



VOLUNTEER POSITIONS

Section 1: Volunteer Coordinator

Section 2: Common Positions

Section 3: Other Positions

GENERAL NOTES & EXPECTATIONS

These job descriptions are based on EDGE-hosted meets and commonly attended meets throughout the year. Each facility and team may have their own variations on these positions, but rest assured that they will handle training you so that you are ready to volunteer!

As always, please use your EDGE Swim Club account and hit the Job Signup button to sign up. If positions are not filled by a reasonable time, the Volunteer Coordinator will assign families to the vacant positions.

For EDGE-hosted meets, check in with the Volunteer Table Worker upon arrival. For other meets, we will specify where and when you should check in on the signup page.

EDGE Swim Club Volunteer Coordinators: Sheri Hill & Anna Main

SECTION 1

VOLUNTEER COORDINATOR

The Volunteer Coordinator works to make sure that volunteers know how to sign up, and make sure that everyone gets checked in properly at meets and knows where to go and when. There is some administrative work before and after meets that can be done from home and only takes a few minutes! The Volunteer Coordinator is an extremely helpful position both for the volunteers and the coaches! It allows the volunteers to feel confident about their positions and allows the coaches to focus on the swimmers!

HOW TO BE A VOLUNTEER COORDINATOR

- **BEFORE THE MEET**

- The night before a meet or the morning of a meet, at home: Email the Summer Team 20XX group and politely remind them of any slots that need to be filled.
- Arrive promptly 15 minutes before the official arrival time of the team to start setting up the check-in table, making sure you have the right materials, and the iPad is ready with the OnDeck app for when families arrive. See if there is any help needed with setup of the meet. There is a checklist to help with this.
- The volunteer table worker will go to you if there are families that haven't arrived or there are positions that need to be filled. You'll be responsible for finding those families or finding families to fill vacant positions.
- Make sure that volunteers have the materials they need from the Volunteer Box and assist with any volunteer-related questions.

- **DURING THE MEET**

- Make sure that volunteers with second-half shifts are relieving their first-half partners.

- After the concession stand closes, check in to see if assistance is needed and take notes on how the meet went: what sold well? What didn't? What do we need more of? Less of? There is a note sheet to help with this.

- **AFTER THE MEET**

- The next day, from home, go into Team Unify and into the past event's Job Signup button. Click the "Event Job Done Confirmation" tab and Print Account Work Hours Confirmed.
- Referencing this report, go to the Volunteer Tracking Google Sheet and update the accounts with the correct number of credits
- In Team Unify, based on the feedback you heard from Concessions, update the Job Signup jobs in the next meet(s) to include or exclude certain items or change their quantities

SECTION 2

COMMON POSITIONS

Volunteer Table Worker

Concessions

Bullpen

Lane Shepherd

Heat Winner Ribbons

Head Timer

Timer

Runner

Scorer

Computer Entrant

VOLUNTEER TABLE WORKER

The Volunteer Table is an EDGE volunteer's first stop when arriving at a meet. They will check in, ask any questions about the position they're working, and more. The Volunteer Table Worker is the first point-of-contact and will work with the Volunteer Coordinator to make sure that all positions are filled and answer any questions volunteers may have.

HOW TO BE A VOLUNTEER TABLE WORKER

- **BEFORE THE MEET**

- Arrive no less than 10 minutes prior to the official arrival time of the team to get everything prepared for when volunteers check in. There is a checklist to help with this
- Use the OnDeck app to check in volunteers as they come in. If someone is missing, let the Volunteer Coordinator know and they will try to find someone to come check in
- Give the volunteer a nametag that they can fill out with their name/position
- Be able to answer questions about volunteer positions for those who are unsure

- **DURING THE MEET**

- Before wrapping things up, check in with the Volunteer Coordinator and Head Coach to make sure that everything is running smoothly
- Let the Head Coach know of anything they should be aware of such as no-shows or a recurring issue

- **AFTER THE MEET**

- Check in with other volunteers to ask if they need any help

CONCESSIONS

Concessions volunteers are responsible for setting up, tearing down, and tending to the Concession Stand throughout the meet. There are two shifts with two volunteers each: one that goes from set up to halfway through the meet, and another that goes from halfway through tear down. This is a great chance to socialize and make some swimmers smile!

