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# Home Meet Concession Jobs

## Concessions BBQ Griller (1 Point/Shift)

* Three 1 Hour Shifts: 5:30-6:30, 6:30-7:30, 7:30-8:30
* Wash Hands Prior to checking in for your shift
* Prepare grilled items for concessions for meet (hamburgers, hot dogs, chicken, etc.)

## Concessions Baking (1 Point/Item)

* 12 Positions Total: 3 each of Potatoes, Brownies, Chocolate Chip Bar Cookies, and Rice Crispies.
* Read [Baking Instructions.](file:///C%3A%5CUsers%5Ctdavidson%5COneDrive%20-%20Lake%20Washington%20School%20District%5Coyals%5CBaking%20Instructions%20updated%202019.pdf)
* Deliver to concessions between 4:30-5:00.

## Concessions Breakdown/Closing (1 Point/Meet)

* 3 Positions
* Check in at 8:30.
* Put all concession items away.
* Put picnic tables back under covered area.

## Concessions Manager (Season Job)

* Manage concessions including pricing, inventory, and purchasing supplies.
* Manage the money for concessions and coordinate with the Treasurer.
* Coordinate with the Concessions Leads.

## Concessions Ice Buyer (1 Point/Meet)

* Read [Ice Buyer Instructions.](file:///C%3A%5CUsers%5Ctdavidson%5COneDrive%20-%20Lake%20Washington%20School%20District%5Coyals%5CConcessionsDrink_Ice2019.doc)
* Purchase all drinks and ice for home meets, Invitational, and B-Champs (when hosting).
* Deliver drinks and ice to meet and set up in coolers.
* Submit all receipts to treasurer for reimbursement.

## Concessions Food Prep (2 Points/Meet)

* Deliver by 4:30.
* Get supplies from concessions manager.
* Prepare: Condiments (slice onions, tomatoes, and prep lettuce), grilled chicken, and special meal ingredients.

## Concessions Lead – First Half of Meet (Season Job)

* Must be able to volunteer for all home meets.  This includes the Kingsgate Invitational and B-Champs when we host.
* Be present and manage concessions from 4pm until 6:45pm when you hand off to the second half lead.
* Oversee set up of concessions.
* Check in and train all concession volunteers during this time period.  Report any missing volunteers to the Volunteer Coordinator.
* Fill in and restock as necessary.

## Concessions Lead – Second Half of Meet (Season Job)

* Must be able to volunteer for all home meets.  This includes the Kingsgate Invitational and B-Champs when we host.
* Be present and manage concessions from 6:45pm until breakdown is finished.
* Check in and train all concession volunteers during this time period.  Report any missing volunteers to the Volunteer Coordinator.
* Fill in and restock as necessary.
* Oversee breakdown of concessions.

## Concessions Sales (1 Point/Shift)

* Four one hour shifts: 5:00-6:00, 6:00-7:00, 7:00-8:00, 8:00-9:00.
* Wash hands immediately prior to checking in
* Check in 5 minutes prior to shift.
* 3 to 5 Positions per shift.
* Jobs include: cashier, food preparation, and BBQ support

## Concessions Set Up (1 Point/Meet)

* 3 Positions
* Set-Up concessions area for each home meet, and Kingsgate Invitational (when hosting) and Champs meets (when hosting)
* Set-up responsibilities include getting tables, coolers, hot water heater, paper goods, condiments, and all other needed supplies from deck shed

# Home Meet Set Up and Take Down Jobs

## Facilities: Meet Set-Up Lead (Season Job)

* Conduct meet set-up for all home meets, including Kingsgate Invitational and B-Champs (when hosting).
* Set-Up responsibilities include sound system, starter system, announcer table, scorekeeping area (canopies, tables, chairs, and other supplies as requested by scorekeeper), stanchions, deck furniture layout, coaches’ chairs, and signage.
* Train and monitor set up crew.
* Email set up crew before each meet to remind them of their job.
* Have a list of your crew so we can find them if they don’t show up.

