

### Jacki Landry

### Crystal Wasilausky Volunteer coordinators

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2018

CSL

Piranhas

Parent Volunteer

Job Descriptions

Put up tents over tables.

- Menu and Price posters displayed clearly.

- Spread food out to ensure a flow around tables.

*-* Couple of people taking money and orders

- Others are preparing food/drinks

***CONCESSIONS:***

- Must be available before and after the meet.

- Set up seating around pool deck.

- Set up chairs in baby pool area.

- Make sure lane lines are in pool.

- Backstroke flags

- Set up chairs at deep end.

- Concessions tables and tent set up.

- Hytek tables and tent set up.

- Basketball net removed.

- Ladders removed.

- Announcer tent set up

**SET UP/CLEAN UP:**

## Q&A

HOW MANY MEETS DO I HAVE TO WORK?

* Each family is required to work 4 meets during the season

CAN MORE THAN ONE PERSON WORK THE MEET AND IT COUNT AS 2 MEETS?

* NO! We count the number of meets, not the number of bodies working

WHERE DO I CHECK-IN AT MEETS?

* The volunteer coordinator will be out side the pool entrance/gate at each home and away meet. You must check-in to receive credit and receive your nametag.

***Awards:***

- Place the name labels and score stickers on the back of the ribbons

***Hytek:***

-Trained position with computer and software

- Record swimmer times

***Stroke and Turn:***

- Two people per swim meet

- Must have training

***CLERKS OF COURSE:***

- Check in swimmers at entrance to pool house.

- Gather swimmers by age groups and bring to baby pool area.

- Line swimmers up by heat and lane lines.

- Pass out scorecards.

- Take each heat group down to the deep end seats.

- Keep the seats full and moving swiftly.  This is important so it won't disrupt the flow of the meet.

***FLOATERS:***

- Traffic control before the meet.

- Be ready to cover an unexpected absence.

- Check in with volunteer coordinators to see where there is a need.

***TIMERS:***

- Three timers per lane.

- Time and record the time of each swimmer in your assigned lane.

***RUNNERS:***

- Collect time cards from timers.

- Collect DQ cards from the Referee

- Deliver cards to the Timekeeper's table.

DO WE ONLY HAVE TO WORK HOME MEETS?

* No. We are required to provide half of the positions for an away meet as well. Only concession and set-up are not used at away meets.

IF I HAVE AN EMERGENCY HOW DO I GET MY POSITIN COVERED?

* It is your responsibility to get coverage for your position. After you have coverage you must contact the volunteer coordinator as soon as possible so he/she can make adjustments if needed.

HOW CAN I WATCH MY CHILD SWIM IF I HAVE A DUTY TO PERFORM?

* you are more than welcome to step away from your job long enough to watch your swimmer.

WHAT IF MY CHILD IS NOT SWIMMING AT THE MEET I SIGNED UP FOR?

* If your swimmer is not listed to swim but you signed up for a given date, you are still committed to that position.

# WE CAN’T DO IT WITHOUT YOU!

## Q&A