

Championship Volunteer Job Descriptions

On Call: Person is available to fill in where needed if original person can not be found

Security: Job varies somewhat from location to location. This year, each security job is numbered from 1-11. Each location/number is described below.

Security involves ensuring the safety of the swimmers and spectators by ensuring people:

without deck passes stay off the deck
do not interfere with the swimmers as they enter & leave deck & staging areas
do not enter computer area/ribbon room/hospitality areas without proper badges
have adequate access to restrooms
have no problems outside the pool/deck area- especially around the courtyard where swimmers tend to congregate while waiting to be seated in the clerk of the course staging area

#1: On deck on the (west) timer side. Responsible for keeping unauthorized people off the deck. Also responsible for ensuring the Boy's Locker Room/Bathroom is not vandalized. A male should fill this job. Assist in clearing the area behind the timers/recorders of swimmers after their event is completed.

#2: On the east side. Responsible for keeping unauthorized people off the deck. Also responsible for ensuring the Girl's Locker Room/Bathroom is not vandalized. A female should fill this job.

#3: At the 11 & Up hall entrance to the west of the Clerk of the Course staging area. Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area. Also responsible for assisting with keeping order at the Stone Tables (where swimmers wait before entering the Clerk of the Course staging areas).

#4: At the 11 & Up deck entrance. Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area and onto the deck.

#5: At the Awards/Hospitality room entrance. Ensure only authorized people enter this area.

#6: On the southwest side at the top of the swimmers' exit ramp. This is also the entrance for the 11 & Up swimmers. Responsible for ensuring that swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck, as this is the swimmers' exit. Also ensure that only swimmers and other authorized people enter the pool deck.

#7: Swimmers' deck entrance area from the Clerk of the Course staging area. This is also the entrance for all relays and 10 & Under events. Responsible for ensuring that swimmers can easily enter the pool deck by controlling access via the use of the "Caution Tape".

#8: On deck at the computer area. Responsible for keeping this area clear.

#9 & 10: Clerk of the Course staging area. Responsible for ensuring the swimmers can enter and exit easily. Responsible for keeping unauthorized people away from the area to keep it clear for swimmers.

#11: Glass doors entrance to deck area for 10 & Unders. Responsible for ensuring swimmers can enter deck area smoothly and safely. Assist Security #7 as needed.

Announcer: Announce events & other information over PA system

Program Sale: Responsible for selling Championship Programs at a specified location; responsible for collecting money and turning it over to designated person

Volunteer Desk: Record on the log-in form, all parents as they check in for their assignments; assist in locating those who are late or no-shows.

Hospitality: Involves working in hospitality room- setting up (& cleaning) food platters, placing water and soft drinks in ice, serving food to those who are eligible; delivering water and soft drinks via hand-pulled wagon to coaches, timers, recorders, officials, clerks of the course and others on deck.

Chief Timer: In charge of timers; check to see that timers are ready & uses backup stopwatches if a timer fails to properly get a swimmer's time. This job is for **experienced chief timers only**.

Timer:	Times the swimmer in your lane either with stopwatch or by pushing the button on the electronic timing system; should have timed <u>at least 3 shifts</u> at dual meets prior to Championships. One EXPERIENCED timer will use both a stopwatch and push button system.
Recorder:	Writes down the time shown on the stopwatch, onto the swimmer's card.
Deck Runner:	Takes the cards with the swimmers' times and brings them to the computer area. One runner will take cards & computer printout from the 10 & Under area to the other computer area.
Ribbon Coord:	Each team supplies its own coordinator who is responsible for peeling and sticking each swimmer's event results label onto the appropriate medal box or ribbon.
Awards Dist:	Assists in matching labels from computer to proper awards, distributing awards to proper team reps, checks for league records & tallies heat winners.
EBSL Clerk:	Works in staging area ensuring all swimmers are seated in proper event and heat order.
EBSL Escort:	Guides swimmers from staging area to their respective lanes on deck, making sure to stay in heat order; if swimmers are 10 & Under, one escort must deliver all cards to the recorders. This job is for experienced clerks/escorts ONLY.
Set-up:	Ensures facilities are ready for Championships by setting up canopies, moving tables, chairs, taping off deck areas, assisting computer director with stringing cable, etc. Most work is done Friday evening from 5:30-7:00 PM.
Clean up:	Ensure facilities are completely cleaned up and look as they did before we arrived.
Timing Desk:	Assists our vendor at the Colorado timing desk to put together the cards with the printout and then get it to the computer director for the verification of the data.