

GILLS Volunteer Job Descriptions

Timer	A Timer participates in the entire meet. Every swim lane will have 2 timers behind each start block. One timer will use the stop watch and one timer will write the times on the official's paper which is turned in to the Runner after each event. A back-up timer is available for bathroom breaks or emergencies. Twelve timers and one Head Timer are needed for each meet. A Head Timer will be responsible will troubleshoot and resolve issues that may arise during the meet and will also use a stopwatch as an overall backup for each event. Timers arrive at least 30 minutes prior to the meet start for the timers meeting that is held in the hallway by Concessions.
Runner	A Runner takes all the official times from each swim lane to the head table after each event is completed. A Runner must also take any DQ slips for that event from the officials to the head table after each event. A Runner is present on deck for the entire meet. Two Runners are needed for each meet. Runners must arrive at least 30 minutes prior to the start of the meet and attend the Timers' meeting in the hallway by Concessions.
Back-up Timer	A Back-up Timer sits on deck for the entire meet. They are the relief for bathroom breaks or emergencies for the Timers. One Back-up Timer is needed per meet. The Back-up Timer must arrive at least 30 minutes prior to the start of the meet and attend the Timers' meeting in the hallway by Concessions.
Sign-In Table for Volunteers	This volunteer must arrive at least 50 minutes prior to the start of the meet. This person is responsible for setting up a table in the door entrance area and checking in all of the volunteers prior to the meet. Every volunteer must sign in to obtain credit for the completion of their commitment to the team. The Sign-in Volunteer will direct the volunteers to their area and give all volunteers a name tag. At the start of the meet, or when all volunteers have signed in, this volunteer will take down the table and turn in the paperwork to a GILLS Board Member. There is 1 Sign-in Volunteer for each meet.
Concession Stand Operators	The Concession Stand Volunteers help to set up and manage concessions during the entire swim meet. Four volunteers are needed to operate the concession stand. There are opportunities for breaks to see some of the events through a rotation that is organized before the start of the meet amongst the concession volunteers. A GILLS Board member will direct all Concession Volunteers during the meet. Concession Volunteers need to arrive at least 30 minutes prior to the start of the meet to help with setup and to get specific area assignments. Concession Operators will help clean-up the area after concessions closes, which is typically at the start of the Free Style Relay.
Bathroom Assistant	These volunteers will arrive at least 30 minutes prior to the start of the meet and remain on deck to perform frequent locker room checks. Loitering in the locker rooms is strictly prohibited. NO swimmers are permitted to stay in the locker rooms during the meet. Locker room use is for use before and after the meet for changing clothes and showering, and for bathroom breaks as needed. Two volunteers are needed for each meet: 1 male and 1 female.



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- Meet Set-Up Assistants** These volunteers need to arrive at least 50 minutes prior to the start of the meet to help set up equipment for the meet. They will go immediately to the pool deck upon arrival and work with the GILLS Board Members to set up tables, chairs, timing equipment, concessions, etc. Four volunteers are needed for each meet.
- Meet Clean-Up Assistants** These volunteers will remain on deck at the end of the meet to help clean up the bleacher area, timing equipment, and other areas as needed. Volunteers will report on the deck to a GILLS Board Member immediately following the last Relay event. Six volunteers are needed for each meet.
- Split-the-Pot Host/Hostess** These volunteers will arrive at least 20 minutes prior to the start of the meet to collect the Split-the-Pot materials. The host/hostess will promote the raffle throughout the meet and will offer raffle tickets to the visitors in the stands prior to the meet start (before the first event). At that time, the money collected and the raffle tickets will be turned in to a GILLS Board Member at the timing table on deck. As the meet progresses, additional promotions in the stands will occur with periodic returns to the timing table. The raffle will be announced by the timing table in the later part of the meet. Two volunteers are needed at each meet.
- Door Monitor** This volunteer will wear an orange vest and be on deck for the entire meet. They will have specific tasks as assigned by the Officials at the start of the meet (ie. Watching warm ups for feet first entry, watching for hazards, alerting the swimmers not to run on the deck). The Safety Marshal shall arrive at the schedule start of warm-ups for the meet.
- Hallway Monitor** All swimmers are required to remain on deck during the meet. Therefore the Hallway Monitors will reside in the hallway outside of the locker rooms and monitor the activities of the swimmers should they enter that area. There are two volunteers required for this service. They will direct the swimmers back to the pool deck as needed and will escalate issues to a GILLS Board Member as necessary. These volunteers need to report to their station 15 minutes before the start of the meet until the conclusion of the last event.
- Announcer** The Announcer sits at the timing table and works closely with the scoreboard operations and Officials throughout the meet. There is one volunteer needed for this position at each meet. The volunteer will use the microphone and clearly announce each event upon the signal from the Official. This volunteer needs to report to the timing table at least 15 minutes before the start of the meet.
- Scoreboard Operator** This volunteer assists the timing system and scoreboard operations throughout the meet. This position involves use of the computerized timing and scoreboard system, therefore familiarity with the use of a computer and data entry is required. This volunteer needs to report to the timing table at least 30 minutes prior to the start of the meet. One volunteer is required for each meet.

