



Volunteer Job Description

Awards Desk

1st shift

- Set up the awards table. Supplies will be staged for you behind the front desk of the pool.
 - Table & 2 chairs
 - Plastic bins of ribbons & A medals
 - Extra ribbons in stock in cardboard box
 - Place ribbons in bins

-----Later shifts-----

- Runners will bring labels and results sheets to your desk.
- Organize these by event number in the file folders provided.
 - Purple box = Girls
 - Blue box = Boys
- Swimmers will line up and give you their event #
 - Refer to the file box for the event,
 - Look up the swimmer's name, and find the "Place"
 - The labels will be printed with the place, time etc. Remove the label and put it on the back of the appropriate ribbon.
- Please note, there are three divisions in each event:
 - A division, B division, C division.
 - Awards do not have a specific division
 - Please use the bigger ribbons with the white border first, then give out the awards with no border.
- "A" **medals**: a swimmer earns a medal by swimming a "NEW A TIME". Distribute medals with labels accordingly for these swimmers.
- We are well stocked with medals and ribbons. In the event you run out of ribbons or medals, highlight the swimmer's name on the label and set it aside for Coach Helen. We will send ribbons to teams following the meet.

Ending Saturday Shift

- Bring all ribbons and supplies inside
- Put them behind the front desk area of the pool
- Break down chairs and tables and stage them near front entrance for Sunday.

Ending Sunday Shift

- Empty out plastic drawers & put all ribbons back in plastic bins
- Bring all supplies to the orange shed
 - plastic bins w/ribbons & all supplies
 - table
 - chairs

THANK YOU!!