

ANSC SWIM MEET VOLUNTEER FORM

HOME MEET OCTOBER 17TH & 18TH, 2015

Every ANSC family, including those with returning high school swimmers, must volunteer for two (2) shifts during **EACH** home swim meet.

WE CANNOT CONDUCT OUR MEETS WITHOUT YOUR HELP!



SECTION 1

Family Name: (Please use the name that was used during registration.)

Swimmer's Name(s): _____ Swimmer's Age(s): (On the first day of meet)

SECTION 2

We will **try to give priority to the time slot requested** and then try to match you with your ideal job. If you would prefer a specific job and are flexible with the time slot, please let us know.

Please identify your SESSION CHOICES as 1st, 2nd, 3rd, etc.

Friday PM _____ Saturday AM _____ Saturday PM _____

Sunday AM _____ Sunday PM _____ Sunday Clean Up _____

AM Sessions - 9 & 10 Girls/Boys AND 13+ Girls • PM Sessions - 11 & 12 Girls/Boys AND 13+ Boys

SECTION 3

We cannot guarantee job choice. Placement is assigned on a club seniority basis, not first come first serve. Please be advised that setup/cleanup slots are very limited and fill quickly by senior families. So that you can be scheduled at a time that is convenient, if you have indicated setup/clean as one of your choices, please chose swimming sessions as your other two choices.

Please RANK your JOB CHOICES as 1st, 2nd, 3rd.
 Please include the name of the person who will be volunteering.

		Experience	
		Y	N
1.	_____	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4

YES - I would like to hire a student swimmer to work my session(s) listed below:
 PAYMENT MUST BE RECEIVED BY OCT 5TH OR YOU
 WILL BE REQUIRED TO WORK THE SESSION!

_____ Session 1 @ \$60 + _____ Session 2 @ \$75 = \$_____ Total Due

YOU MAY PLACE FORMS IN THE ENVELOPE ON THE ANSC BULLETIN BOARD IN THE STANDS AT THE POOL
 OR EMAIL TO: kimbarc@verizon.net

IF WE DO NOT RECEIVE YOUR FORM BY THE DUE DATE, JOBS & SESSIONS WILL BE ASSIGNED TO YOUR FAMILY ACCORDINGLY.
 FAILURE TO REPORT TO AN ASSIGNED SESSION WILL RESULT IN A \$200/SESSION ASSESSMENT TO YOUR ACCOUNT.

You will be responsible for finding your own replacement if you need make changes after 10/5/15.

If you cannot work your sessions you may:

- **Hire a student volunteer at \$60/Session 1 and \$75/Session 2. The meet directors will hire from our approved list of volunteers and coordinate on your behalf. Payment in full is due by OCTOBER 5TH, 2015.**
- **Have a family member or friend, OVER THE AGE OF 18, work your sessions on your behalf. Please remember, you will be responsible for making sure that they attend as assigned.**

Swim Meet Job Descriptions

SET UP/TEAR DOWN FOR MEET – Friday Night/Sunday Afternoon (Two Different Sessions)

Location: upstairs and on deck; 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.

LEVEL OF DIFFICULTY: 1 (But volunteer may be lifting, carrying and standing on chairs to hang signs.)

SET UP FOR CONCESSIONS - Friday Night

Location: upstairs in the cafeteria/concession stand; Duties include: Carrying in cases of food and drink, setting up tables and seating, hanging signs, and anything else that will be needed in order to set up for concessions.

LEVEL OF DIFFICULTY: 1 (But volunteer may be carrying heavy loads.)

HEAT SHEETS Location: Entrance way and stands; Duties include: Selling heat sheets at the door Also responsible for getting other volunteers to sign in and receive their name tags.

LEVEL OF DIFFICULTY: 1 (But volunteer must be comfortable interacting with people.)

HOSPITALITY ROOM

Location: Down on deck; Duties include: Stocking the Hospitality Room (located down on the deck to the left of the office) with food and drink for the coaches

and officials and walking around the deck with refreshments for the working officials, coaches computer and timing system crews and timers.

LEVEL OF DIFFICULTY: 1 (But volunteers must be happy hosts/hostesses.)

PLACE JUDGES

Location: On deck; Duties include: Judging the order of swimmers finishing the races. You sit on deck near the start/finish end of the pool and monitor

and record the order the swimmers finish.

LEVEL OF DIFFICULTY: 7 (Volunteers must pay attention at all times!)

CONCESSION LEADER

Location: Upstairs in the concession area; Duties include: Running the show in the concession area - setting up, monitoring and preparing food and monitoring sales and volunteers. You are the person in charge!

