



TEAM FOXJET SWIMMING

Awards Volunteer Instructions / Responsibilities

Multi-Session Meets – Awards

Upon arrival for your shift, please check in with a Volunteer Coordinator/Meet Director to ensure you are credited for your volunteer hours. Pick up a name tag lanyard. Report to the Awards table (located in the pool lobby, near the gym door entrance).

Responsibilities

Results and labels

- One Awards volunteer will pick up results sheets (2 sets) and labels (1set) from the Hy-Tek Operators on the pool deck and deliver them to the Awards table.
- Highlight the event information on the results sheets - boys' in blue and girls' in pink. Put a line under the 8th place swimmer (because we give out awards up to 8th place).
- One set of results will be 3-hole punched and put in the binder under its corresponding section.
- The other set of results will be taped to the wall to the side of the elevator under the appropriate sign, along with the labels listing the swimmers who have earned ribbons.

Ribbons

- Swimmers should check the wall, pull off the label with their name on it, and bring it to you. You will stick the label to the back of the appropriate ribbon.
- If a swimmer says that the label or sheet is wrong and they actually earned a different place ribbon than it shows, just give them the one they say they earned.

Certificates (applicable only at Championship meets)

- If a swimmer has earned a new B, BB, A, or Champ time (indicated on the label with a + after the letter), print a certificate with their information using the laptop and printer provided. If the laptop and/or printer are not working, write the information on the certificate by hand.

Reminders

- You must wear your blue Foxjet Volunteer shirt during your shift.
- Cell phone use is prohibited on deck.
- We are NOT mailing unclaimed ribbons or certificates to coaches or swimmers. Any unclaimed awards are forfeited.
- Afternoon Awards volunteers are often some of the last people to leave the building. After the swimmers are done racing, results still need to be printed and posted. Swimmers will still need to pick up their ribbons.

Please note that you are responsible to stay for the entire session unless relieved by a replacement Awards volunteer or a Meet Director. Spectators with questions, comments, or concerns should be referred to the Meet Ambassador, located at the circular desk. Communicate any necessary information regarding your shift with a Meet Director.