

Greater Pensacola Aquatic Club

Team Support Opportunities

Many positions are needed during every swim meet to assist the swimmers and the coaches so that our meets move smoothly and safely. Some positions require training and certification, but others can be filled by any willing adult with only a few instructions.

Please review the positions and responsibilities as outlined and then sign up for a position. PLEASE be sure to read the Team Support Policy so that you are aware of all that is involved.

Working at a swim meet makes the time go much faster, helps you get to know other parents and gives you the opportunity to watch your child swim. Every volunteer is provided **FOOD! Snacks, meals and drinks!**

Please sign up for positions in the same area as you sign up your swimmer(s) for meets. You will receive a reminder of your sign up. Also please look for specifics regarding approximate arrival in finish times as not all positions need to arrive at the same time.

Awards ~ During meet post meet results as made available, and place labels on ribbons and sort them by team and by location (GPAC awards ONLY). TRAINING: A quick overview of procedures is needed. PERKS: Work in clerk of course area in the air conditioning and able to watch your swimmer.

CLERK OF COURSE COODINATOR ~ Work closely with VP of Meet Operations and Head Coach prior to meet. Prepare coaches packets, lane time sheets etc. prior to meet. On the day of meet, collect entry fees from visiting teams, process time trial requests, late entries and handle all necessary paperwork to run the meet. TRAINING: Some training needed on Hytek Meet Manager for pre-meet responsibilities and organizational skills at the meet. Must have experience in Clerk of Course. PERKS: This job is in air conditioning and is busiest at beginning of each session making watching your swimmer easier.

Clerk of Course ~ Assist Clerk of Course Coordinator in all duties on day of meet. TRAINING: Some training needed on Hytek Meet Manager for pre-meet responsibilities and organizational skills at the meet. PERKS: This job is in air conditioning and is busiest at beginning of each session making watching your swimmer easier.

Clerk of Course Pre-Meet ~ Assist Clerk of Course by making copies and organizing paperwork for meet. TRAINING: Some needed for understanding of meet operations and must have organizational skills. PERKS: This position is prior to and at the conclusion of the meet. Therefore, you are free at the meet to be with your swimmer.

CONCESSIONS COORDINATOR ~ Plan for the sale of concessions at meets including ordering and pickup. TRAINING: We have a complete notebook outlining procedures. PERKS: You are on deck able to move around and watch your swimmer compete.

Concessions ~ Assist Concessions Coordinator with the running of our concessions stand. TRAINING: You learn while serving in the position. PERKS: You are on deck able to move around and watch your swimmer compete.

Concessions Pre-Meet ~ Purchase and pick up items to be sold at meets. TRAINING: None, coordinate with the Concessions Coordinator. PERKS: This position is prior to and at the conclusion of the meet. Therefore, you are free at the meet to be with your swimmer.

CONSOLE ~ The machine that is responsible for storing the swimmer's times. TRAINING: You will need some basic training on the use of the console. PERKS: You stay engaged in the meet (makes the meet go fast). You also get to watch meet from a platform by poolside.

Head Timer ~ The Head Timer starts his/her watch at the light and is available to fill in for any lane timer who misses the start or whose watch malfunctions during an event. TRAINING: Basic understanding of stop watches, and swimming needed, just a quick tutorial for training. PERKS: You are right on deck in the thick of the action, very easy to watch your swimmer.

HOSPITALITY COORDINATOR ~ Plan food to be served to Officials, Coaches, Timers and Volunteers at the meet. Set up food for coaches and volunteers. Distribute food/ drinks at meet during certain times. Organize a list to be placed on the job sign up. TRAINING: We have a complete notebook outlining procedures. PERKS: You are on deck able to move around and watch your swimmer compete.

Hospitality ~ Assist Hospitality Coordinator with setting up breakfast, lunch, or dinner and serving Officials. TRAINING: You learn while serving in the position. PERKS: You are on deck able to move around and watch your swimmer compete.

