



Barracuda Swim Events – Volunteer Job Descriptions

Last Updated:
8-Jan-2019

The below descriptions are documented and maintained in order to provide our swimmers with the best experience at Swim Competitions, by supporting Club's Parent Volunteers in performing the jobs and positions necessary to run these.

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Introduction

A swim meet is a major event and its smooth execution depends on many people. It takes about 30 people to run one.

No outdoor shoes are allowed on the pool deck, so plan accordingly. We can not make provisions for secure storage of coats and/or bags. Each aquatic facility will have own setup around change rooms and lockers, you can use those.

The Program – is the schedule of Events and Heats, specific to that day and includes names of the Swimmers. It is for use by the volunteers in running the swim meet. Event is defined as a unique combination of Age Group / Gender / Stroke. For example: 10-12 / Girls / Backstroke. If there are more than 6 competitors in an event, they are split up into heats (6 being the number of lanes available in the pool)

Typical Swim Meet Schedule

Item / Activity	07-Dec-2019 Meet	January 25, 2020 Meet (TBC)	Notes
Swimmer Check-in per Head Coach			Head Coach will give this as time for swimmers to check in . S/b no earlier as the Start of rental.
Swimmer Hang-Out Rental Start	8:00		This is time specified in the rental contract with the facility.
Scratches are due from all clubs	8:50		S/b sometime AFTER the check-in start time, but BEFORE the in-pool warm up starts (IS Meet Mgr needs to process and produce updated Program).
In-pool warm up (20 Min)	8:30 – 9:00		In pool warm-up is to start when our pool rental starts. Time allocated to warm up is 20 min. We must strive to keep this time-line firm.
First event / heat.	9:00		Club Coaches must ensure that their youngest swimmers (events 1 &2) are ready 5 min before end of warm up for our Marshalls to give them lane numbers and assemble them in staging area.
Events 1 though 50	9:00 – 12:00		Approx. 3 hrs.
Relay entries due from each club's coaches.	by end of Freestyle events.		
Relays			½ hr to 1 hr , immediately following the 50 Events.
Pool Rental ENDS	1:30		
Swimmer hang out rental end:	2:00		

Count of Positions Needed

Our Hosted Swim Meets

(subject to BoD and Key Parent Volunteers adjustments):

<i>Position</i>	<i>Number of People Needed</i>	<i>Position:</i>	<i>Number people needed</i>
Timer	12 (2 per lane, 6 lanes)	On-Deck Meet Manager	1
Master Timer	1	Relays Coordinator	1
Starter	1	Ribbons	2
Marshals	5 (First Marshal, Final Marshal & 3 regular)	Computer / Data entry	2



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For Distance Swim

Our Swim Club runs 2 distance swims per year. Every swimmer must swim 60 x 25m , in the style/stroke of their choice and they can switch strokes through-out.

For this day we need total of 8 timers (2 per lane) for each hour: early practice swimmers, and late hour swimmers. The volunteer coordinator and On Deck Swim Meet manager may request that parents volunteer for full 2 hours.

Krista usually acts as a starter: as all swimmers line up and jump in at 5 second intervals.

If you are a timer, in a distance swim:

- Head Coach will assign kids to the lanes.
- Swimmers know their usual order
- Remind them to arrange themselves in the order of their speediness
- Mark them on the sheet in the order in which they will start (there is a spot for offset of 5 seconds on the form as well).
- Younger swimmers tend to hang on and rest at the end of the pool – give them some encouragement
- Older swimmers, like to know how many pool lengths they have done and how many remain.

The Distance Swim counter (time sheet) is on the website.

Club Championships

Club championships take place over 2 days: 2 hours each. Held during normal practice pool time. But all swimmers must attend both hours. Every swimmer competes in all 5 events (vs .3 at a swim meet where we compete against other clubs).

We need a Starter, a master timer, and 8 timers, and 2 Ribbons persons.

The IS Meet Manager(s) may process the results right there, or a day or a week later – the Ribbons will have to be done accordingly.