HOW TO BE A CONCESSIONS VOLUNTEER

- **BEFORE THE MEET**

- Arrive promptly for the official arrival time of the team to start setting up the table, getting supplies from the closet, and making sure everything is ready for when families bring in their concession items. There is a checklist to help with this
- Count the money in the cash box and record it. There is a tracking sheet to help with this
- Prepare and get all foods ready to serve to athletes and spectators for when the meet starts

- **DURING THE MEET**

- Service with a smile! Serve food and beverages and take payment from patrons throughout the meet
- Keep track of what items are being purchased and make any notes such as, "item didn't sell and was reduced in price" or, "item sold out quickly." There is a tracking sheet to help with this
- The concession stand will close roughly 20-30 minutes prior to the end of a meet or session
 - Close to closing time, try to sell off, and then give away perishable items

- **AFTER THE MEET**

- Count the money in the cash box and record it
- Clean up and neatly put all items back safely into the closet

BULLPEN

Bullpen volunteers are the ones who help swimmers get from Point A to Point B. Swimmers will approach the bullpen near their event with their event card (or no card for championship or USA Swimming meets) and the volunteers will get them organized by heat and lane before sending them behind the blocks.

HOW TO BE A BULLPEN VOLUNTEER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure that all supplies are in working order. There is a checklist to help with this
- **DURING THE MEET**
 - With the aid of a bullhorn, PA system, or a loud and inviting voice, announce the next event in order to begin preparations
 - Organize swimmers by their heats and lanes, making adjustments as necessary for summer dual meets
 - If there is an empty lane in a heat, pull a swimmer from one of the middle lanes of the next heat. The goal should be to condense heats so that all lanes are filled
 - Only combine events (male/female) if there will still only be one heat. Notify the meet referee and/or starter of this change
 - Make sure swimmers' cards read correctly and then send them behind the blocks with the help of a Lane Shepherd, if available
- **AFTER THE MEET**
 - Collect all bullpen equipment and neatly put it away

LANE SHEPHERD

The Lane Shepherd is in charge of making sure that swimmers are arranged correctly behind the blocks. They often work with the Bullpen or Timers to make sure swimmers know that they are in the right place.

HOW TO BE A LANE SHEPHERD

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and introduce yourself to the bullpen staff
- **DURING THE MEET**
 - Work with the Bullpen to help make sure that swimmers are getting to the right lanes at the right time
 - At summer championship meets and USA Swimming Meets, the timers will have sheets that say what swimmers are in their lanes so they can verify with swimmers that they're in the right place
 - Walk with the swimmers from the bullpen to directly behind the blocks so you know they're in the right place
- **AFTER THE MEET**
 - Check in with other volunteers to ask if they need any help

HEAT WINNER RIBBONS

Heat Winner Ribbon volunteers work with one another to watch the finish of a race and deliver a prize to the first-place finisher. Swim meets can be quite fast-paced so volunteers will likely have to stagger heats to ensure proper delivery.

HOW TO BE A HEAT WINNER RIBBON VOLUNTEER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure you know where the prizes are
- **DURING THE MEET**
 - Work with the other Heat Winner Ribbon volunteer to watch who finishes first and promptly bring the victor their prize
 - If a finish seems too close to call, quickly ask timers for their times or use your best judgment
 - Alternate heats with the other volunteer so that the finish can always very clearly be seen
- **AFTER THE MEET**
 - Return the remaining prizes to where you found them and check in with other volunteers to ask if they need any help

HEAD TIMER

The head timer is an important role that helps to keep timers organized and focused on the swimmer in their lane. The following responsibilities are common at EDGE-hosted meets and may change from facility to facility.

HOW TO BE A HEAD TIMER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure that all supplies are in working order from the Head Timer box. There is a checklist to help with this.
 - Use the instructional paper to run the Timers Meeting 20 minutes prior to the start of the meet
- **DURING THE MEET**
 - Position yourself near the timers where you can get a clear walking lane to timers and sight path to the starting strobe
 - Start two stopwatches at the start of a race and if a timer raises a stopwatch over their head, go to swap watches so they can record their time
 - If a stopwatch breaks during a meet, take it from the timer, replace it with one of your own, and ask a coach to swap out the broken one with a replacement
- **AFTER THE MEET**
 - Collect all team stopwatches, clipboards, and other supplies from timers and thank them for their time
 - **Neatly** put away all supplies in the Head Timer box
 - Put any reportedly broken stopwatches in the “broken” bag

TIMER

Timers help our swimmers track their progress toward their goals! Swim meets can be fast-paced so it's important for timers to pay attention to their lane at all times.