## Facilities: Meet Take Down Lead (Season Job)

* Conduct meet take-down for all home meets, including Kingsgate Invitational and B-Champs (when hosting).
* Take Down responsibilities include storage of all set-up duties (see above) as well as general deck and park clean up (trash/lost and found items, etc.)
* Train and monitor take down crew.
* Email take down crew before each meet to remind them of their job.
* Have a list of your crew so we can find them if they do not show up.

## Facilities Assistants Set Up (1 Point/Meet)

* Assist Facilities Lead with all of the above responsibilities.
* Set up begins at 4:00 p.m. before each regular home meet.

## Facilities Assistants Take Down (1 Point/Meet)

* Assist Facilities Lead with all of the above responsibilities.
* Take down begins right at the end of the home meet.

# Home Meet Deck Jobs

## Announcer (1 Point/Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Arrive by 5:30pm to home meets, Invitational (when hosting), and B-Champs (when hosting), to assure that equipment is working properly.
* Review meet outline and ask for assistance if needed.
* You will announce each event “Boys 8-9 year olds 25 yard freestyle. Swimmers to your blocks. Mr/Ms. Starter.”
* Make announcements as needed.

## Head Scorekeeper (Season Job)

 ***Requires MIDLAKES TRAINING.***

* *Attend Midlakes Hytek Meet Manager training.*
* Enter Line-ups into Meet Manager program before all home meets.
* Use Meet Manager Software to run scorekeeping for all home meets, Kingsgate Invitational, and B-Champs (when hosting).
* Set up scorekeeping area and computer to run the meet.

## Scorekeeper (2 Points/Meet)

***Requires MIDLAKES TRAINING.***

* Two positions: 4:30 through Event 34; Event 35 to close out of meet.
* *Attend Midlakes Hytek Meet Manager training*
* Use Meet Manager Software to run scorekeeping for all home meets, Kingsgate Invitational and B-Champs (when hosting).
* Train Scorekeeping Assistants.

## Scorekeeper Assistant (1 Point/Shift)

* Two positions: 4:30 through Event 34; Event 35 to close out of meet.

Assist Scorekeeper with data entry during home meets, B-Champs, and Kingsgate Invitational (when hosting).

## Runner (1point/Shift)

* Two positions: First half for Events 1-34; Second half for Events 35-68.
* Gather timer sheets from timers and bring to scorekeepers.
* Gather DQ slips from Stroke & Turn Judges and bring to scorekeepers.

## Head Timer & Backup Timer: (1 Point/Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.

**First Half:**

* Bring list of timer volunteers to the meet (from website.)
* Check to be sure the watches are all in working order and pass them out to timers.
* Perform backup timer duties for Events 1-34 – start watch for each race. Time any lane in which a timer needs a backup.

**Second Half:**

* Second half needs to be on deck by Event 32.
* Ensure all second half timers arrive for switch and monitor switch after Event 34.
* Bring list of timer volunteers to the meet (from website.)
* Perform backup timer duties for Events 35-68 – start watch for each race. Time any lane in which a timer needs a backup.
* At the end of the meet, gather stop watches and store them in the case.

## Timer (1 Point/ Shift)

* 20 Positions: 2/lane for each half. First half is Events 1-34. Second half is Events 35-68.
* First **and** Second half timers must attend timers meeting prior to start of meet
* Check-in for your shift at beginning of meet (5:45pm) for first half timers, mid-meet (Event 32) for second half timers.
* Time events in your specified lane for specified half of meet.
* One timer per lane records times.
* First and Second half timers check in with meet check in volunteer when you get to the meet. That way we know you are there and aware of your job.

## Meet Volunteer Check-In (1 Point/Meet)

* Check in volunteers at all home and away meets (including the Kingsgate Invitational and B-Champs).
* Fill positions on deck if someone fails to check in. (A list of people who need volunteer points will be provided to you by the Volunteer Coordinator.)
* Email Volunteer Coordinator with a list of volunteers who did not show up for their jobs.

## Relay Judge – Deep End (1 Point/Meet)

* Attend judges meeting at 5:30pm.
* Monitor relay exchanges at the deep end for **all** relays. Medley relays are Events 1-10; Free relays are Events 59-68.