LEVEL OF DIFFICULTY: 10

CONCESSION STAFFING

Location: Concession area; Duties include: Helping to set up the food and encourage sales . Some volunteers may be asked to run the cash box, so you need to know how to add and make change. The sessions run in two 4 hour sessions per session of swimming.

LEVEL OF DIFFICULTY: 1-10 (Depending on the amount of patrons.)

CONCESSION RUNNER

Location: Running up and down the stairs; Duties include: Running food and drink from the upstairs concessions to the downstairs Hospitality Room; ensuring that the Hospitality Room is stocked with food and drink at all times.

LEVEL OF DIFFICULTY: 5 (Volunteer must be able to run up and down stairs and carry concession items.)

RUNNERS ON DECK

Location: Running up and down the stairs from awards to timing table and times; 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 upstairs to the awards table along with the results stickers for the ribbons.

LEVEL OF DIFFICULTY: 5 (Volunteer must be able to run up and down stairs.)

TIMERS

Location: On deck; Duties include: Timing the swimmers. You will be paired up 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 in the lane in which you are timing in touches the wall. At that same time the “pickle” person will also press the button on the pickle (when the swimmer in that lane touches the wall). The timer will then recorded the time on the sheet attached to the clip board of the stop watch.

LEVEL OF DIFFICULTY: 1-5 (Volunteer may find timing difficult at first but as he or she becomes more familiar with the process, timing becomes much easier.)

HEAD TIMER

Location: On deck; Duties include: Being in charge of the 12 timers in your session. Should a timer need assistance due to equipment malfunction or just socializing too much (missing the start of the race), you may need to intervene and/or share your stop watch.

LEVEL OF DIFFICULTY: 2 (Volunteer should have previous experience as a timer.)

TIMING SYSTEM - PLEASE CONSIDER TRAINING FOR THIS POSITION - BEST SEAT IN THE HOUSE!

Location: On deck; Duties include: Running the timing system. Volunteers must be trained on how to operate the timing system. If you would like to learn how to do this, please sign up for “timing system training.”

LEVEL OF DIFFICULTY: 8

COMPUTER SYSTEM - PLEASE CONSIDER TRAINING FOR THIS POSITION - BEST SEAT IN THE HOUSE!

Location: On deck; Duties include: Running the computer system. Volunteers must be trained on how to operate the computer system. If you would like to learn how to do this, please sign up for “computer system training.”

LEVEL OF DIFFICULTY: 8

SAFETY AND MEDICAL

Location: On deck; YOU MUST BE A CERTIFIED DOCTOR OR NURSE TO HOLD POSITION! Duties include: administering first aid when needed.

LEVEL OF DIFFICULTY: 1 (If volunteer has the appropriate training.)

OFFICIALS

Location: On deck; **YOU MUST BE AMS CERTIFIED TO HOLD THIS POSITION.** If you are interested in learning how to become an official, please sign up for “stroke and turn training.”

LEVEL OF DIFFICULTY (Volunteers may find S&T judging difficult at first but as he or she becomes more experienced, the job becomes much easier.)

STROKE AND TURN TRAINING

Location: On deck; Duties include: Learning how to be a stroke and turn official. LEVEL OF DIFFICULTY: 8 (Volunteers are required to become AMS certified.)

AWARDS TABLE

Location: Upstairs at the awards table, usually outside the concession area. Duties include: Setting up the awards table with the ribbons, placing stickers on the ribbons for each event, organizing the awards according to event numbers, and having the swimmers initial when they pick up their ribbons. LEVEL OF DIFFICULTY: 1

MARSHALS

Location: on deck, bathrooms and hallway; Duties include: Monitoring the pool area during warm ups for safety, clearing lanes for sprint warm ups and monitoring the bathrooms for improper conduct. You will basically “police” the pool deck (only allowing authorized personnel on the deck), the bathrooms and the hallway to ensure safety of the swimmers.

LEVEL OF DIFFICULTY: 5 (Volunteer must be a kind but stern enforcer.)

DECK ACCESS MONITOR

Location: Entry to hallway leading to the pool deck and locker rooms.

Duties include: Checking in coaches, officials, and all individuals who are permitted to have deck access during the swim meet; distributing wrist bands and monitoring this entry point during the meet.

LEVEL OF DIFFICULTY 3 (Busy at the beginning of the meet, but then lots of quiet time during the course of the meet.)

SWIM MEET DRESS CODE:

PLEASE, if you are on deck **NO HIGH HEELED SHOES!** Please wear flat shoes, preferably with a nonskid sole. It is hot on deck so dress accordingly. It is also wet on deck, so long pants and leather shoes are likely to get wet, especially if you are timing. Shorts and sport sandals are acceptable.