

## Hampton Dolphins Swim Meet Volunteer Position Descriptions

### **Set up/Tear down for Meet:**

#### **6 positions for Friday night/6 positions for late Sunday afternoon.**

Duties include: setting up/taking down seating around the pool, hanging signs, moving tables, setting up/taking down timing and computer systems, and anything else that will be needed in order to set up/tear down for the meet. Good to have some strong and able bodied folks helping with this!

### **50/50:**

#### **1 position per session – location is in the stands and entrance way.**

Duties include selling heat sheets at the door and selling 50/50 raffle tickets at the door and throughout the stands. This is an ideal position for someone who likes to talk to people and socialize!

### **Concession Staffing:**

#### **7 positions per session – location is in the concession area (cafeteria).**

Duties include helping to set up the food, serve and encourage sales. Some may be asked to run the cash box so you need to know how to add and make change. Good position for those who like to make and serve food – happy hosts and hostesses welcome!

### **Hospitality Staffing:**

#### **3 positions per session – location is hallway right outside the meet.**

Duties include stocking the hospitality area with food and drink for the coaches and officials – walking around the deck with refreshments for the working officials, coaches, computer and timing system crews and timers. Looking for those happy hosts and hostesses again!

### **Place Judges:**

#### **4 positions per session – location is on deck.**

Duties include judging the order of swimmers finishing races. You sit on deck near the start/finish end of the pool and monitor and record the order the swimmers finish. Ideal person is someone who pays attention well!

**Runners on deck:**

**3 or 4 positions per session - location is (you got it) running from different areas of the meet – from awards to timing tables and deck area, etc.**

Duties include collection of the timing sheets after each event and taking them over to the timing table. Once results are printed, you are required to “run” them to the awards table along with the results stickers for the ribbons. Ideal person is one who does not like to sit still!

**Timers:**

**12 positions per session – location is on deck.**

You will be paired with a partner. One person will handle the clip board with the time sheets attached to it and the “pickle” while the other will work the stopwatch. The stopwatch is started when the race starts and will be stopped by the timer when the swimmer is in the lane in which you are timing touches the wall. At that same time, the “pickle” person will also press the button on the pickle timer when the swimmer in that lane touches the wall. The timer will then record the time on the sheet attached to the clip board of the stop watch. Although it sounds like there is much going on – takes just a little time to get the hang of it and then it is not hard.

**Relief Timer:**

**1 position per session – location is on deck.**

This person gives breaks to the timers on deck when needed.

**Head Timer:**

**1 position per session – location is on deck.**

Duties include being in charge of the 12 timers in the session. Should a timer need some assistance due to equipment malfunction or just is not paying attention for one reason or another and missed the start of the race, the head timer will pass a stop watch to that person so they may continue to do their job. Ideal position for a take charge sort of person!

**Timing System – Daktronics:**

**2 positions per session – location is on deck.**

Duties include running the timing system and those volunteering must be trained on the system. If you want to learn how to do this then sign up and see if you can shadow an expert Daks person so you can work the next meet!

**Admin Judge:****3 positions per session – location is on deck.**

Duties include taking the information from the Daks system, noting any discrepancies and manually adjusting them. The admin judge also incorporates any DQ's into the standings, notes them and then prints the information that gets stuck on the on the ribbons. Ideal person is one who likes that attention to detail!

**Awards Table:****2 Positions per session – location is in the hallway outside of meet.**

Duties include setting up the awards table with the ribbons, placing stickers on the ribbons for each event and organizing the awards according to event numbers on the table. These people are also responsible for having the swimmers initialize a form when they pick up their ribbons. Ideal person is someone who is a good organizer!

**Marshalls:****4 positions per session – location is on deck.**

Duties include monitoring the pool area during warm-ups for safety, clearing lanes for sprint warm-ups and monitoring the bathrooms for proper conduct. You will basically “police” the pool deck and allow only authorized personnel on the deck. Ideal volunteer is one who is a stern enforcer!!!

**Officials:****6 or more per session – location is on deck.****YOU MUST BE AMS CERTIFIED TO DO THIS POSITION!**

Our Meet Director usually finds these volunteers but if you are interested in learning how to do this, please sign up to shadow an official and get certified through AMS.

**Stroke and Turn Training:****2-4 positions per session – location is on deck.**

Duties include learning how to be an AMS certified stoke/turn official. We are in need of these folks so if you want to learn, sign up to shadow a person please!

**DRESS CODE!!!!**

**Please, if you are on deck – no high heeled shoes!! Please wear flat shoes preferable with a nonskid sole as it can be wet on deck.** It is hot in the pool area, so dress accordingly (layers are always a great idea!). It can get wet with swimmers splashing on deck, so especially if you are a timer, think shorts and sport sandals!

