

### **SET UP/TEAR DOWN FOR MEET**

6 POSITIONS FOR FRIDAY NIGHT / 6 POSITIONS FOR SUNDAY LATE AFTERNOON- 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. You will be under the direction of Shawn Cready, fearless leader of the set up and tear down crew. LEVEL OF DIFFICULTY: 1 but may be lifting, carrying and standing on chairs to hang signs.

### **SET UP FOR CONCESSIONS**

4 POSITIONS FOR FRIDAY NIGHT - Location: upstairs in the cafeteria

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. You will be under the direction of Shari Cready (Shawn's better half). LEVEL OF DIFFICULTY: 1 but may be carrying heavy loads.

### **HEAT SHEETS & 50/50**

2-3 POSITIONS per session - Location: Entrance way and stands

Duties include selling heat sheets at the door and selling 50/50 tickets at the door and throughout the stands. People with cute kids who can sell tickets works best, because people buy more tickets from cute kids. Also responsible for getting other volunteers to sign in and receive their name tags. LEVEL OF DIFFICULTY: 1 unless you do not like talking to people then it could jump to a 7.

### **HOSPITALITY ROOM**

2 POSITIONS per session - 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: see above. Looking for happy hosts and hostesses.

### **PLACE JUDGES**

4 POSITIONS per session - 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: Must pay attention at all times!! So that may be 1 for some or 10 for people like me.

### **CONCESSION LEADER**

1 POSITION per session - 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: Don't even ask!

### **CONCESSION STAFFING**

12 POSITIONS per sessions - Location: Concession area

Duties include: Helping to set up the food and encourage sales . Some 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. AM includes 6:30 am - 10:30 and 8:30 am - 12:30. PM includes 12:00pm - 4:00 pm and 2:30 pm to the end of the swim session. LEVEL OF DIFFICULTY: 1 during slow times, off the charts during a rush.

### **CONCESSION RUNNER**

2 POSITIONS per session - Location: Running up and down the stairs - Concessions to HR and back.

Duties include: Running food and drink from the upstairs concessions to the downstairs Hospitality Room. You will be in charge of making sure the Hospitality Room is stocked with food and drink at all times. LEVEL OF DIFFICULTY: Depends on your cardiovascular fitness!

### **RUNNERS ON DECK**

2 POSITIONS per session - 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: Also depends on your cardiovascular fitness.

### **TIMERS**

12 POSITIONS per session - Location: on deck

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, 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 : 4, until you get the hang of it. Then it goes down to a 1.

## **HEAD TIMER**

1 POSITION per session - Location: on deck

Duties include: You will be in charge of the 12 timers in your session. Should a timer need assistance due to equipment malfunction or just chatting too much and missed the start of the race, you will pass your stop watch to that person so they may continue doing their job. LEVEL OF DIFFICULTY: 2 unless everyone's stopwatch breaks at the same time.

## **TIMING SYSTEM**

2 POSITIONS per session - Location: on deck

Duties include: Running the timing system. Must be trained on how to do this. If you would like to learn how to do this then sign up for the next job.. LEVEL OF DIFFICULTY: If you know what you are doing then it is a piece of cake.

## **TIMING SYSTEM TRAINING**

1 POSITION per session - Location: on deck

Duties include: Learning how to run the timing system. LEVEL OF DIFFICULTY: Be a good listener and all will go well.

## **COMPUTER SYSTEM**

2 POSITIONS per session - Location: on deck

Duties include: Running the computer system. Must be trained on how to do this. If you would like to learn how to do this then sign up for the next job... LEVEL OF DIFFICULTY: If you know what you are doing then it is a piece of pie.

## **COMPUTER SYSTEM TRAINING**

1 POSITION per session - Location: on deck

Duties include: Learning how to run the computer system. LEVEL OF DIFFICULTY: Be a good listener!!

## **SAFETY AND MEDICAL**

1 POSITION per session - Location: on deck

**YOU MUST BE A CERTIFIED DOCTOR OR NURSE TO DO THIS POSITION!!!**

Duties include: administering first aid when needed. LEVEL OF DIFFICULTY: Since you are a skilled professional I would hope it is easy peasy.

## **OFFICIALS**

6 OR MORE POSITIONS per session - Location: on deck

**YOU MUST BE AMS CERTIFIED TO DO THIS POSITION.** If you are interested in learning how to do this position, please sign up for the next job...LEVEL OF DIFFICULTY: If you trained like a champion then you will officiate like a champion.

## **STROKE AND TURN TRAINING**

2-4 POSITIONS per session - Location: on deck

Duties include: learning how to be a stroke and turn official. LEVEL OF DIFFICULTY: Train like a champion.

## **AWARDS TABLE**

2 POSITIONS per session - Location: Upstairs at the awards table, usually outside the concession area.

You will be seated at a table selected for the awards. Responsibilities 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. Also you will be responsible for having the swimmers initialing when they pick up their ribbons. LEVEL OF DIFFICULTY: As long as you are a reader, no sweat!

## **MARSHALLS**

4 POSITIONS per sessions 2 MALES AND 2 FEMALES - Location: on deck, bathrooms and hallway

Duties include: monitoring the pool area during warmups for safety, clearing lanes for sprint warmups 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: Be the kind but stern enforcer - maybe difficult for some, easy for others.

## **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 if you are timing...think shorts and sport sandals!