the proper lanes. (Needed for December meet)Begin 30 minutes prior to competition.

**Computer Operator:** Will run the Meet Manager software—insert touch pads, make sure pads are “talking to the timing system, importing times, printing results/awards labels, etc. In championship meets, we run 2 computers and there will be someone onsite to serve as the Timing Judge (making modifications to the times as per the USAS regulations). When circumstances permit, you may be called upon to assist with seeding events for later sessions, time trials or finals if prelim/final format. Begin1 hour prior to competition. This job does need training and understanding of the meet software. We accept trainees for non-championship meets to learn this job.

## **Concessions**

As the name implies, this involves selling and/or preparing food. Please observe the start and end times of these work sessions as they may be different from the beginning and end times of the actual meet sessions.

## **Colorado Timing Operator**

This person will operate the timing console SWAT meets use the Colorado timing console unit and Daktronics ( Greenfield HS ) Training sessions at any non-championship meet available for anyone who would like to learn the timing system. Begin 1 hour prior to competition.

## **Head Timer:**

The head timer helps to coordinate the lane timers and provides a third watch time for the heat winner and maintains an extra stopwatch in case equipment or operator error requires a back-up watch. Begin 20 minutes prior to competition.

## **Lane Timers-2 per lane –Plus 2 backup timers**

Primary duty is to operate a stopwatch and electronic back-up button. Lane Timers serve as the secondary and tertiary back up to the primary (electronic pad) timing system. At our home meets, we will supply all of the timers (16 to 20 timers per session). One or two additional timing slots are often offered for people to serve as relief timers or to cover no-shows from our team or other teams. A timers meeting usually takes place about 30 minutes before meet start time. New timers don't need to shy away from this signup as we will combine a more experience timer with a new timer.

## **Admissions and Heat Sheet Sales.**

Arrive 20 minutes prior to scheduled start of warm-ups to be ready to collect admissions and heat sheet fees.

## **Lane Runner and Results Runners**

Will pick up lane timer sheets and deliver them to the computer office, post results outside the pool deck, and carry out other such duties as needed. This is a good job for a responsible young person. Begin at start of competition.

## **Meet Marshal**

USAS regulations require 2 Meet Marshal to be on site during a meet. Usually one male and one female as you also walk thru and monitor the locker facilities. From warm-ups until the session ends, you will be ensuring that the swimmers, coaches, and spectators adhere to certain standards of safe behavior. For all of our meets, there will also be a trained lifeguard on duty. (Another Senior level job will fulfill your family requirement if your swimmer is 16 and is a certified life guard) Begin 15 minutes prior to warm-up.

## **Set-up And Decorations Committee**

We will need a certain number of persons to assist with set-up on the evening or early morning prior to the meet—decorating, setting up the lobby, hospitality area, concessions area, and pool and testing the equipment so that all will be ready when the meet begins the next day. Consult the Volunteer Sign-up page

for Set-up start times. Additionally, we need some people to set up equipment on each morning of the meet, prior to warm-ups--the mid-meet set-up shifts are for half credit; combine with another shift for full credit.

### Take-down/Clean-up

At the conclusion of meets, we need folks to assist with returning the facility to its pre-meet condition. Begin at end of meet. Additionally, we need two people to do some clean-up after each meet day, during the meet, (begins an hour before the day's last session ends and continues until that session is over and clean-up tasks fulfilled); these mid-meet clean-up shifts are for half credit; combine with another shift for full credit.

### Floaters

Depending on the type of meet, we may have additional jobs available, plus a few backup floaters who are willing to jump in to help if we have no shows. These are just very general job descriptions. The signup via Team Unify may vary based on actual meet needs.