

AQUATICS

Volunteer Job Description

- **Timers: (16)**

Exactly as it sounds, we need you to keep time! Athletes depend on us to not only cheer them on and encourage them but to also capture their time accurately. They are after all, swimming for the gold medal. Please make sure you are counting the laps as well as clicking the stopwatch and timer when you visually see an athlete touch the wall.

 - Responsibilities include:
 - Keeping an accurate time for the athletes during competition
 - Counting Swim Laps
 - 200M – 8 laps
 - 100M – 4 laps
 - 50M – 2 laps
 - 25M – 1 lap
 - Assisting Athletes in and out of pool
 - Use wrist bands as guide
 - Use caution
 - Keep event on schedule and moving
 - Interact with athletes and Have Fun!
 - Training the next person that comes in

- **Escorts (20)**

A vital and central role with our athletes. Escorts have the most time to interact as you will be escorting them from the bullpen to their swim lane. In the time that you're with them, I encourage you to talk to them, engage with them, ask questions and get to know them. These athletes have been training for this event since last year and are very excited. Your encouragement will help get them ready for their race.

 - Responsibilities Include:
 - Assist athletes in WALKING around the pool to their correct lane
 - Responsible for athlete towels, goggles, flip flops, all athlete belongings in group
 - Returning athletes to coaches
 - Remind athletes what stroke they are swimming
 - Interacting with athletes and Having Fun!
 - Training the next person that comes in

- **Announcer (1)**

If you're a fan of public speaking – then this job is for you. If not so much a fan of public speaking but have a really clear, strong and powerful voice, then this job is for you. This person is responsible for announcing every heat while you're with us. It's not as overwhelming as you think! You announce the heat, communicate with the timers to ensure that they are ready, confirm with the athletes that they're ready and then it's repeat

throughout the shift. I'm there with you every step of the way to make sure we're all on the same page.

- Responsibilities Include:
 - Announce each heat as they happen
 - Coordinate with timers to ensure they are ready to go
 - Coordinate with athletes to ensure they are ready to go
 - Coordinate with Venue Director to ensure schedule is on track
 - Training the next person that comes in

- Awards (2)

On Saturday, athletes are swimming for competition and are swimming for medals. You will be working with our awards captain to hand out medals and ribbons to our participants.

 - Responsibilities Include:
 - Assisting with the presentation of medals and ribbons
 - Coordinating with Venue Director to be ready to hand out awards
 - Anticipating the next group to know which awards to hand out

- Runners (2)

Runners are responsible for getting the heat sheet from everyone in yellow t-shirts (GMT.) There are three separate positions needed.

 - Responsibilities include:
 - Runner (1) (best suited for a 10-13-year-old) will be responsible for grabbing the lineup sheet from Jennifer (yellow shirt) and handing it to Andrea who will also be in a yellow shirt.
 - Runner (2) (best suited for a 10-13-year-old) will be responsible for grabbing the sheet from Tori (after a race is completed) and the final computer printout of the scores to give to the venue director
 - A third runner (best suited for an 8-11-year-old) will be taking the final score sheets out to our SOGA staff recorders. And to get me coffee (I kid on the coffee part!)

- Athlete Line Up (1)

If you're good at organization and good with a lot of people – then this job is for you! Once athletes are out of the pool, they are ready to collect those medals! This person is responsible for getting the athletes gathered and placing them in order for them to receive their medals. If you're good at thinking fast and staying organized, you will really have a great time here.

 - Responsibilities include:
 - Organizing athletes into awards order
 - Taking sheet from runner
 - Handing complete sheet back to runner
 - Continuing to get athletes in order for them to receive their medals.
 - Training the next person that comes in

- Fans in the Stands

Stand together and cheer for the athletes as they compete. Signs or shakers given when available.

- We require everyone to always cheer on our athletes. They have worked so very hard for this moment and we owe it to them to be as present and attentive to detail as possible to give them the best event that they can imagine.

Rules:

1) HAVE FUN!

- a. This event will get loud with excitement. This event will become passionate with emotion and this event will be so much fun that you'll want to stay longer. We encourage every single one of you to interact with the athletes, get to know them and scream and cheer for them. Having your support means so much for everyone involved. We couldn't do this event without you and we hope you have as much fun as we do.

2) Please keep cell phone usage to a minimum.

- a. I get it – especially with Friday still being a work day, but please try to stay off your phone as much as possible (unless to take pictures with the athletes.) They really have worked very hard for this event and they love the attention that you give them. A 5-minute conversation with an athlete will really go a long way!

3) Keep your eyes open!

- a. You'll be surprised as to what you see on the pool deck and what is seen from the stands. Parents and coaches want the very best for their athlete and are watching every move. Some races come down to seconds (and less than that) between 1st and 2nd place and your attention to detail matters in every situation.
- b. This is one of the largest events at SOGA and we couldn't be more grateful and appreciative of your help and support. With that being said, we need your full attention to keep things moving.
 - i. Examples of attention to detail include:
 - 1. If your athlete is able to get in the pool (without hindrance to anyone else) please encourage them to get in the pool
 - 2. If your athlete is able to get out of the pool (without hindrance to anyone else) please encourage them to get out of the pool
 - 3. Counting the laps is critical! Once an athlete has completed their race, please encourage them not to keep going and to stop swimming.
 - a. If an athlete continues to keep swimming when they shouldn't be, this can delay us in many ways.
 - 4. Make sure you hit the stop watch as soon as an athlete begins the race and finishes it.

4) Speak Up if you see something

- a. As there are many moving parts to this event – we (yellow shirts – GMT) can't be everywhere all the time. If you know for a fact that an athlete swam a different way than what was presented, please say something. Keep in mind we will have officials available as well but your attention to detail is important.
 - i. Examples Include:
 - 1. Swam wrong stroke

2. Did not touch the wall
 3. Grabbed onto the barrier for a long period of time
- 5) Bags/Purses
- a. If you can, please keep bags/purses to a minimum. We do have a place for you to put your things however, it's encouraged that you don't volunteer with them. There is not a lot of room on the pool deck and if you're an escort, you will need both hands to carry athlete items.
- 6) Children
- a. We do encourage children to volunteer! I think this event is great exposure for them in many ways.
 - b. Please keep in mind timers must be 16+
 - c. Please keep in mind that to escort a group by yourself you must be 16+
 - d. If you are bringing a child, please keep in mind that they will be with you the entire time and you will be responsible for them.
- 7) Attire
- a. We are volunteering in an indoor swimming pool....(enough said!)
 - i. Wear COMFY shoes - A MUST
 1. Please refrain from flip flops – the pool deck will be very slippery.
 2. Tennis shoes or some type of sneaker is best.
 - ii. Wear shorts or jeans – your choice but know it does get hot.
 - iii. Stay hydrated because it's very easy to get dehydrated
- 8) You!
- a. If you are the first or second shift, others will be replacing you at some point. It is asked that you have patience and flexibility with times as new shifts come in. We do ask that you stay until someone is there to replace you and we also ask that you train that person while you are still there. That means going through everything two or three times to make sure they have the hang of it. Don't worry – we'll all be on hand to answer any questions but your guidance to the next person means a lot and also means we can keep the event moving.
 - i. If you must leave before someone else has shown up, please try to let us know 15 minutes or so before you have to leave. This will give us time to ensure that we do everything in our power to fulfil your slot.
 - b. Please plan to arrive in the aquatics building at your scheduled time. Once parked, it's about a 5-10-minute walk from the deck into the building. Please build this into your travel schedule. It is imperative we start on time and your arrival time is a huge part of that.

Thank you for coming out to volunteer! We look forward to having you!