Timer (12 people)

Position Description	The Day of the Event:
<p>Timers time the swimmer in their one lane and record the time in the Swimmer Sheets. There are 2 timers per lane, record both times.</p> <ol style="list-style-type: none"> 1. Marshal will direct the next set of athletes to your area, each athlete would have been given their lane number. 2. Verify the swimmer's name, event & stroke on your sheet. 3. If the distance is 25 m, walk over to the "end" end of the pool. If the distance is 50m place yourself at the "start" end of the pool (where the diving blocks are). 4. Reset/clear the watch. Raise your hand and look at the Starter to let him/her know that you are ready. 5. At the sound of the horn press the right button to start timing. If you fail to start the watch on the sound of the horn (heat start), then raise your hand and Head Timer will exchange watches with you. 	<p>Please arrive early.</p> <p>See <i>On-Deck Meet Manager</i> and/or Volunteer Coordinator to get your Lane assignment, partner, and Stop watch.</p> <p>Test and try your stop watch to familiarize yourself with how the stop watch works, or to see if it needs batteries or if it is broken. Ask another timer for help if needed.</p>



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6. When your swimmer finishes the race (when any part of the swimmer touches the wall), press the right button again, to stop the watch. Lean over to see them touch if needed.
7. Write both your and your partner's times
8. Remind swimmers to stay in the water, as we run a 'dive-over' (unless the next heat is backstroke)

Note: On occasion, Marshals will combine heats. If a heat is combined, it is possible your Program will not have the swimmer which actually presents themselves in your lane. Have him/her write their NAME & club in the program and time the race as usual.

If you need a break, flag the Master Timer to cover for you.

After the 50 events, **there are relays.**

As these are NOT competitive events, only ONE time per lane is needed. The Relay Coordinator will bring you special Relay Race Sheets for the Relay portion. They will often be very different than the Swimmer Sheets.

- Given the larger number of people, it is rather hectic so please make sure the Team is together, and you are able to see the STARTER.
- There is no need to write down the swimmer names, but confirm the Club that is swimming from your lane.
- The first relay is for the younger swimmers that swim only 25m, so there will be two swimmers at each end of the pool for each lane.
- Just enter the ONE time for the Relay Team. Hand the completed Relay Race Sheets back to the Relay Coordinator.

Each lane gets one clipboard with a pre-printed Swimmer Sheets – i.e. Events and Heats for your lane only (heat sheet, including the name of the athletes)

Set up chairs for yourselves at the end of the pool with the blocks, if the facility operators have not done so.

If these instructions are NOT accurate, mark up with a pen and return to the On-Deck Meet Manager.



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Marshal (3 positions) – aka Walkers

<p>All marshals work together to assemble swimmers into heats and to have up to 6 heats worth of swimmers ready at any given time.</p> <p>Together with the 1st and Final Marshal determine the setup of staging areas: i.e. minimum of 6 sets of 6 chairs/seats or standing room assignments [e.g. at SAIT, you may need to have heats standing in the hallway leading to pool, and 3 or 4 rows (6 chars pers row) on the pool deck]. Label each chair with a number, if possible.</p> <p>You may need to assist the 1st Marshal, if he/she is unable to locate a swimmer, - you will flag/inform the coach from that team.</p> <p>If there is opportunity to combine heats – do so, to save time.</p> <p>You may need to relieve the Final Marshal or the 1st Marshal, from time to time.</p> <p>The main duties of the Marshals (aka walkers) are to take assembled heats of swimmers from the 1st Marshal to the Final Marshal, and to be the link between 1st and Final marshals.</p>	<p>Get the Program from Meet Manager, meet the other Marshals.</p> <p>Plan out where to gather the swimmers, and the staging areas</p> <p>Lay out floor mats if needed (so that the swimmers do not slip walking from staging area to the pool deck)</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>
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1st Marshal (1 position)

<p>Position Description</p>	<p>Please arrive early, get your equipment, meet others and complete setup as follows:</p>
<p>1st Marshal continuously gathers up swimmers from their hang-out areas into heats, according to Events & heats in the Program.</p> <p>Ensure you gather the first 1 or 2 heats in time for end of warm up (consult meet schedule) and send them to the pool deck.</p> <ol style="list-style-type: none"> 1. Write on the board a range of 3 or 5 event numbers that you are calling swimmers for. 2. Swimmers how signed up to participate in these events (and their coaches) are responsible to pay attention and to come to your area. 3. If someone is missing, shout or use the megaphone to call a swimmer by name and club or call an Event Number – whatever makes sense depending on situation. You can ask another marshal to contact the coach of the missing swimmer. 4. It is not, however, your responsibility to find missing people. 5. Give swimmers their lane numbers (per info in your Program), organize each heat in that order. 6. Communicate with the next marshal in the chain to take completed groups to the next staging area. 	<p>Get the Program from Meet Manager, Meet the other Marshals.</p> <p>Setup a white board or other means of signaling all clubs which events are being called to your area.</p> <p>Set up 3 or so areas immediately beside you and the board, where you will stage the swimmers, before they are taken to the next area.</p> <p>Work with other marshals on a complete system that works for you and depending on the circumstances of the facility.</p>

Description of Final Marshal on next page....



