

# York YMCA Swim Team

## Volunteer Role Descriptions

**IMPORTANT:** As a volunteer, you are never expected to miss your child swimming in his/her events. When your child is swimming you are encouraged to watch and cheer them on.

**PLEASE PAY CLOSE ATTENTION TO ARRIVAL TIMES WHEN SIGNING UP. THIS ENSURES SMOOTH AND EVEN COVERAGE, IN ADDITION TO TIME TO PASS ALONG INFORMATION AS NEEDED.**

### No Training Required:

- **Spectator Check In-** Check in spectators who have purchased tickets online and provide them with a color-coded wrist band. The team uses a bar code/lpad process for this. Volunteers for this position arrive an hours and 15 minutes prior to the start of the meet are expected to stay at their check in area for the duration of the session that they are checking in for. There are always 2 people assigned to this because it is just easier and runs more smoothly with 2 people. Two people also allow for parents to step away while their child swims. In the case that both parents volunteer for this, reach out to the volunteer coordinator for the session to arrange coverage.
- **Volunteer Check In-** Check in volunteers, coaches and officials upon their arrival to the building and provide them with designated color-coded wrist band. When checking in coaches and officials' credentials must be verified in the appropriate manner depending on whether it is a YMCA or USA meet. Volunteers for this position typically arrive about an hour and a half prior to the start of the meet and stay until the meet begins. Once the meet begins, they should bring the check in folder to the volunteer coordinator at the back of the pool deck.
- **Session Volunteer Coordinator-** Coordinate on deck volunteers and timers for each session. Make timer lane assignments and then gather the group for Timers' Meeting with the officials. Distribute stop watches and clip boards. Place lane sheets on clipboards prior to distributing. Provide guidance to all volunteers on the duties of their particular positions. Communicate with announcer the

needs for announcements regarding timer/volunteer needs, parking, apparel sales etc. NOTE: This is different from the Team Volunteer Coordinator Position

- **Seeder-** This role is needed in any session with 10 & under swimmers. Volunteers in this role help the swimmers get to their correct event, heat and lane on time. The seeder should not have to inform swimmers of their events as they should know their events before the meet begins. If the meet has 8 & under swimmers, close attention will be needed at the blocks when timers are at the other end of the pool.
- **Runner-** Stands/sits near the Meet Manager and collects times from the timers as needed.
- **Announcer-**
  - Prelims Sessions- Announce the event and heat number after each whistle that signals the end of one heat and the beginning of the next one. Announce the results of events and informs swimmers, coaches and parents that they 30 minutes to declare their intent to scratch.
  - Finals- Announce event and heat numbers. Announce the name of swimmers in each lane after the start of the event.
  - B/C Finals- Announce the swimmer names and lanes after the heat starts.
  - A Finals- Announce the names of swimmers in each lane
  - Make any other announcements as needed being careful not to make any during starts.
  - Volunteers in this role are needed for the duration of the session.
- **Awards-** Place labels on the awards and sorts the awards into the correct team bags. Volunteers doing awards are needed for most of the session, however may leave some for the next session if session is over and award labels are not yet available. At certain meets, we will also provide “heat winner” prizes that the awards volunteer will also be responsible for handing out. Touch base with Volunteer Coordinator to discuss plan.
- **Deck Marshall-** Monitor pool deck. Only athletes, coaches’ officials and volunteers are permitted on deck. Deck Marshalls should also monitor locker room entrances as locker rooms are for ATHLETES ONLY. No parents, coaches, officials or adults in general are permitted in the locker rooms. Volunteers for this role are needed for the duration of the session.

- **Locker Room Attendant (NEW)**- 2 Volunteers for every 10 & under session will be needed to monitor each of the lobby locker room entrances as these sessions tend to have a lot of parents wanting to go into locker rooms with their swimmers. Volunteers will be needed for the duration of the session and should coordinate with the session deck marshals for coverage while their swimmer swims.
- **Hospitality**- The hospitality area provides food and drinks for the coaches and officials during the meet. The hospitality volunteers organize and restock the food and drinks along with cleaning up as needed throughout the session. A hospitality coordinator oversees this role and will be in touch if you sign up for this role with additional information such as food delivery times. Hospitality volunteers also restock the volunteer curtain area during the meet sessions. This role generally arrives about an hour and half prior to the start of the meet and is needed for most of each session.
- **Snack Bar**- Prepare food items as needed. Organize the snack bar area. Serve food and collect payment/make change. Snack Bar Coordinator will provide additional information and instruction as needed. Volunteers for this position generally arrive about an hour and a half prior to the start of each session to help prep and are generally there until the end of the session.
- **Live Stream Computer**- Operate the computer that controls the live stream view seen online during the meet
- **Live Stream Camera**- Manually control the side view camera in the bleachers during the meet.
- **Timers**- *The visiting teams provide timers for the meets that we host at GAC as our YY parents volunteer for the various jobs that make running a successful meet possible.*

### **Training Required - Officials**

Training is easy! Just ask your coach or volunteer coordinator for the information on getting started.

- **Daktronics** is the system that runs the scoreboard. The person who runs the Daktronics system must pay close attention to the swimmers and make sure that each swimmer touches the pad. If the swimmer does not touch the pad, the Daktronics operator pushes a button on the system.

- **Meet Manager** is the computer system used to run the meet. This volunteer sits at the computer and monitors meet progress and intervenes as needed.
- **Officials** are required to run a meet and must undergo training and a shadowing to become an official

### **Away Meets:**

At away meets our team will be responsible for providing a certain amount of timers throughout the sessions.

- **Timers-** Stands at assigned lanes and collects and documents manual times via a stopwatch and plunger. *NOTE: We typically have the visiting teams provide timers for the meets that we host as we need our YY parents to volunteer for the various jobs that make running a successful meet possible.*