

Volunteer Sign-up Example

The screenshot shows the website for the Y-SPARTAQUATICS SWIM CLUB SEA CUKES. At the top, there are navigation links for Coaches, Members, Password, and Site Map. The main header features the YMCA logo with the tagline "FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY" and the club name "Y-SPARTAQUATICS SWIM CLUB SEA CUKES". A secondary navigation bar includes Home, About Us, News, Events, Join YSSC, Swim Groups, Palmetto Pro Timing, and Cuke Sponsors. On the left, a sidebar menu contains options like Sign Out, Help & Training, TU Updates, System, My Account, and Team Admin. The main content area displays an event titled "17th Annual YMCA Invitational Meet" with details such as the date (October 21, 2017), registration deadline (October 6, 2017), and job signup deadline (October 15, 2017). A red circle highlights the "Job Signup" button, and a red arrow points from it to a text box at the bottom of the page.

Click on JOB SIGNUP to go to the Volunteer Sign-up page. This is located on the event page and on the event list on the front page of the team website – www.goCUKES.com.

Volunteer Sign-up Example

Step 1: Find the empty slots shown as "-----".

Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.

Step 3: Select [Signup] button to sign up for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Click on "Signup" to confirm your job selection.

+ Signup

✗ Remove Signup

Job Name/Notes

Time Periods Signup

Clerk of Course - AM

12 & UNDER sessions - AM

10/21/2017 08:00 AM - 10/21/2017 12:00 PM (4.00 Hrs.)

1 -----

2 -----

3 -----

10/22/2017 08:00 AM - 10/22/2017 11:30 AM (3.50 Hrs.)

1 -----

2 -----

3 -----

Clerk of Course - PM

13 & Overs Session - PM

10/21/2017 12:30 PM - 10/21/2017 04:00 PM (3.50 Hrs.)

1 McElhinny, Steve & Tracy

2 Greiner, Matthew and Erin

3 -----

10/22/2017 12:00 PM - 10/22/2017 04:00 PM (4.00 Hrs.)

1 McElhinny, Steve & Tracy

2 Greiner, Matthew and Erin

3 -----

Concessions - AM

12 & Unders Session - AM

10/21/2017 08:00 AM - 10/21/2017 12:00 PM (4.00 Hrs.)

1 -----

2 -----

Select which volunteer position you would like to work and make sure it is the correct day / session.

Volunteer Sign-up Example

Timers - 12 lanes - AM
12 & Unders Sessions - AM

10/21/2017 08:00 AM - 10/21/2017 12:00 PM (4.00 Hrs.)



- 1 -----
- 2 -----
- 3 -----
- 4 -----
- 5 -----
- 6 -----
- 7 -----
- 8 -----
- 9 -----
- 10 -----
- 11 -----
- 12 -----
- 13 -----
- 14 -----
- 15 -----
- 16 -----
- 17 -----
- 18 -----
- 19 -----
- 20 -----
- 21 -----
- 22 -----
- 23 -----
- 24 -----

We use 12 lanes for most meets.
We are required to have 2 timers per lane.

Sign up to time -
(Lane Assignments will be in
2 slot blocks - 1 & 2 - Lane 1,
3 & 4 - Lane 2, etc.)

Volunteer Sign-up Example

us on  

SHOP.USASW THE OFFICIAL ONLINE STORE 

the 

Job Name/Notes	Time Periods Signup
Clerk of Course - AM 12 & UNDER sessions - AM	10/21/2017 08:00 AM - 10/21/2017 12:00 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> ----- 10/22/2017 08:00 AM - 10/22/2017 11:30 AM (3.50 Hrs.) 1 <input type="checkbox"/> -----
Concessions - AM 12 & Unders Session - AM	10/21/2017 08:00 AM - 10/21/2017 12:00 PM (4.00 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Enter in any additional information that we may need.
(phone number, name of volunteer, etc.)

Volunteer Job Descriptions

TIMERS

Without timers we cannot run the meet. We need 2 timers per lane for each session. Timers must check in at clerk of course and report 15 minutes prior to the session start time for a timer meeting. They run a stop watch for each race and record the time for the entire session. We also have one/two head timers per session. They run 2 watches in the event a lane timer misses the start of a race. You must stay for the entire session or until the beginning of a parent – timed race. We also need relief timers to provide breaks and time as needed. So sign up and grab a friend to time together in the same lane. **Timers are required and will be assigned as needed.** We will only assign you to time during a session that your child is swimming and we try to accommodate all requests. Also timing is a great way for students to get volunteer hours!!! Training is available on pool deck prior to each meet session. It is the BEST SEAT in the HOUSE!!!!!!