Hospitality Pre-Meet ~ Purchase and pick up items for meets. TRAINING: None, coordinate with Hospitality Coordinator. PERKS: This position is prior to and at the conclusion of the meet. Therefore, you are free at the meet to be with your swimmer.

MEET DIRECTOR ~ Responsible for helping lead Official, Head Coach and Clerk of Course in determining meet operations pre-meet and during the meet. TRAINING: Must be organized and know how a Meet is run inside and out. PERKS: You are on the move so you see a lot of people and you can easily visit with your swimmer and watch them compete. Unless there is a qualified individual this position is often filled by the Head Coach.

Meet Marshall ~ Responsible for helping to keep unauthorized individuals off the pool deck. Help with information about restroom locations for non-swimmers and with keep the deck free on non-meet individuals. This is necessary to help GPAC comply with USA Swimming rules, particularly the Minor Athlete Abuse Prevention Policy. TRAINING: Must be a good communicator and be able to stand your ground. PERKS: You are at the side of the pool so you can see your swimmer compete.

OFFICIALS ~ Officials ensure that the swimmer is performing the correct stroke and turns during the meet. TRAINING: People applying for this position need to be registered with USA swim, do a background check, take an athlete protection course, take their open book test, attend a clinic, and apprentice 6 swim sessions. Positions start with Stroke and turn and move to Starter then Referee as experience grows. PERKS: GPAC Pays for official registration and background check. The IRS allows for tax deduction for hotel room, mileage, and meals. You are also close to the actions so you can see your swimmer race.

Runners ~ The Runner will pick up the lane timer sheets from each lane and the printouts from the console after each event and then turn them in to Scoring. Runners move quickly and must always be alert. TRAINING: Quick tutorial. PERKS: You are on the move so you see a lot of people and you can easily visit with your swimmer and watch them compete.

SCORING ~ Enter information from the console into the computer (as needed), print results and ribbon labels, scores each event and final meet scores including high point winners in each age group. TRAINING: You need training on the use of the meet program (Hytex Meet Manager). The program is not difficult, you just need familiarization. PERKS: It can be fast pace (makes the meet go fast) and you get to watch the meet from the air-conditioned sky box at UWF.

Set Up/Tear Down ~ The crew makes sure the pool is prepared for the meet. This will include Starter system, console area, computer area, tables for coaches, hospitality area, sales area, official's area, concessions, clerk of course and awards area. The crew also takes down all these areas and stores equipment. TRAINING: None required, the coaches and meet director direct the action. PERKS: This position is prior to and at the conclusion of the meet. Therefore, you are free at the meet to be with your swimmer.

Sales ~ Work the sales table at meets and suggest additional items. TRAINING: Little training needed, mostly knowing prices and being organized. PERKS: This position allows for a lot of flexibility and usually affords volunteers the ability to be with their swimmer.

TEAM SUPPORT COORDINATOR ~ Coordinates families into positions during the meet. Helps to recruit unfilled positions and works to help individuals sign into the job sign in book. Helps to organized awarded points post meet to turn into the office manager. TRAINING: Very little but must know a large portion of the team's families, be outgoing and organized. Must know Team Support Policy and all positions. PERKS: You are on the move so you see a lot of people and you can easily visit with your swimmer and watch them compete.

Timers ~ We usually have volunteers from the Armed Forces as timers, but they are not always available. We must have 1 timer per lane however we prefer 2 per lane. Timers start their watches at the light and time the swimmer in their lane. When the swimmer finishes his/her event, the watches are stopped, and times are recorded on the lane timer sheet. Timers also press the backup button for the automatic timing system. If one timer misses the start, the Head Timer is alerted and will exchange their watch for yours. TRAINING: Basic understanding of stop watches, and swimming needed, just a quick tutorial for training. PERKS: You are behind the blocks and can easily watch your swimmer compete and this is a fun and easy position.

For highlighted positions we will offer Training or apprentice positions at most meets.

Positions in **ALL CAPS AND BOLD ITALIC** require that you have received training and are ready to take on the role, they are not for new or inexperienced individuals.