## Relay Monitor – Shallow End (1 Point/Meet)

* Attend judges meeting at 5:30pm.
* Monitor shallow end relay exchanges for 100 yard relays – Events 1-4 **and** Events 59-60.
* Assist with ribbons to be distributed to guest team.

## Ribbons (1 Point/Meet)

* 3 Positions
* Check in at Event 34 until finished.
* Put the stickers on the back of the ribbons as event results are printed.
* Shift ends approximately 15 minutes after last event.

## Heat Winner Awards (1point/shift)

* Two positions: First half for Events 1-34; Second half for Events 35-68.
* Hand out prize to the heat winner of each race as they exit the pool.

## Head Official (4 points)

***Requires MIDLAKES TRAINING.***

* Must be available to volunteer at all home meets.
* Lead on-deck official training at the Royals "mock meet" typically held prior to the Kingsgate Invitational
* Lead on-deck official’s meeting at home meets
* Lead on-deck timer’s meeting at home meets
* Serve as escalation point when there are challenges, appeals, questions, etc. at meets
* Provide input and guidance on any formal complaints filed with the league related to DQs, etc.

## Starter (1 Point/Shift)

***You must have MIDLAKES TRAINING to sign up for this job.***

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Attend required Midlakes meetings and trainings each spring.
* Arrive early to confirm that starter equipment is working properly.

## Stroke and Turn Judge (1 Point/Shift)

***You must have MIDLAKES STROKE AND TURN TRAINING to sign up for this job.***

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Attend required Midlakes meetings and trainings on stroke proficiency each spring.
* Attend officials meeting at 5:30pm.
* Monitor swimmer strokes during meets.

## Swim Times Recorder (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Sit with coaches and record swimmer times.

## Team Parents Boys (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Check in boys before each event. Give them heat number and lane number.

## Team Parents Girls (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Check in girls before each event. Give them heat number and lane number.

# Away Meet Jobs

## Head Timer & Lane 1 Timer: (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.

**First Half:**

* Bring list of timer volunteers to the meet (from website.)
* Check to be sure the watches are all in working order and pass out to timers.
* Time in Lane 1 for Events 1-34.

**Second Half:**

* Second half needs to be there by Event 32. Check in second half timers from our team and monitor switch after Event 34.
* Bring list of timer volunteers to the meet (from website.)
* Time in Lane 1 for Events 35-69.
* Gather stop watches and store them in the case at the end of each meet. Return to Royals’ pool the next morning at practice or give to a board member to return.

## Meet Check in Volunteer (1 point/Meet)

* Check in volunteers at all home and away meets (including the Kingsgate Invitational and B-Champs).
* Fill positions on deck if someone fails to check in. (A list of people who need volunteer points will be provided to you by the Lead Volunteer Coordinator.)
* Email the Lead Volunteer Coordinator with a list of volunteers who did not show up for their jobs.

## Relay Judge – Deep End (1 Point/Meet)

* Attend officials meeting at 5:30pm.
* Monitor relay exchanges at the deep end for all relays. Medley relays are Events 1-10; Free relays are Events 59-68.

## Relay Judge – Shallow End & Ribbons Collection (1 Point/Meet)

* Attend officials meeting at 5:30pm.
* Monitor shallow end relay exchanges for 100 yard relays – Events 1-4 and Events 59-60.
* Collect ribbons from the host team at the end of the meet. Deliver to pool house.
* Note that ribbons might not be ready until 30 minutes past the conclusion of the meet.

## Stroke and Turn Judge (1 Point/ Shift)

***You must have MIDLAKES STROKE AND TURN TRAINING to sign up for this job.***

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Attend required Midlakes meetings and trainings on stroke proficiency each spring.
* Attend officials meeting at 5:30pm.
* Monitor swimmer strokes during meets.

## Swim Times Recorder (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Sit with coaches and record swimmer times.

## Team Parents Boys (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Check in boys before each event. Give them heat number and lane number.

## Team Parents Girls (1 Point/ Shift)

* 2 Positions: First half for Events 1-34; Second half for Events 35-68.
* Check in girls before each event. Give them heat number and lane number.