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Final Marshal (1 person)

Position Description	
<p>Work with the other marshals on a system to ensure that there are always 6 heats worth of swimmers ready. Survey the facility and determine where to stage the kids so that it is as orderly as possible.</p> <p>Ensure you have the first heat or 2 ready in time for end of warm up. (Coaches should know that they need to free up younger swimmers who are in the first events well ahead of the end of warmup.). Once warm up is over, your 1st heat is ready, and the timers and starter are in place – direct swimmers to blocks so the competition can begin.</p> <ol style="list-style-type: none"> 1) With the front-most set of swimmers in your staging area, do the final check with each swimmer: name, age, stroke, lane number. You have it on the Program, and they will have been given the same info by the Marshals before you. 2) As soon as prior heat starts, direct the next set of swimmers from front row of your staging area to behind the diving blocks 3) Remind (if needed) the swimmers in staging area to move forward to the next bench or set of chairs, while maintaining their positions according to lane numbers assigned to them. (they usually know to do this without reminder). 4) Flag the other marshals to send/walk the next heat to your area. 	<p>Please arrive early, and report to the Deck Meet Manager / Volunteer Coordinator.</p> <p>Get the Program of Events from the Meet IS Manager (look for the Office / computer area).</p> <p>Set up staging area: ensure there are 3 or 4 rows of 6-chairs each (same number as the lanes in the pool that will be used) near the “start” end of the pool. Setup if the facility personnel have not.</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>



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Starter

Position Description	Please arrive early, get your equipment, meet others and complete setup as follows:
<p>Before the competition starts, all clubs have 15 – 20 minutes for warm up in the pool. During this time, just step back from the diving blocks area, to give coaches room to direct the many swimmers from their club.</p> <p>Marshal will direct the next set of swimmers from the bench to their respective lanes behind the timers.</p> <p>Once prior Heat finished, and timers written down the times, direct timers to the correct end of the pool if needed. If upcoming heat's distance is 25 m, direct timers to the other end of the pool. When distance is 50m/100m direct them to the starting end of the pool where the diving blocks are.</p> <ol style="list-style-type: none"> 1. Check that timers are ready (they raise their hand holding the stop watch to signal). 2. Directs swimmers "Swimmers on the blocks!" (or "swimmers out of the pool" for prior heat, and "swimmers into the pool" for the upcoming back stroke heat). (Starter does not have responsibility for knowing which lanes s/b full or empty, swimmers should watch for his command). 3. Direct swimmers "Take your mark" or "on your mark" and give sufficient time for them to arrange themselves on the block with one foot at the front edge (wait until no body is moving); Sound the horn to signal the start of the race. <p>Be aware that the swimmers will remain in the water, clinging to the lane line at the completion of their heat, and the following heat's swimmers will "dive-over" the prior heat swimmers. The athletes know to get out of the pool once the next set dove over them.</p>	<p>Upon arrival, pick up from Meet Manager, the following: Blow Horn, and spare gas can (in case the one attached to the horn runs out). Full program of Events & Heats.</p> <p>Setup a chair for you to sit down if you wish, setup at 10 feet off the starting end of the pool (the end with the diving blocks), where the sound of the horn is clearly heard by the swimmers and timers.</p> <p>Alternatively, there may be an electronic starter - Speaker and microphone (which we may have asked Seals club to bring, they will setup and dismantle).</p>
<p>Act on False starts:</p> <ol style="list-style-type: none"> 4. if a swimmer or multiple swimmers start before the horn, give a signal so all swimmers be it on the blocks or already in the water know that a false start occurred 5. Call false starts by the lane number (write them in your program) 6. Disqualify any swimmer with 2 false starts in a row. 7. Can direct that the next heat goes first in order to give rest to the swimmers involved in the heat with the false start. 	<p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>



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Master Timer:

Position Description	Please arrive early, get your equipment, meet others and complete setup as follows:
<p>Master timer, uses 2 watches, starts them both at the start of a heat, and is ready in case another timer's watch is not working or they miss the start.</p> <p>Have yourself positioned where you can see all timers well to be able to switch your watch with theirs if they failed to start theirs.</p> <p>When a lane timer needs a break, take their place and job, until they return. Continue to start both watches for each heat.</p>	<p>Obtain 2 stop watches from Meet Manager. Get familiar with clearing them. Practice starting them both, at the same time (one per hand)</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>

