

Hello Swim Team Families,

Before signing up for any shift, please take a moment to read through all the information below regarding volunteering for our meet. Our goal is to host an amazing meet. No matter what your role is, we ask that you be *friendly and helpful to all of the swimmers and families*. We are known for hosting a very well run meet, let's keep that going.

General Meet Information

1. Per the team handbook, all families are required to volunteer a minimum total of **8 hours** for/at our meet. We currently have over 150 shifts that need to be filled, with each shift averaging over 2.5 hours. We look to all of the parents to make this meet a success. *When you sign up for jobs, make sure the total hours equal 8 or more*. If all of the shifts are not filled, and you have signed up for less than 8 hours, shifts will be assigned to you. So grab your preferred shifts before they're taken.
2. Volunteers will need to be flexible on the day/s of the meet ***as I may move people around or to other job areas that need help***. Additionally, the end times of shifts may be extended if the meets run over the estimated timeline.
3. **Arrive EARLY for your shift**, ideally *10 minutes before* to make the start or switch of shifts seamless.
4. **ALL families are required to stay at the conclusion of the meet on Sunday to help break down the equipment and clean up the pool deck.**

Job Descriptions

1. **Canopy & Equipment Pick-Up and Return** Volunteers for this job will need a ***large vehicle*** that can transport canopies, chairs, other meet set-up specific supplies and equipment to and/or from the venue.
 - a. **Three (3) volunteers** with large vehicles (vans, trucks, SUVs) to load all of the canopies and other equipment/supplies needed for our set-up. You will pick-up at the Hills and deliver them to *John F Cunningham Aquatics Complex on Friday, March 25th at around 11AM (exact time TBD).*

- b. **Three (3) volunteers** with large vehicles (vans, trucks, SUVs) return the canopies and other equipment/supplies back to the Hills on Sunday, March 27th after the meet.

2. **Meet Set Up** Help set-up the canopies and other equipment for the meet on Friday, March 25th. The exact time is still TBD. *Expect to be there for at least 4 hours and be available between 11:00 am – 3:00 pm. Additional job specific instructions and details may be given by your team lead/s.* **Team Leads: John and Jessie Carpenter, Darell Breedlove**

3. **Stroke and Turn Officials** Stroke and turn judges. 3 shifts each day. **Team Lead: Eve Maidenberg**

4. **Hospitality** Help set-up and hand out food to the officials, coaches and timers. You will work in the hospitality area. Plan to do a lot of walking as it's important to make sure our officials, coaches and timers have enough to eat and drink. There is a Friday shift for this job to set-up the Hospitality room. Exact time TBD. *Additional job specific instructions and details may be given by your team lead/s.* **Team Leads: Cathy Johnston and Margarita Chan**

5. **Parking Attendants** This job includes setting up caution tapes in the parking lot to reserve space for the officials. Monitor, direct traffic (if needed), ensure the red No Parking Zone remains clear of parked cars at all times. Monitor the "Officials - Priority Lot". *This job has an early starting shift. Volunteers for the first shift on SAT and SUN must arrive no later than 6:15AM. Additional job specific instructions and details may be given by your team lead/s* **Team Leads: Carlos Martinez and Katherine Webb-Martinez**
 - a. One volunteer from the 6:00-7:00AM and 7:00-9:00 AM shifts (SAT and SUN) will monitor the "Officials - Priority Lot".

- b. One volunteer from the 7:00-9:00 AM shifts (SAT and SUN) will man the Drop-Off and Pick-Up only area
 - c. The volunteer from the 9:00-11:30 AM shift (SAT and SUN) will spend 10-15 minutes walking the nearby neighborhood to roam, check and make sure no cars are parked illegally, not blocking driveways, double parked etc. The volunteer will note plate & car description and submit that to the announcer for PSA.
6. **Check-In** *This job has an early starting shift. Volunteers for the first shift on SAT and SUN before their shift starts to help set-up your station and get ready. Volunteers will check swimmers in for their races. You will also work with officials to close races. You are required to remain at the check-in table for the duration of your shift. This means you may not 'leave for just a minute' to watch your child swim. Additional job specific instructions and details may be given by your team lead.* **Team Lead: Nel Latronica**
7. **Awards and Ribbons** You will be handing out the awards/ribbons to the swimmers. This is a fantastic job for anyone who enjoys interacting with swimmers and has unwavering patience to deal with kids (and parents :)) Note that the busiest shift for this job is the final shift on Sunday. If you have not previously worked an awards/ribbon shift but would like to sign-up for that last Sunday shift, stop by before your shift so either Kathy or Catey could show you how to efficiently work the long lines you'll likely have during this shift. *Additional job specific instructions and details may be given by your team lead/s.* **Team Leads: Kathy Rolefson and Catey Breedlove**
8. **Giveaways for Officials** Assemble and hand out goodie bags for officials.
- a. One volunteer will be in charge of assembling goodie bags for officials. This needs to be done the week leading up to the meet. Coordinate with Shad on where the items for the giveaway can be found.
 - b. One volunteer will be in charge of handing out goodie bags for officials at the day of the meet.

9. **Announcer** Use a microphone to clearly announce the races and results as they come in. You will be working alone, so plan to be busy for the duration of your shift. **Team Lead: Erik Soderberg**
10. **Head Timer** Start extra stopwatches and be on the lookout for any timer that needs replacement stopwatch. *Additional job specific instructions and details may be given by your team lead.* **Team Lead: Brooke Welch**
11. **Marshal** Watch swimmers for pool safety in the competition and warm up pools. You will need to remain at your post for the duration of your shift.
- a. No parents are allowed on the pool deck
 - b. No team set-up allowed on the stands
- Additional job specific instructions and details may be given by your team lead.* **Team Lead: Chris Crapo**
12. **Office Clerk and Runners** Distribute documents for each race to various officials, timers and post heat/lane assignments and results on designated boards. Expect to walk a lot. *Additional job specific instructions and details may be given by your team lead.* **Team Lead: Lola Hancek**

You made it to the end! You are now ready to start signing up for lots and lots of shifts. Check the volunteer sign-up sheet [here](#) OR through the website under ***Meets and Events***.

Thank you,

Portia