HOW TO BE A TIMER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and attend the Timers Meeting, even if you are a Relief Timer
- **DURING THE MEET**
 - Upon a visual signal (strobe or gun flash), start your stopwatch and when your swimmer gets close to finishing, lean over the edge of the pool in order to clearly observe the finish. Expect to get splashed and plan accordingly
 - If your watch malfunctions or you fail to start it, raise your stopwatch high above your head and the head timer will come to replace it
 - After the race, one timer will be responsible for recording all times and handing the index card / timer sheet to the runner
- **AFTER THE MEET**
 - Hand your stopwatch, clipboard and pencils to the Head Timer

RUNNER

Runners help get swimmer's cards or the event's timer sheets to the correct location in order for results to be properly recorded. It is a position that requires a bit of walking but with two volunteers, it's a job that becomes easier within minutes of doing it.

HOW TO BE A RUNNER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure you are ready for the meet
- **DURING THE MEET**
 - Position yourself on the opposite side of the pool from the computer/scoring table, and near the timers so you can have a one-way walking path from the timers to the table
 - After each heat (for cards) or event (for timer sheets), go by the timers and ask for their card/sheet
 - Bring the card/sheet to the computer/scoring table, where they will take the next steps in properly recording the results
 - It is easiest to have one person take care of odd heats, and another to take care of even heats
- **AFTER THE MEET**
 - Check in with other volunteers to ask if they need any help

SCORER

Scorers are in charge of taking swimmers' event cards from the Runner and finding the top three finishers from the team. They'll work with the other team's Scorer to find the top three *overall* finishers and use the Scorer's Sheet (instructions included) to allocate the correct number of points to each team. Once done, the event cards will be handed over to the Computer Entrant

HOW TO BE A SCORER

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure you are ready for the meet
- **DURING THE MEET**
 - Take a seat at the computer/scoring table, typically located near the starters. There will be a scoring sheet and media sheet that have directions on them ready for you to fill in!
 - You will be working alongside our computer entrant and the other team's scorer
 - The runner will hand you the event cards or timers' sheets for the correct team. You and the other team's scorer will sort through to identify the top three finishers for your team and the overall top three finishers
 - Record the results on the scorer sheet and media sheet
 - Hand the cards to the computer entrant
- **AFTER THE MEET**
 - If you didn't have time to record the results onto the media sheet, do so before wrapping up!
 - Give one copy of the score sheet to the visiting team and retain one. Leave our copies by the computer.

COMPUTER ENTRANT

Computer Entrants are in charge of taking swimmers' event cards from the Scorers and inputting the results for each swimmer into our team management software. There will be an instructional sheet to help, and attention to detail is key! Once done, the event cards will be placed back into the card box.

HOW TO BE A COMPUTER ENTRANT

- **BEFORE THE MEET**
 - Arrive no less than 30 minutes prior to the start of a meet in order to check in and make sure you are ready for the meet
- **DURING THE MEET**
 - Take a seat at the computer/scoring table, typically located near the starters. There will be a computer that has directions with it, and the program will be up and ready for you to fill in!
 - You will be working alongside the scorers
 - The scorer will hand you the event cards for our team. You will then input the circled (middle) time for each swimmer into the computer program. Be extra careful you are putting the right time for the right swimmer.
 - After recording the time for an event, wrap the cards in a rubber band and place them into the card box
- **AFTER THE MEET**
 - Follow the directions to generate a results PDF and you're all done!

SECTION 3

OTHER POSITIONS

Awards Table

Poster

Timing Console

Announcer

Human Stoplight

AWARDS TABLE

The Awards Table volunteer position is typically for Summer Team championship meets and USA Short Course and Long Course meets. They are responsible for making sure that the award labels are placed on the correct ribbon or medal and placed with the correct team's bag. Each facility is different, so an Awards Table volunteer should be well-organized and able to be flexible with slight changes to the job.

HOW TO BE AN AWARDS TABLE WORKER

- **BEFORE THE MEET**

- Arrive promptly at the designated arrival time or 30 minutes prior to the start of a session (whichever is earlier) and check in with the facility's volunteer coordinator or meet director. When in doubt, ask for where to go!
- Double check with the facility's volunteer coordinator or meet director to make sure you know where all the labels will be printed, where the ribbons and medals are, and where each team's awards should be placed

- **DURING THE MEET**

- Once events are finished and results are verified in the computer program, labels will be printed
- Take labels from the printer, staple/paste them onto the correct ribbon or medal and put it in the correct team's award bag.
- It is okay to ask computer volunteers or coaches and meet directors any questions that come up along the way. We're all one team!

- **AFTER THE MEET**

- Check in with the facility's volunteer coordinator or meet director to make sure that you are all set after all awards have been placed in the correct bag

POSTER

The Poster's job is straightforward and is often times consolidated with other volunteer positions. They are responsible for taking the printed results sheets that are printed from the computer table and posting them in whatever location(s) the host facility requests. Parents and swimmers are eager to see them, so make sure you post promptly!

