

Volunteering with **STAR** Swimming

A guide to the jobs at a Swim Meet

Why Volunteer?

- Meets cannot run without volunteers. Be a part of something bigger!
- Excellent way you stay involved in your child's swimming
- Major fundraiser for the club
- As an incentive to volunteer, we are offering the opportunity to significantly **decrease the cost** of your swimmer's dues

Things to know before coming to the Pool

- The Meet Information packet is your best friend! Understanding the format of the meet, the session start times, and the order of events allows you to follow along, and understand how your position fits in.
- Traffic and Parking- Know where you're going to park and have options available if one area fills up. Understand that events downtown may affect your ability to park, or arrive for your position on time.

PLEASE PLAN ACCORDINGLY

Things to know before coming to the Pool...continued

- Know your position- **YOU** picked the position- understand what is required- Ask questions if necessary.
- Be open to change- Depending on volunteer turnout, you may be reassigned to another position. This may not be the job that you chose. We are asking you to accept this new position to help the meet run efficiently.
- You signed up for the **ENTIRE** session- This could mean distance events or time trials. Please **DO NOT** leave early- If you do need to leave, notify the Shift Manager **BEFORE** the shift starts!

Different jobs have different responsibilities

You are responsible for understanding your position and knowing where you should be on deck at all times. If you have any questions while on deck, please ask.

The following slides give an overview of the different jobs at a swim meet.

Many volunteers sign up for the same job every meet. Branch out. Learn a new position!

Meet Director

- Sheila Studebaker is our meet director and her job is a bit of everything- She sets up and orders the meet programs, puts together the meet information, trouble shoots at all meets and makes sure visiting teams are having a great experience as well as other things.

Entry Coordinator

- Steve Kottakis is our entry coordinator. He oversees every team's entry into all our meets.

Shift Manager

- This person oversees all volunteers. They assist with Sign in, admissions set up, volunteer placement and general meet activities
- Adults only
- Must be able to perform the duties of all other positions (except officials). The Shift manager often relieves people if breaks are needed.
- If you would like to train to be a Shift manager, please contact Head Coach Rick Aronberg and he will put you in touch with the right person.

Officials

- These **AWESOME** volunteers are responsible for upholding the rules and regulations put down by USA Swimming. This requires a class, a series of tests and USA swimming registration.
- As an official, we give you double the credits compared to most other volunteer positions. This is due to you having to go through a shadowing process with other officials.
- Please contact **KATHERINE McCAULEY** at kmacdigi@gmail.com for more information if you are interested in becoming an official.

Computer Operator

- This person is responsible for the operation of the swimming software, and assists with the **timing system**. While this job does require training, and some computer knowledge, it is a great way to be on deck with your swimmer.
- We are looking to form a team of computer operators that can assist with running these meets. We understand that you may not be able to be at the pool for every session, and a team that can rotate between sessions would solve this issue.
- If you think you would be interested in learning the Hy-Tek Swimming software, please contact Head Coach Jen Eisenmann at jeisenmann@wscschools.org.

Heat Sheet Sales

- These volunteers are in charge of processing spectators before entry into the stands. You should never be by yourself- if the other volunteer does not show on time, please request a replacement for the time being.
- Some meets have an admissions charge as well as a cost for a program. Volunteers must have good math skills to make change and add multiple costs together.

Admissions...continued

- **THESE VOLUNTEERS MUST BE ON TIME**- This is usually 15 minutes **before** warm-ups start for each session. This is important! You must collect the cash box and heat sheets from the shift manager. Being on time will help reduce the number of unruly patrons!

Timer

- This person is responsible for the watch timing of each and every race. This includes starting and stopping the watch accordingly, following along with each race, and recording the time(s).
- Since we use AUTOMATIC timing, the timer is a “back up” to the timing system. This position is needed as young swimmers tend not to touch the wall very hard and therefore, your stopwatch time would be used.
- Almost always, timers will have a partner - this requires handling a stop watch, the timing plunger, and writing the times down. USA Swimming also has rules about the age of timers for certain levels of swim meets.
- Volunteers should understand their importance- any issues with the timing system require the time from the TIMER to correctly adjust any issues. **YOU** are the person the swimmer relies on- PLEASE PAY ATTENTION!

