

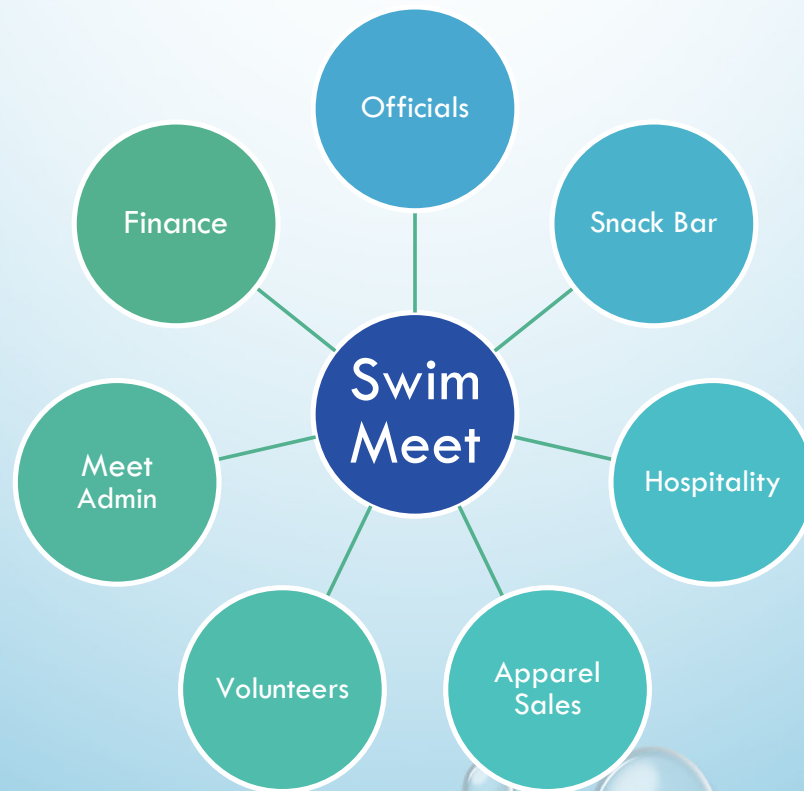
The logo for EMAC Green Swarm is centered within a white rounded rectangle. 'EMAC' is written in a bold, dark blue, sans-serif font. Below it, 'Green Swarm' is written in a green, cursive script font.

EMAC *Green Swarm*

HOSTED MEET COORDINATION
AND VOLUNTEER POSITIONS

October 6, 2022

EMAC HOSTED SWIM MEETS



October 6, 2022

Meet Administration-	Officials-	Hospitality-	Snack Bar-	Volunteers-	Finance-	Apparel Sales-
<ul style="list-style-type: none"> • Set Meet Calendar with Head Coach • Reserve Facility • Prepare Meet Packet • Communicate Meet with MA teams and organization • Coordinate meet entries • Share session information with other EMAC coordinators • Coordinate meet sessions • Ensure that computer systems are tested prior to meets and are set up in advance of each meet session 	<ul style="list-style-type: none"> • Recruit EMAC parents to become officials • Ensure that all hosted swim meets have the proper officials • Facilitate any ongoing training 	<ul style="list-style-type: none"> • Organize each session's menu, ensuring quality and variety • Ensure that all officials, timers, coaches and table volunteers have water throughout each session • Purchase any necessary supplies, getting reimbursed by EMAC • Ensure that Hospitality area is set up and cleaned up for each session 	<ul style="list-style-type: none"> • Organize each session's menu, ensuring quality, variety and healthy options for swimmers and spectators • Coordinate snack bar donations via Signup Genius, publishing a minimum of 2 weeks prior to meet • Purchase any necessary supplies, getting reimbursed by EMAC • Coordinate use of refrigerator (Coca Cola) and any 3rd party food preparation (if necessary) • Ensure that Snack Bar is set up and cleaned up for each session 	<ul style="list-style-type: none"> • Prepare volunteer assignment shifts via Team Unify or Signup Genius for each hosted meet, publishing a minimum of 2 weeks prior to meet • Inform all parents of their obligation to volunteer during each session in which their child is swimming • Set and monitor volunteer policy; from time to time, determine if changes need to be made • For each session, ensure that all volunteers have checked in and are provided with a job assignment label 	<ul style="list-style-type: none"> • Ensure that Snack Bar and Admissions have proper funds to start each day of meet • Tally funds at end of each meet day • Tally receipts • Work with Office Manager to re-count and deposit funds promptly • Report totals to Meet Director, Snack Bar Coordinator and Finance Chairperson 	<ul style="list-style-type: none"> • Arrange for Vendor to sell equipment, meet t-shirts, apparel, etc. • Arrange for EMAC apparel to be sold at meets, as available

