



# Volunteer Job Description

## Pool Marshal

### Getting Started

1. Wear Orange Vest (pick up at volunteer check-in)
2. Meet with the Head Marshal- Rich McNamera a few minutes prior to the start of your shift. He will explain the areas of authority and the rotation and can answer questions.
3. Marshals **must** be in place before swimmers can start warm-up (7:25).
4. All marshals should be in position before the start of the meet (8:45).

### Gate Marshal

1. One at each entrance gate- basketball court gate
2. All Spectators & timers/lap counters need to verify vaccination.
3. Wristbands will be available at check in. You can direct people to check in for their wristband or If you have more than one person at your gate, you can check vax cards and distribute wristbands as well

### General Warmup Guidelines

1. From 7:30 to 8:45, marshals focus on warm-up.
2. Watch the warm-up pool and maintain a safe environment.
3. There are three types of warm-up lanes:
  - a. General Warm-Up Lanes: swimmers are to circle-swim and enter the pool with a 3-point entry (sit down on the deck and slide in feet first).
  - b. Sprint Lanes: swimmers are allowed to dive in from the block and swim in one direction only (either half way or the length of the pool), then move to another lane to return, always under a coach's supervision.
  - c. Push Pace: swimmers are to circle swim at a fast pace, always under a coach's supervision.
4. Do not allow swimmers to hang on the lane lines.
5. Do not allow swimmers to congregate at the wall. Swimmers in the warm up pool must be swimming only. Remind them to keep moving and "Swim or hop out!"
6. Do not allow swimmers to jump in or dive in. Swimmers must enter the pool with a 3 point entry. If a swimmer dives or jumps, do your best to remind them of a 3 point entry once they circle back to your side of the pool.

### Areas of Authority – During the Meet

1. **Ramps** – circulate around the ramps and the turn end of the pool, keeping the walkway, deck, and entrances clear. Do not allow people to congregate on the ramps or sit on the wall. "One deep at the wall, please!"
2. **Southwest Corner** – manage the flow of swimmers and others. No one (except Timers) should enter the blocks area from this side of the pool. Direct swimmers out the exit gate and along the ramp to the Starter Gate. Only timers and next-heat swimmers behind the blocks.
3. **Starter Gate** – manage the flow of swimmers as they get ready to race. Call each heat. For example, while heat 1 is at the blocks waiting for the start, your job is to collect all the heat 2 swimmers and prevent them from going to the blocks until heat 1 is in the water. Heat 3 swimmers should not enter the gate to the pool until heat 2 swimmers are walking to the blocks after heat 1 starts. (If there are 6 people in the shift, a second person here really helps.) For this distance meet the heats will be spread out more.
4. **Warm up lanes**- the two shallow lanes will be used for warm up. We need two marshals here- one on each end of the pool. Your job here is to keep the swimmers in the warm up lanes moving. If they are not actively warming up its OK to ask them to hop out or keep swimming.

**Other**

- The Head Marshal Rich McNamara will assign each marshal to one location and circulate to see if anyone needs any quick bio-breaks during each shift.
- As time permits, clean up any trash around the pool area, and address any potential safety hazards. Alert the lifeguard if there is a safety hazard that needs attention.
- Alert lifeguards to report any injuries, or first aid needs.