HOW TO BE A POSTER

- **BEFORE THE MEET**
 - Arrive promptly at the designated arrival time or 30 minutes prior to the start of a session (whichever is earlier) and check in with the facility's volunteer coordinator or meet director. When in doubt, ask for where to go!
 - Double check with the facility's volunteer coordinator or meet director to make sure you know where all the results sheets will be printed, where the tape or staples are, and where the results should be posted
- **DURING THE MEET**
 - Once events are finished and results are verified in the computer program, results sheets will be printed
 - Take results from the printer, staple/paste them in designated location(s)
 - It is okay to ask computer volunteers or coaches and meet directors any questions that come up along the way. We're all one team!
- **AFTER THE MEET**
 - Check in with the facility's volunteer coordinator or meet director to make sure that you are all set after all results have been posted to the correct locations

TIMING CONSOLE

The Timing Console volunteer works in conjunction with the Meet Director and/or Administrative Official and is responsible for making sure the meet management software is correctly synced with the touchpad or other timing system before each heat begins.

HOW TO BE A TIMING CONSOLE VOLUNTER

- **BEFORE THE MEET**

- Arrive promptly at the designated arrival time or 40 minutes prior to the start of a session (whichever is earlier) and check in with the facility's volunteer coordinator or meet director. When in doubt, ask for where to go!
- Receive training on how to use the facility's timing equipment (i.e. Colorado's Timing Console) It is the facility's job to train you properly. It is a matter of hitting the right button at the right time

- **DURING THE MEET**

- Once a heat is finished, work with the Meet Director or Admin Official to make sure the timing console has fed results properly into the meet management software and it is synced/ready for the following heat
- Communicate any issues to the Meet Director or Admin Official. **SPEAK UP!** Folks would rather have the meet delay for a minute or two if it means that results get posted correctly
- It is okay to ask computer volunteers or coaches and meet directors any questions that come up along the way. We're all one team!

- **AFTER THE MEET**

- Check in with the facility's volunteer coordinator or meet director to make sure that you are all set after all heats are completed

ANNOUNCER

The Announcer is responsible for working the PA or speaker system to make meet announcements over the microphone in a clear and inviting voice. They may also control the music that is plugged into the system to keep the atmosphere of the meet fun and exciting for all attendees.

HOW TO BE AN ANNOUNCER

- **BEFORE THE MEET**

- Arrive promptly at the designated arrival time or 30 minutes prior to the start of a session (whichever is earlier) and check in with the Volunteer Coordinator, Head Coach, or Meet Director. When in doubt, ask for where to go!
- Receive training on how to use the facility's PA or speaker system and what announcements to make, as well as the timing of those announcements. There is a checklist/cheat sheet to help with this

- **DURING THE MEET**

- Work in conjunction with Bullpen volunteers, the Meet Director, and/or Head Coach to make sure you are making the correct announcements at the right time. There is a guide to help you with this
- In general, make sure to announce when warm-up times are, when events are concluded and the next event begins (or groups of events at summer dual meets), occasionally announcing who should be in the bullpen, announcing the closing time of concessions, and any other announcements that keep attendees informed
- Communicate any issues to the Meet Director or Head Coach
- It is okay to ask the Volunteer Coordinator, Head Coach, or Meet Director any questions that come up along the way. We're all one team!

- **AFTER THE MEET**

- Check in with the Volunteer Coordinator, Head Coach, or Meet Director to make sure that you are all set after all announcements are made

HUMAN STOPLIGHT

The Human Stoplight's job is to control foot traffic through the starter's area so that swimmers, timers, and other volunteers are able to start the race and focus on the starting system without distraction.

HOW TO BE A HUMAN STOPLIGHT

- **BEFORE THE MEET**
 - Arrive promptly at the designated arrival time or 30 minutes prior to the start of a session (whichever is earlier) and check in with the facility's volunteer coordinator or meet director. When in doubt, ask for where to go!
 - Double check with the facility's volunteer coordinator or meet director to make sure you know where the starting system will be set up and where they want foot traffic to be stopped
- **DURING THE MEET**
 - Once a heat is about to conclude, the Deck Referee will blow a series of short whistles. You'll get a good handle on when this happens after working for a few events
 - After the short whistles, freeze foot traffic until after the starting command and signal have been given
- **AFTER THE MEET**
 - Make sure all events have concluded (there may be a short series of Time Trials races that the facility may want you to stay for) before departing