

## MASON MANTA RAY MEET VOLUNTEER DESCRIPTIONS

**ANNOUNCER:** Must be experienced. Please arrive at warm-ups to set-up microphone, etc. The announcer's table is usually located near the scoreboard. You will be making announcements for the team as well as for each event. This position usually begins during warm-up session for general announcements and lasts until the end of the session.

**The announcer is assigned for 1 complete session.**

**AWARDS:** Please arrive at your position 30 minutes prior to the start of the session. The awards table is under the scoreboard. At this position you will be awarding heat winner ribbons, putting award labels onto medals/ribbons and distributing them to team bags/files. Please take turns doing heat winner ribbons. **During Prelims at Regionals** you will be awarding heat winner ribbons.

**During Finals at Regionals** you will be putting award labels on medals/ribbons and also qualifier ribbons.

**Awards are assigned for 1 complete session.**

**BACK-UP TIMER:** Please arrive 30 minutes prior to the start of the meet.

You must attend the timer's meeting which will be held 30 min. before the start of the session, please listen for the announcement. During the meet you will start a stop watch with the beginning of each race and stop it at the end of every race, in case your watch is needed by another timer. Please make sure you are watching your 4 lanes in case someone needs a watch the last minute. The Back Up timer & Head Timer each covers 4 lanes. Make yourself KNOWN and available at all times on deck. **Back-up timers are assigned for 1 complete session.**

**ALL TIMERS:** You must be signed in before the timers meeting and also attend the meeting or your spot may be given away.

Please arrive 30 minutes prior to the start of the meet.

**~CLEAN-UP (During meet) \*\*also includes being the RESTROOM MONITOR\*\*:** Please arrive 30 minutes prior to the start of the session. Gloves & bags are at the check-in table.

During the session, periodically go around & collect trash in the stands and in the commons area. Please let the custodian know if any trash cans need emptying.

**\*\*You must also check on 30 minute intervals, your gender appropriate HS locker room/restrooms & commons restrooms for cleanliness, supplies, loitering & playing children. Notify the custodian on duty or the meet director if supplies, cleanup or if any trash cans need to be emptied.**

**Clean-up(during)/Restroom Monitor is assigned for 1 complete session.**

**CLEAN-UP (After Session):** Please arrive 1 hour before the end of the session, unless doing another position during that session. Gloves & bags are at the check-in table. After the session, please pick up any trash on deck, in the stands & out in the commons. Please make sure the Natatorium & commons area are clean for the next session. If it is the end of the meet, you will help take down & put away signage, tables, chairs and equipment and make sure the Natatorium & commons area are in pristine condition.

**Clean-up (after session) starts 1 hour before the end of the meet & ends when the area is cleaned up.**

## MEET VOLUNTEER DESCRIPTIONS

**CLERK OF COURSE (8& Under):** Please arrive 30 minutes prior to the start of the meet. Assemble and entertain the 8 and Under Swimmers in the Clerk of Course area. Help get them in their correct lane for their events.

**Clerk of course is assigned for 1 complete session.**

**~COMMONS MONITOR \*\*also includes announcing events in the commons\*\*:** Please arrive at warm-ups.

Sit out in the high school commons to make sure there is ***NO running, NO ball throwing*** or horseplay. **NO ONE IS ALLOWED** on the stairs or on the balcony. If the stairways aren't blocked, there should be someone positioned near the stairways to prevent people from going up the stairs or onto the balcony. ***PLEASE KEEP ALL WALKWAYS & DOORWAYS CLEAR*** of chairs, people & bags. There will be an area cordoned off where the swimmers can sit. Any problems, please contact the meet director.

You will also be working with the announcer announcing events out in the commons. There will be a microphone or bullhorn to announce & a dry erase board to write 1<sup>st</sup> & 2<sup>nd</sup> call for events. Please work with the other commons monitors for breaks/watching your child swim.

**Commons monitors are assigned for 1 complete session.**

**COMMUNITY CENTER PASS CHECKER:** Please arrive at the time stated on the signups. You will be sitting on the deck by the door leading to the Community Center locker rooms. Only Community center passholders may enter through this way. Everyone else needs to use the restrooms out in the commons. Swimmers need to use the H.S. locker rooms only.

**Community center pass checker is assigned for 1 complete session.**

**COMPUTER:** (NO LONGER ON SIGNUP--HANDLED BY LEAD)

The computer table is located near the scoreboard.

**CONCESSIONS:** (HANDLED BY HS SWIM BOOSTERS)

The concession stand is out in the commons area.

**DATA BOARD:** Please arrive 1 hour prior to the start of the meet. The Data Board table is located near the scoreboard.

You will be using the Electronic Colorado Timing System. Set up the timing system prior to the meet and test/debug. The data board receives data from the starter & touch pads/plungers. Work with the Starter to ensure that timing system is ready for each race. Watch the race & make real time adjustments to the data board to enable the race to be timed electronically. Verify a printed copy that each race is correct and adjust/score appropriately.

