

Parent Volunteering Responsibilities

Every meet we host needs parent volunteers. Both dual meets and longer/bigger 3 day USA meets. The three day meets and championship meets require 100% MANDATORY parent volunteers. Dual meets need fewer volunteers and we have fewer jobs but we still cannot run the meet without them.

PLEASE REVIEW FULL POLICY IN THE HANDBOOK.

Job sign ups will be posted on the website under that individual event. Descriptions of the jobs are listed at the end of this document. Please be sure to review and be familiar with the different jobs. Feel free to reach out to your YNS parent group site representative or Diane Vetree dvetree@gmail.com, if you would like to discuss any of the jobs. Once voluntary sign ups are closed, jobs will be assigned to parents who did not have a chance to sign up. PLEASE REMEMBER you are required to work each time you have a swimmer swimming. So if your swimmer(s) are there all three days you *will be required to volunteer all three days*. Every volunteer is responsible to work the ENTIRE session so please be sure to plan accordingly. The times are always approximate, and can vary meet to meet.

******** If the meet is Trials / Finals, you will be expected to help time the finals session if your swimmer / swimmers qualifies for the evening finals. ********

Roles CAN be changed that day at the discretion of the parent volunteer coordinator. depending on need and staffing of critical roles. If you have extenuating circumstances please email Diane Vetree dvetree@gmail.com BEFORE THE SIGN UP DEADLINE if possible. If you're swimmer scratches PLEASE cc Diane when emailing your coach if you will not be showing up for your job.

Job descriptions

Admissions desk:

This task involves being at the meet an hour before first warm ups. **You will be setting up for the meet/sessions Set up admissions desk, hang signs at restricted/designated areas. Then be AT the admissions table prior to the start of the first warm-up (not necessarily OUR warm up).** You will be greeting people the door, collecting money for admission, sell heat sheets just prior to the start of the meet and other meet related activities as needed. You will mark each person's hand with a marker to indicate a paid admission. You will be provided with the necessary supplies and start up money. Please never leave the money unattended

Time involved: 4 -5 hours

Back up Timer

1 hour prior to the start of meet to check and with head timer and volunteer coordinator . Attend timer meeting. They will time each event using a stopwatch. They will relieve timers as needed for breaks throughout the session. You may be moved into a timer lane if needed.

Time involved 4-5 hours

Clean up

The responsibility of the clean up crew involves arriving at the meet **at the end of the last session**

(although, you may be called in earlier). Each session runs for 4 hrs. You will collect trash from the deck and locker rooms, cleaning up hospitality, putting all leftover belongings in a "lost and found" site, positioning chairs, hosing the deck, vacuuming carpets and/or sweeping floors.

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Food concession:

Help sell snacks and food at concession table in the gym.

Time involved: 4-5 hours

Gymnasium:

Arrive 30 minutes prior to start of session. Oversee gymnasium and locker rooms, keep order, clean up trash, keep floors free from puddles.

Time involved 4 hours

Head timer:

This person will arrive one hour prior to start of meet. Check in all timers. Check stop watches to be sure all are working. Organize timers into lanes. Hold timer meeting explaining what the timers responsibilities and job duties entail.

Supervise timers, relief timers and back up timers, and meet runners. Uses a watch to function as an additional back up timer. Assures relief timers relieve timers as needed. Just need timers experience to do this job.

Time involved: approx. 5 hrs.

Hospitality:

This person will assist in keeping the hospitality room well stocked with snacks and water throughout the session as well as setting up for meals.

Time involved: 4 hours

Meet runner

The meet runner will arrive to check in and be available to the meet director and the head timer to distribute paperwork to on-deck officials, coaches and timers. The runner responsibilities will be split between 2 people and will include: posting heat sheets at designated areas, collecting heat sheets at the end of each race, and post results in the pre-arranged area in a timely fashion.

Time involved: approx. 5 hrs.

Parking lot

Assist Y staff member in directing people where to park off site. (You will be given instructions and directions to off site parking areas.)

Time involved 4 hours

Safety Marshal

Arrive prior to the start of THE FIRST WARM UP! Sit at door on deck to be come onto pool deck, keep kids safe, ie no running. Maintains order. Stands behind starting officials to stop people from walking past starters during a start.

Time involved 4-5 hours

Timers

Timers will arrive 1 hour prior to start of meet to check and with head timer and volunteer coordinator. Attend timer meeting where job responsibilities will include timing each event with a stop watch and recording times or pushing the back up clock button.

Time involved: approx. 5 hrs