



Volunteer Job Description

Friday Setup

Pre-Meet Setup @ Albany Pool

Thanks for your help! Please follow the plan below- it is a small deck so be sure to follow the plan chronologically.

- Take bins out of storage unit marked
 - ****Stage Area: BBall Court****
 - These go in the area behind the M buildings between the pool and classrooms. Access point is from the basketball courts. Place items deep into this area since many things will be staged there.
 - **** Colorado Timing System****
 - These bins go on the pool deck where we will set up timing system
 - **** Snack Bar Supply Bins****
 - Any perishable items go in the lifeguard room
 - Any secured supply boxes can go in the staging area.
- Deck tents: Set up 2 tents
 - 1 corner of pool deck for Colorado timing system
 - 1 coaches tent @midpool
- Tables
 - Move big black table for Colorado timing system
 - 3 table for coaches area
 - 1 table for announcer (small table)
 - 8 tables for snack bar- please put these on the basketball court staging area
- Buckets
 - Deck canopies- once canopies are up weigh them down with water buckets- 2 per canopy is good
 - All other buckets are staged on the basketball court staging area for AM set up
- Chairs
 - Colorado table 6 chairs
 - Announcer 2 chairs
 - Any extra chairs can go to the coaches area
- Move all rec equipment off deck into storage cage on deck
 - Noodles
 - Kickboard bin- cage
- Move pool covers to the East side of the pool- turn end. We will need to cover the pool at night so stage them here against the ramp wall
- Put up a sidewall with the Armada logo on the East fence next to the yellow Armada bulletin board.

- Raise the diving board and insert the pole beneath it.
 - caution tape the stairs to the diving board.
- Help our snack bar leaders unload their cars - around 530pm and put their supplies in the lifeguard room. Please keep supplies under the table and against the wall so staff can still function in that space.
- **Gray benches** for timers.
 - 6 of these are in the indoor pool, 1 in the women's locker room & 1 in mens' room
 - Put these in the pool side cage storage where we store the swim bags.
- **Post signs:** use blue tape and hide tape behind the sign please
 - **No set up** around pool area
 - **Ramp area notice** along ramp
 - **Heat and Lanes** will be posted on the brown portables closes to the entry gate & also on the west side area.
 - Hang the two blue signs on the fence for postings
 - **Results** sign goes on the brown portables further down from h&L sign.
 - **Lane signs** behind blocks- you'll need zip ties
 - **Heat & Lane assignments** on fence & on portable classroom right outside East gate
- Stage 2 large **parking cones & one roll of caution tape** inside team storage area ("cage")
- Stage **all other cones and one roll of caution tape** behind the **front desk** of the pool for AMparking marshal
- Pick up trash in all areas in and outside the pool
- Clean around deck area

THANK YOU!!