

CHASE CLUB SHARKS

MEET RIBBONS COORDINATOR JOB DESCRIPTION

The ribbon coordinator is responsible for attaching individual name labels to appropriate ribbons for swimmers. "A" and "B" meets are the same with exceptions noted in the "B" meet section below.

"A" Meets

1. Arrive no later than 30 minutes prior to the start of the swim meet for ribbon setup.
2. Upon arrival check in with the volunteer coordinator to receive individual volunteer nametag. The nametag identifies you as an official swim meet volunteer.
3. After check in, position yourself with the rival team ribbon coordinators, which will be co-positioned with the computer coordinator and data entry positions.
4. During "A" meets, the home team provides all ribbons. For Chase Club home meets, the setup coordinator is responsible for acquiring ribbons from the clubhouse and providing them to the ribbon coordinator, who will further distribute to the rival team ribbon coordinator. For away meets, coordinate with the rival team ribbon coordinator to receive ribbons.
5. After the completion of each round of strokes, the computer coordinator will provide a printed label sheet for individuals placing first, second, and third for both boys and girls in individual and relay events. Depending on the number of swimmers, the label sheet may include either both teams or one team per sheet.
6. Affix each individual name label horizontally along the back of the ribbon ensuring it is firmly attached. Each team labels its own ribbons.
7. After all name labels are attached, arrange them in alphabetical order.
8. Continue this process after each round of strokes adding all ribbons alphabetically into the total team stack.
9. At the end of an away swim meet, turn over all completed ribbons to the team representative, who will distribute them at the following team practice. For home meets, the ribbon coordinator places each appropriate ribbon into the swimmers' individual mailboxes at the Chase Club clubhouse.
10. Before departing the swim meet, check out with the volunteer coordinator and turn in your individual volunteer nametag.

"B" Meets

1. During home and away "B" meets, individual teams provide their own ribbons. Coordinate with the team representative after arriving at the swim meet to receive ribbons.
2. Ribbons are awarded for first through sixth place, and all other swimmers will receive a participant ribbon.