Runner (0 positions, as we use Data Entry people for this job now)

Position/Role:	Position Description	Please arrive early, get your equipment, meet others and complete setup as follows:
Runner (1)	<p>Runner takes completed heat sheets from timers and takes them to IS Meet Manager in the office/ recording area.</p> <p>Walk through and ask timers if they have sheets to give up. Be sure to do so at an opportune time – not while they are about to watch a swimmer finish the race.</p>	<p>Know where the office is – i.e. where Meet Manager computer and ribbons people will be.</p>



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Computer/ Data Entry (2 people)

Position Description	On the day of the event
<p>Under the direction of IS Meet Manager, Computer Data Entry people record swimmer times in the system:</p> <ol style="list-style-type: none"> 1) one person reads out the numbers from the Heat Sheets completed by the Timers, the 2nd person records times in the computer system. 2) One person, if they prefer to enter from paper, can do this alone. 3) When all available info is entered, walk to the pool deck and collect from timers more completed sheets. <p>May also need to do the following:</p> <ol style="list-style-type: none"> 1) At the beginning of the meet walk over to / find clubs' coaches to get scratches info from them (scratches are swimmers that were pre-registered by did not show up). We do NOT allow 'additions' on the day of the meet. 2) Complete error checking: ie. to take the completed print outs, and check them with the hand-filled out heat sheets. 3) Make electronic extract file of swim results available for other clubs –by email. A team may ask for a copy right at end of the meet, they should offer a USB stick in that case as there is no internet connection at the meet. 	<p>Please arrive early</p> <p>Report to Deck Meet Manager / Volunteer Coordinator</p> <p>Find the Office</p> <p>Meet your partners</p> <p>You will have to be at the meet to the very end.</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>

Ribbons (2 people)

Position Description	The Day of the Event
<p>Approximately half way through the meet, people are needed to prepare Swimmer Ribbons.</p> <p>Final results from swim Events will be printed off onto Labels and given to you. Each label has the club, swimmer info, and place achieved in the swim meet. Ribbons are given for 1st to 8th place, plus participant.</p> <p>Ribbons person applies labels to the appropriate ribbon and puts them into the box/bag for the corresponding club.</p> <p>Check each bag /box to make sure that the club is getting only their club's ribbons. Deliver all the sets of ribbons to our club's Head Coach.</p>	<p>You do NOT need to be present right at the beginning of the Meet, but will have to stay to the end.</p> <p>Report to Deck Meet Manager / Volunteer Coordinator</p> <p>Find the Office & Computer Data Entry people and Meet IS Manager.</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>



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Relay Coordinator (1 person)

There are 5 age categories (8 & under, 9 to 10, 11 to 12, 13 to 14, 15 & over), and 2 genders. So potentially there are 10 relay events.

Position Description	The day of the event:
<ol style="list-style-type: none"> 1. Provide each club (find their head coach) with Relay Entry Form at beginning of Meet. (on our Web site) 2. Gather completed forms by end of Freestyle portion of the Meet. (freestyle is the 1st set of events). 3. Organize each Relay Event onto a single Page. Assign Lanes to each team 4. Make copies for Lane Timers, Marshals, Club coaches and Meet Coordinator. 5. Prepare Labels based on number of entries (this can be done in advance of Meet with Meet Manager assistance). Enter Event, and Age/Gender. 6. Place Labels onto Ribbons. 7. Run Relays and confirm placement of winners. 8. Add Team Name and Time to each grouping of four labels. Place into separate piles by Club. 9. Add to other Ribbons already prepared by Club, or give to On-Deck Meet Manager. 	<p>Upon arrival report to the Deck Meet Manager / Volunteer Coordinator.</p> <p>Obtain Relay Entry Forms from the On-Deck Meet Manager or the supplies box.</p> <hr/> <p>If these instructions are NOT accurate, mark up with a pen and return to the Deck Meet Manager.</p>



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On-Deck Meet Manager

If these instructions are NOT accurate, markup / correct as needed and return to a Member of the Board of the Club (e.g. Volunteer Coordinator or Secretary).

The role of the Deck Meet Manager is to *manage* the meet and to help and assist other volunteers, not perform every task but rather be the glue between all other roles if needed.

Ahead of the meet, the Volunteer Coordinator will issue a call for volunteers. He/she may confirm with you how many people are needed, and for what roles.