EMAC HOSTED SWIM MEETS

HOSTED MEET VOLUNTEER POSITIONS

(VOLUNTEER POSITIONS ARE REQUIRED FOR EACH SESSION)

- Meet Check-In
 - 2 person job
 - Must arrive at least 15 minutes prior to the start of warm-ups
 - Responsible for checking in meet volunteers, coaches, and officials

- Admissions
 - 2 person job
 - Must arrive early, 15 minutes prior to the start of warm-ups
 - Responsible for collecting spectator admission fees and managing cash box
 - Distribute wrist bands to spectators after they pay admissions

- Meet Marshall
 - 2 person job typically, may be more depending on facility and layout
 - Must arrive early, 15 minutes prior to the start of warm-ups
 - Responsible for enforcing USA Swimming Rules & Regulations during all warm-ups
an covering the warm-up/warm-down pool (if facility has one) during session

- Locker Room Monitor
 - 2 person job (1 female and 1 male)
 - Must arrive early, 15 minutes prior to the start of warm-ups
 - Must sit outside the locker room to make sure only swimmers enter the locker room, no adults allowed in locker room
 - Permitted to watch your child swim

CONTINUED:

➤ Snack Bar

- 3 to 4 person job
- Must arrive at least 15-30 minutes prior to start of warm-ups to assist with setup
- Responsible for serving snack bar items to spectators and swimmers
- Responsible for collecting money and managing cash box
- Assist with snack bar cleanup after the meet

➤ Hospitality

- 2 person job
- Must arrive early, 15 minutes prior to the start of warm-ups
- Responsible for setting up hospitality area for coaches and officials
- Responsible for managing and maintaining hospitality area during session

➤ Announcer

- 1 person job
- Must arrive 30 minutes prior to the start of the meet session
- Responsible for playing recording of National Anthem
- Responsible for announcing each event, lane and swimmers name for each event and heat
- Responsible for announcing event results

CONTINUED:

➤ Colorado Timing System

- 2 person job (requires at least one experienced person, second person can shadow to learn and get comfortable with the job)
- Must arrive at least 30 minutes prior to the start of the meet session
- Job is not difficult, only requires focus on each race and prompt processing of results over to the Hy-Tek computer
- Responsible for running the timing system
 - Ensure system is running correctly
 - Verify touchpad registers each touch (turn and finish)
 - Store results
 - Reset system for next race (time sensitive response required to allow officials to start the next race)

➤ Hy-Tek Computer

- 2 person job (requires at least one experienced person, second person can shadow to learn and get comfortable with the job)
- Must arrive at least 45 minutes prior to the start of the meet session
- Job is not difficult and not time sensitive to the start of each race but must process the timing system results received from the Colorado Timing System in a reasonable amount of time
- Responsible for printing out time discrepancies for Admin Official to review
- Enter Admin Official time resolution information and disqualifications into system
- Finalize event and score meet results

CONTINUED:

➤ Runner

- 1 person job
- Must arrive 15 minutes prior to the start of the meet session
- Responsible for collecting timing slips from each lane at the conclusion of each event and deliver to the scorer's table
- Responsible for ensuring that the timing slips are in lane order

➤ Awards and Posting

- 1 or 2 person job depending on meet
- Must arrive 15 minutes prior to the start of the meet session
- Responsible for posting results in designated area on deck for the swimmers and in designated area in hallway for spectators
- Responsible for processing/labeling awards and distributing to each teams designated bin

➤ Timer

- 2 timers required per lane and 2 backup timers per session
- Must arrive 30 minutes prior to start of the meet session and attend timers meeting with officials
- Responsible for starting and stopping the stopwatch at the beginning and end of each race and pressing the timing system plunger at the end of each race
- 1 timer per lane is responsible for recording the stopwatch times on the timing slip

CONTINUED:

➤ USA Swimming Officials

- Numerous Certified Officials are required to run each meet and are commonly requested to assist/volunteer at away meets as very few teams have enough in-house officials to fully staff a meet on their own (this is very common for championship caliber meets)
- Must arrive at least 45 minutes prior to the start of the meet
- Hospitality/food is typically provided by host team
- There are numerous levels and types of officials for which all are needed for each meet
- Officiating Certifications can be obtained through USA Swimming
- Shadowing of experienced officials is a requirement of USA Swimming, and we offer that at all our meets
- The biggest advantage to being an official is that you have the best seat in the house to watch the races and your kid's swim
- If interested or have questions about becoming an official, please contact our Officials Coordinator at officials@emacswim.org