Head Timer

- This person oversees all of the lane timers.
- Starts and stops **2 watches** for **every** race. In the event of a watch malfunction behind a lane, the Head Timer switches one of their watches with the lane timer.
- This volunteer **MUST PAY ATTENTION**. Some races are very short and swimmers are very fast making sure that every lane has a working watch is crucial!

Results Poster

- This person posts the printed results in areas accessible to parents and coaches.
- They **MUST** be able to follow directions.
- This volunteer should be able to quickly post results and come back for the next event. You should be able to move quickly and the results need to be posted as soon as the event is completed.

Marshal

- These Volunteers are in charge of safety on deck. They should prevent any running, horseplay, or other dangerous activities.
- Marshals assist with clearing lanes for sprints during warm-up, clearing the pool at the start of each session, and assisting the Officials with swimmer control during the start of each race.
- **THIS JOB IS NOT JUST FOR STANDING AROUND!** Marshals are responsible for contacting lifeguards in the event of an accident- Please be aware of your surroundings! *** **You should not be on your cell phone when marshalling.**

Awards

- This person is in charge of placing awards labels on ribbons and/or medals of race winners. This is not a hard job, but does require an understanding of team distinctions and organizing awards.
- This person should pick up the awards labels from the timing booth and is responsible for sorting the awards.
- Almost all awards are presented to 12 and Under swimmers only- this is why awards people are not needed every session.

Hospitality

- These volunteers are in charge of maintaining the hospitality room. This includes (but is not limited to):
 1. Putting out food and managing the amount of food
 2. Cleaning up after each meal and prepping for the next
 3. Supervising the water runners
 4. Making sure that the only people in hospitality are those persons allowed (Volunteers, Coaches and Officials only – **NO SWIMMERS**)

Hospitality...continued

- Volunteers interested in this position should contact CATHERINE KIBLER at paws442@verizon.net for a better understanding of this position.
- Similarly, if you would like to sign up for Pre-Meet shopping; please contact Catherine as she is in charge of the menus and meal planning.

For New Parents! Key Terms to know:

- **Meet Packet or Meet Information**- The list of events, entry process and pool information that is available to every team that wishes to come to our meet.
- You should look over this before coming to any meet- and check the **STAR Website** for additional information on when your swimmer should be there.
- **Session** – Meets are divided into sessions to group swimmers together. Usually a 12 & Under session and then an OPEN session.
- **Meet Program/Heat Sheets** – The list of events with swimmers placed in heats and lanes. If you need help reading a program/heat sheets, please speak to your swimmer's coach.

Information about our Pool

- Areas that are used during the swim meet
 - Competition pool – In Short Course (YARDS), the WEST pool is the shallower end and the EAST pool is the end that has the diving boards.
 - Warm-up pool – The small pool behind the glass wall
 - Locker Rooms – Swimmers should only be using the General locker rooms only while at ECC.
 - Hospitality Room – For Coaches and Officials. Volunteers who work two consecutive sessions are also allowed.

More Information about our Pool

- Additional Areas that are used during the swim meet:
- Classrooms across the hall from the training room—**Rooms 111 and 113** are for Official's Briefings.
- **Volunteers sign in** behind Coach Rick's office on the glass window.
- **Areas that are off limits:**
 - Green emergency Doors in the small warmup pool
 - Emergency stairwells (except in an emergency)
 - Third floor track, gym and weight room

PARENTS...Please monitor your children!

Please remember that as volunteers, you are representing **STAR Swimming** and everything that we stand for. We strive to produce the best meet in the region and often in the entire country!

This is **YOUR team**. Without volunteers, these meets cannot run! Just remember, we are all here for **YOUR swimmers**.

If you have any further questions, please do not hesitate to contact Sheila Studebaker, Meet Director at sheila.studebaker@fnfg.com or Head Coach Rick Aronberg at 851-1209 or Aronberg@ecc.edu.

We THANK YOU FOR CHOOSING TO VOLUNTEER!