One week before the Event:

1. Know the time we have the facility booked and the Meet Schedule ahead of time (Someone on the Board will have made the booking).
2. Know the location of *the supplies box* (if it is not with you, check with the others to find out who has it and get it).
3. Check the contents of the Box, to ensure that all is there and ready:
 - a. 14 or 16 stop watches (2 per lane for a 6-lane pool + 2 for master timer + plus hopefully 2 backups)
 - b. 8+ clipboards: 6 for the number of lanes in the pool, plus 1 for 1st marshal, 1 for starter.
 - c. pens - have 20-or-so
 - d. scissors, tape, elastics (to tie ribbons together for the swim clubs).
 - e. Ribbons – 1st through 8th place & participant. (Not the Distance Swim or Club Champ. Ribbons, though these may be in the box as well). Must have min. of 50 for 1st through 3rd, and number of ribbons may diminish towards 8th place. need lots of participant.
 - f. Relay Entry Forms (print out/photocopy ahead of time and place in the box if needed. (s/b on our website)
 - g. Printer, printer paper and Label Paper will be with Meet IS Manager.
4. Request the Starter Equipment from the Seals Club. They have a Mike/Speaker/horn/light equipment which they normally bring for our Starter's use. They will bring and setup and dismantle. But we MUST request from the right person that they remember to bring it. (Note Jan-2019: Getting the correct contact person info from Seals for this. Zoe at Seals says they still don't have a designated person so she needs to coordinate – zsm1@telus.net.).
5. Connect with the Social Director and find out what help they need (e.g. bringing things from the car, pick up at store, etc..)

On the Day of the Event

The tasks below are not necessarily to be completed in the order in which they are written:

1. Arrive early, with *the supplies box*, to be the first on-site – check Meet Schedule to determine this time. The critical work is at the beginning – i.e. to get everyone in their places and organized.
2. Review Facility Setup and direct staff to correct/adjust or prepare to give tasks to the arriving volunteers.
 - a. Check area where all club swimmers will be and the non-slippery path from there to the pool deck.
 - b. White board and markers in the 1st Marshall's area for their use
 - c. 4 sets of 6 chairs on pool deck for assembling heats.
3. Find the Volunteer Coordinator, and keep near where families/swimmers are coming in, to catch the arriving volunteers.
 - a. Determine a good place for all the timers together and be together (perhaps at the end of the pool, b/c that is where they will have to time the 1st event which is 25 m – i.e. only one pool length) – and direct them there – so they can do knowledge transfer
4. Setup our Club's banner if desired (s/b in the Box).
5. Hand-out equipment (and job descriptions if needed)



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6. Assign Lanes to Clubs for Warm up and communicate to the Head Coaches.
 - a. Usually there are 3 clubs: Glenmore Seals (GS) + Keikos (CK) + Barracuda (CB). In Spring session there is also: TCA Tigers
 - b. Assign lanes for warm up to clubs and communicate to the clubs' coaches. (e.g. 1st Lane to TCA Tigers (as they have smallest number of swimmers), Lane 2 – Seals, 3&4 Barracuda, 5-6 Keikos)
 - c. Give coaches Heads up RE: start of warm up and a warning when the warm up is about to end.
7. If volunteers have questions re: what they need to do, direct them to printed job description, or another volunteer with same role who is experienced. When those venues are unsuccessful, provide support and assistance.
8. Confirm that all positions are filled . If there are no shows – together with volunteer Coordinator you may need to shuffle people (based on their experience / ability /etc) between positions, and you may need to take on a job yourself.
9. Watch for the arrival / setup of the Starter equipment – it is done by Seals club.
10. If the volunteers do not start the 1st heat on their own, even though kids and timers are all ready, direct them to do so.
11. Assist the Social Director in delivering water and snacks to parent volunteers.

After the Swim Meet

1. If these instructions above were NOT accurate, markup / correct as needed and return to a Member of the Board of the Club (e.g. Volunteer Coordinator)
2. Assemble all goods in *the supplies box*.
3. Review the count of ribbons remaining and write down the numbers. If not enough to run the meets to the end of the season, Provide counts and request to the Board of Directors, so they can order more.

For the Distance Swim

Print off enough time sheets for all lanes and for both early and late session.

The Distance Swim Lane Counter is on our website.

Bring the Box with clipboards, pens and Stop Watches to the event.

For the Club Champion Ships

Run this like our hosted swim meet. The head Coach may change the events order and have other special instructions.