CLERK of COURSE

Clerk of Course volunteers assist the computer volunteers. They make copies as needed, monitor scratches and positive check-ins, post results, and handle deck entries. They also retrieve manual times from the timers when needed. They assist in getting volunteers signed in and keeping records of the meet. The Clerk of Course table is set up near the starters and computer table. **Clerk of Course volunteers need to be there during warm-ups and for the entire session.** Training is provided as needed.

If you have lots of energy and like to be on the move, this is the job for you. You will only be assigned to the session that your child is swimming. You will get to see your child swim!

SAFETY MARSHAL

We are required to have a Safety Marshal present at all meets during all sessions. You will be responsible for keeping the pool deck safe. This means you will ensure that only swimmers, coaches, officials and volunteers go into designated areas. You will also ensure that there are no issues on pool deck. **The Safety Marshal has a designated seat and needs to be there during warm-ups and for the entire session.** You will only be assigned to the session that your child is swimming. You will get to see your child swim.

Volunteer Job Descriptions

CONCESSIONS

Concessions is located on pool deck. Our volunteers commit to the session or sessions in which you have a child swimming. **This includes warm-ups.** We need friendly faces willing to sell at the concession table. Volunteers also find themselves preparing product - filling bags of gummy bears, trail mix, and goldfish. Parents who work the last session of a meet will help with clean up and the packing up of materials. This happens within the time frame of the meet. We try to not stay late. There is a small group of parents involved in setting up concessions a day prior to meets. We arrange this to take place during practice times. So if you wait on your swimmer during practice, we would appreciate the help.

Concession volunteers work together to help each other to see their child's events.

If you are interested in more information, please contact Amy Penny (amybpenny@bellsouth.net), our Concessions Coordinator.

HOSPITALITY

The YSSC Hospitality team preps the food for the Officials and Coaches at our meets. Sandra van den Bosch plans the menu about 2 weeks ahead and sends this out to the Hospitality team. Some items need to be prepared and other items are ordered from catering. You can sign up for the items that need to be prepared. The dishes are for example: casseroles, soups, browning meat, all kinds of salads, desserts, subs, etc. We set-up for the meet usually the day before the meet starts. If you are in the AM you get ready for lunch and make sure everything is ready to go on time. If you are in the PM you do the same for the next day's breakfast. After the officials and coaches are done with eating we clean up, do dishes and get ready for the next session. Sunday afternoon we clean up and put everything in the closet for the next meet.

You will work the session that your kid swims. We always make sure we see our kids swim!!!

If you have any questions, please contact Sandra van den Bosch (san.dave@att.net), our Hospitality Coordinator.

DECK HOSPITALITY

We also have Deck Hospitality that serves drinks and small snacks on pool deck for the Coaches and Officials. They make sure the timers have water and some snacks. Deck Hospitality is located on the pool deck near concessions. Deck Hospitality works with both Concessions and Coaches' Hospitality as needed. You will only volunteer when your child swims and you will have the flexibility to see their events. If you have any questions, please contact Wendy Neale or Sandra van den Bosch.

Volunteer Job Descriptions

OFFICIALS

Officiating requires additional outside training. We will run several training sessions throughout the season. New officials start as stroke and turn judges, who observe the races to confirm that the swimmer is swimming each stroke legally. Officials work for an entire session.

So, if you have done stroke and turn over the summer and are interested in becoming SC Swimming certified, please sign up. If you have any questions, please contact Mike Jann (palmettoprotiming@gmail.com). We will announce when the training sessions will be once they are scheduled.