## Timer (1 Point/ Shift)

* 8-12 Positions: 1/lane for each half. First half is Events 1-34. Second half is Events 35-68.
* Both First and Second half timers attend timer training at beginning of meet (5:45pm).
* First half timers check in for your shift at the timers meeting. Second half timers check in for your shift mid-meet (Event 32).
* Time events in your specified lane for half a meet.
* One timer per lane records times.
* Check in with meet volunteer coordinator when you get to the meet. That way we know you are there and aware of your job.

# Other Volunteer Jobs

## Volunteer Coordinator (Season Job)

* Responsible for entering meets, events, and volunteer jobs into Team Unify.
* Responsible for monitoring Team Unify volunteer assignments and filling positions as necessary.
* Responsible for notifying volunteers of required training sessions (Stroke and Turn, etc.)
* Email volunteer duties to parents prior to each meet using Team Unify software.
* For missed shifts, reassign volunteer for make-up shifts on Team Unify software.

## Fundraising/Ice Cream (Season Job)

* Two positions: one during swim season, one after swim season.
* Inventory and stock ice cream throughout the summer on a weekly basis, or more frequently as needed.
* Collect ice cream profits from pool office nightly during hot weather, every few days during cooler weather, and record income.
* Deliver deposits to treasurer on a weekly basis.
* Submit receipts to treasurer for reimbursement.

## Barbeque Cleaner & Maintenance (6 Points)

* Clean the BBQ anytime the day after each home meet. It must be cleaned before our next home meet.
* Grills need to be removed (they should have been cleaned off after last use.)
* The surface of the heat deflectors will need to be removed and wiped off.
* The grease in the bottom of the BBQ underneath the burners needs to be scraped out.
* Refill propane as needed.
* Perform maintenance as needed.

## Hot Chocolate Night Lead (2 Points)

* Read [Hot Chocolate Night Instructions](https://www.teamunify.com/recmlslkr/UserFiles/File/Hot%20Chocolate%20Volunteer%20Instructions.pdf).

## Ice Cream Night Lead (1 Point)

* Purchase ice cream bars for party and distribute to swimmers.
* Submit receipts to treasurer for reimbursement.

## Donut Friday (1 Point)

* Two positions: Workout Groups 1 & 2; Workout Groups 3 & 4.
* Purchase and serve 6 dozen donuts to specified workout groups.
* Submit receipts to treasurer.

## Flapjack Friday Lead (4 Points)

* Read Flapjack Friday Instructions.
* Purchase supplies for Flapjack Friday (pancake mix, syrup, toppings, water).
* Coordinate with Concessions Buyer for use of supplies and clean up procedures.
* Submit all receipts to Treasurer for reimbursement.
* Set up and Clean up for Flapjack Friday
* Make pancakes for swimmers at morning workouts.

**Flapjack Friday Assistant (2 Point)**

* Assist lead in set up, clean up and serving pancakes.

## Pizza Party Lead (2 Points)

* Read Pizza Party Instructions
* Set up and Clean up.
* Order and pick up pizza for team following last home meet.
* Purchase water and soda.
* Coordinate with Concessions Buyer for use of supplies and clean up procedures.
* Submit receipts to treasurer for reimbursement.

## Pizza Party Assistant (1 Point)

* Three positions.
* Assist lead in set up, clean up and serving pizza party.

## Awards Banquet (2 Points)

* Decide menu and make a plan for supplies needed.
* In charge of set-up and clean-up of banquet (must be present).
* Create email for distribution through Team Unify (send to president who will email to the team).
* Submit any receipts to treasurer for reimbursement.

## Coaches’ Gifts (2 Points)

* Determine type and cost of coaches’ gifts (coordinate with president), working within budget.
* Purchase gift and present to coaches at team banquet (gifts cannot be money or gift cards).

## Trophies (2 Points)

* Read [Instructions](https://www.teamunify.com/recmlslkr/UserFiles/File/Ordering%20Swimmer%20Medals%20a.pdf).
* Work with coaches and get roster from Registrar to determine medals, trophies, and plaques needed for Award Banquet.
* Purchase from Mister T’s Trophies.
* Inspect all purchases for spelling/punctuation and deliver to Awards Banquet.
* ***Contact Registrar to determine any 10 year awards.***