



# TEAM FOXJET SWIMMING

## Awards Volunteer Instructions / Responsibilities

### Winter Classic

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 on the upper level at the northwest corner of the pool, near the top of the stairs).

### **Responsibilities**

#### **Results and labels**

- The Awards Runner will pick up results sheets (2 sets) and labels (1 set) from the Hy-Tek Operators in the Back Room and deliver them to the Awards table.
- Highlight the event information on the results sheets - boys' in blue and the girls' in pink. Put a line under the 8<sup>th</sup> place swimmer and 3<sup>rd</sup> place relay.
  - Medals are given for 1<sup>st</sup> through 8<sup>th</sup> place for individual races.
  - Medals are given for 1<sup>st</sup> through 3<sup>rd</sup> place for relays.
- 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 medals.

#### **Medals**

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

#### **Trophies**

- Trophies will be given to high point winners. The Awards table is not responsible for these.

#### **Certificates**

- No certificates for newly earned B, BB, A, or Champ times will be given out at this meet.

### **Reminders**

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

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. Communicate any necessary information regarding your shift with a Meet Director.