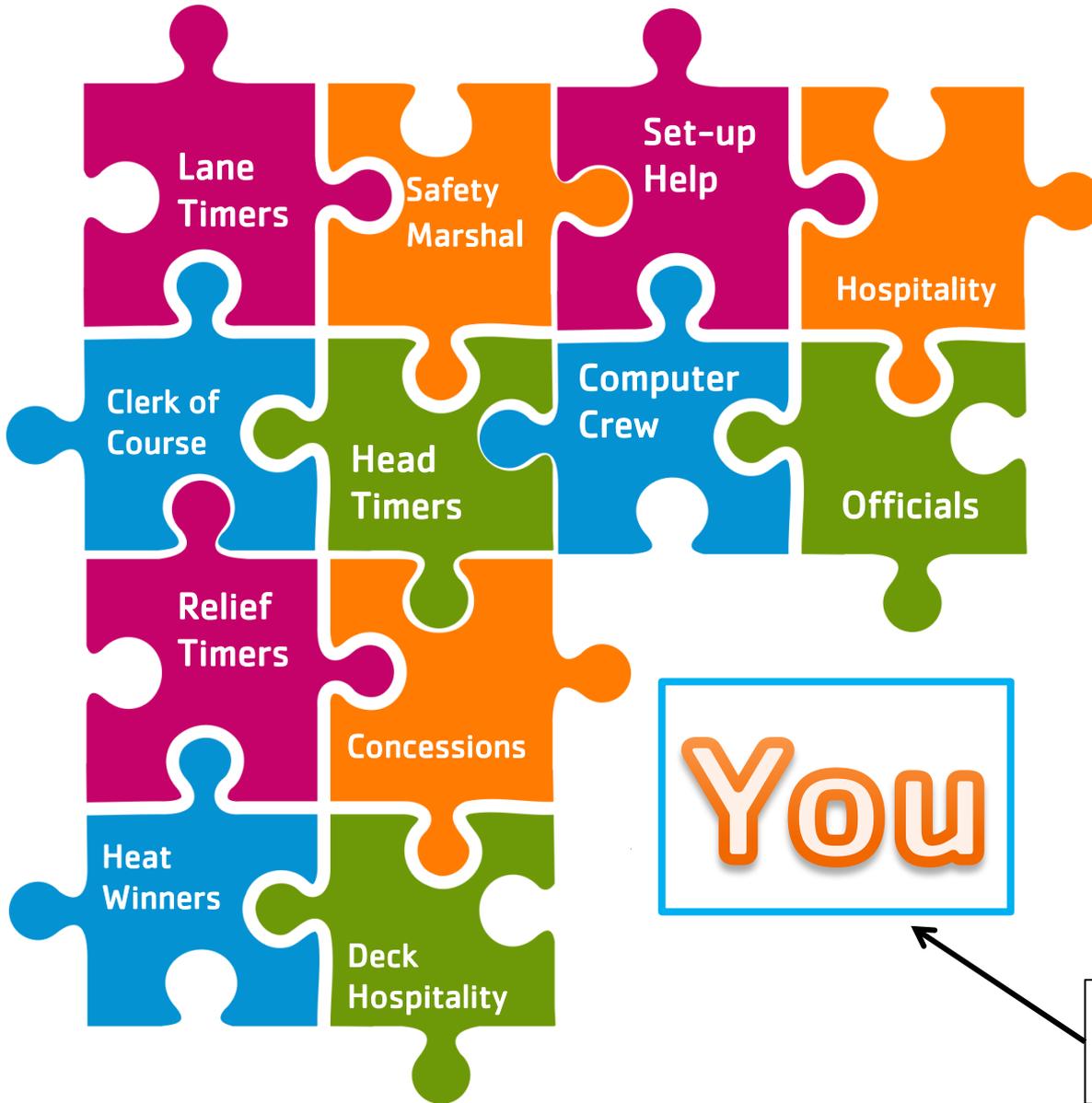
COMPUTER

The Computer Volunteers handle everything that relates to timing including, but not limited to, the timing board, computer, and console as well as setting up the meets, ensuring swimmer's times are entered correctly, and Meet Mobile is functioning properly. Training is included and you may decide to become certified as an Administrative Official but that's not a requirement.

If you like computers and volunteering "behind the scenes" this job may be for you. It can be stressful at times so the ability to be patient is key. If you have any questions, contact Mike Jann (palmettoprotiming@gmail.com).

HEAT WINNER

We have certain meets where the swimmer that "wins" their heat get to pick out a prize (DUCKS). The Heat Winner needs to be there for the entire session and will watch the race / scoreboard to see who the heat winner is for that race. They will then take the prize box that that lane and let the swimmer pick out their prize.



Did you know that each session of a meet requires at least 50 volunteers?

We can't host our meets without our VOLUNTEERS!