**Databoard volunteers are assigned for 1 complete session.**

## MEET VOLUNTEER DESCRIPTIONS

**HEAD TIMER/BACK UP:** Please arrive 30 minutes prior to the start of the meet. You must attend the timer's meeting, please listen for the announcement. Please bring the stopwatches, clipboards & lane assignments page to the timer's meeting. Please put the lane slips on the clipboards, if they are ready before the meeting. During the meet, you will start a stop watch with the beginning of each race and stop it at the end of every race, in case your watch is needed by another timer. Please make sure you are behind your 4 lanes & watching to see if anyone may need a watch last minute. The Head Timer & Back Up timer each covers 4 lanes. Make yourself KNOWN and available at all times on the deck. Once the session is over, collect all the watches and clipboards and place on the officials table. The lane slips should be put in lane order and given to the computer table. **The head timer is assigned for 1 complete session.**

**HEAT SHEET SALES:** Please arrive at warm-ups. The table is usually set-up near the glass block wall.

Sit at the prescribed location and sell Heat Sheets during the warm-up session and through the first one or two hours of the meet (possibly during the whole meet at Regionals).

**Heat sheet sales ends 1-2 hours into the meet.**

**HOSPITALITY:** *(SIGNUPS FOR HOSPITALITY ARE HANDLED BY THE LEAD, MAY OCCASIONALLY HAVE OPENINGS ON OUR SIGNUPS)*

**LANE TIMERS:** Please arrive 30 minutes prior to the start of the meet. You must attend the timer's meeting, please listen for the announcement. There are 16 lane timers needed per session. Lanes are assigned upon check-in (lane assignments page) You will time a lane for the entire session. There must be one experienced timer in a lane. One timer will use a stop watch and plunger for each race and the other will use the plunger and record the watch time. There will be relief timers available for breaks, please take a break when needed. The timer with the clipboard needs to check & make sure the swimmer's are behind the blocks and in the correct order. Ask their name before they step onto the block to make sure it's the correct swimmer for that heat. If there is no swimmer swimming, but there is a name, put NS. Also, please keep track of how many laps the swimmer will be swimming so you know when to stop your watch & plunger. Please only write down the watch time; you do not need to put down the scoreboard time. **Lane timers are assigned for 1 complete session.**

**ALL TIMERS:** You must be signed in before the timers meeting and also attend the meeting or your spot may be given away.

**NATIONAL ANTHEM:** Please arrive 15 minutes before the start of the meet and go to the announcer's table which is located near the scoreboard.

Sing the National Anthem at the beginning of each session of the meet.

**OFFICIALS:** (NO LONGER ON SIGNUP) You must be a certified Official. Please contact the officials coordinator or meet director to sign up to officiate.

## MEET VOLUNTEER DESCRIPTIONS

**RELIEF TIMERS:** Please arrive 30 minutes prior to the start of the meet. You must attend the Timer's Meeting, please listen for the announcement. There will be approx. 2- 4 relief timers per session. You will rotate among the lane timers, head timer & backup, to give them breaks for bathroom and food. **Relief timers are assigned for 1 complete session.**

**ALL TIMERS:** You must be signed in before the timers meeting and also attend the meeting or your spot may be given away. Please arrive 30 minutes prior to the start of the meet.  
**Timers are assigned for 1 complete session.**

**~RESTROOM MONITORS \*\*also includes CLEAN-UP (During Meet):** Please arrive 30 minutes prior to the start of the meet. One monitor each for MALE and FEMALE locker rooms/restrooms...this now includes clean-up during the meet. You may sit in the stands/commons but please check on 30 minute intervals, the gender appropriate high school lockers/bathrooms and commons restrooms for cleanliness, supplies, loitering & playing children. Notify the custodian on duty or the meet director if supplies or a custodian are needed.  
\*Clean-up during the meet--Bags & gloves are at the volunteer table. Periodically go around & ask people for their trash in the stands and out in the commons area. If the trash cans are overflowing in either location, please let the custodian/meet director know.  
**Restroom monitors/Clean-up during the meet are assigned for 1 complete session.**

**RESULT RUNNER (For Computer):** Please arrive 30 minutes prior to the start of the meet and go to the computer table which is located near the scoreboard. After the data is completely entered, it is hung at the Results area. This person works closely with the Computer people. **Result runners are assigned for 1 complete session.**

**~RUNNER (For Databoard) not the same as the result runner:** Please arrive 30 minutes prior to the start of the meet. You will work closely with the Data Board people getting timer information from the timers when needed and possibly running any misc. errands that may come up.  
\*\*Announcing in the commons is now handled by the commons monitors.\*\*  
**Runners are assigned for 1 complete session.**

**SET UP:** Usually done the night before the meet. Help set up signage, tables and chairs, and any general "to do" items that need to be done. Please arrive at the designated time.

**VOLUNTEER CHECK-IN TABLE:** Please arrive prior to warm-ups. The check-in table is located in the stands where the family mailboxes are. Sit at the volunteer table to help volunteers sign in, get a name tag and direct them to their assigned positions until about an hour into the meet. You will be responsible for finding volunteers to fill any empty positions that come up at prior to the beginning of the meet, especially the timers. If any Mason parent who hasn't signed up, but says they would like to volunteer; take down their name & have them check back 30 min prior to start of the meet (or at the arrival times) to see if there are any openings. Please remind all volunteers to also sign out at the end of the session. **Your position ends 1 hour into the meet.**

## **MEET VOLUNTEER DESCRIPTIONS**

**WARM-UP MARSHAL:** Please arrive prior to warm-ups. You will be positioned in any one of the 4 corners of the pool. There needs to be a marshal at each corner. You are responsible for making sure the swimmers aren't horsing around while swimming. They must enter the pool feet first with one hand on deck.

**VOLUNTEERS: PLEASE SIGN IN AT THE CHECK IN TABLE PRIOR TO REPORTING TO YOUR POSITION.**