



Volunteering is a great way to show our kids, by example, that it's good for our community to volunteer—and we enjoy giving back to the sport that is shaping our children's lives.

---

**ADMISSIONS & T-SHIRT SALES [arrive 30 minutes before warm-up]:**

This role is responsible for handling all admission and t-shirt sales. You could watch the swim meet from the prime location on observation deck. *\*\*Meet Director will request specific volunteers if possible.*

**ANNOUNCER [arrive 30 minutes before warm-up]:**

Anyone can do this job. All you need to do is make general announcements:

“The pool is now open for warmups.”

“Up next, Event #32, Boys 100 yard Fly.”

You'll work closely with the starter to keep the meet running smoothly. Guidelines will be provided.

**AWARDS [arrive 30 minutes before start]:**

Places labels on ribbons; sorts and files ribbons by team. This job keeps you sitting down and may require you to keep working for a short while after the meet is over. You get to watch from the pool deck!

**CLEAN-UP [arrive towards end of every session]:**

This role saves our team hundreds of dollars in custodial costs! Less time commitment. Responsible for emptying trash and recycling containers on the pool deck and in the mezzanine, and replace with fresh bags. Must transport (via provided cart) all bags to the dumpsters outside the co-rec. Trash collection happens after each session of the meet has finished. You will take down drapes and all setup in the last session.

**COMPUTER ASSISTANT [arrive 30 minutes before warm-up]:**

Responsible for entering data from time cards and verifying data entered. With this job, you see the race results before anyone else. *\*\*Admin officials will request specific volunteers. If interested in apprenticing for this role, please contact Meet Director.*

**GREETER/HALLWAY MONITOR [arrive 30 minutes before warm-up]:**

This is a great job if you're in the middle of a good book or want to get work done. Before warm-up starts, you'll be at the greeter table to direct spectators and swimmers. You must ensure that only swimmers have access to the locker rooms and there is no unauthorized access to the deck. Once the meet starts, it's pretty quiet. Arrangements will be made to relieve the volunteer during events in which his/her child is swimming so that s/he can watch his/her child swim.

**HEAD TIMER [arrive 30 minutes before start]:**

Organizes and briefs the Lane Timers on their duties prior to the meet and is in charge of the lane timers throughout the meet. This role will be required to run 2 stopwatches per race to offer as backup to the lane timers, if needed. The head timer has the authority to remove and replace any lane timer, with the approval of the home meet director. *\*\*Previous timing experience required for this position.*

### **HEAT PRIZE [arrive 30 minutes before start]:**

This job may be performed by children 10 and over, **but an adult is required to supervise**. Hand out prize to heat winner for each heat of the session.

### **MARSHAL [arrive 30 minutes before warm-up]:**

This role is the primary enforcer of safety rules in the facility – on pool deck and spectator deck. You should report to the Meet Referee or Meet Director any safety concerns that are not quickly resolved by talking to a swimmer, coach, spectator or parent. Your presence on deck as Marshal helps maintain the protection of USA Swimming insurance within the meet venue for the duration of the meet. *\*\*This role requires you to enforce the rules of the facility and USA Swimming.* This role, if assigned to observation deck, is also responsible for keeping Purdue's dry land equipment, located in the observation deck, completely off limits to sit, play or touch. We have a zero tolerance policy. If anyone is caught abusing the building or facility, they will immediately be asked to leave the meet and will be barred from further competition. Damages incurred become the responsibility of the swim club of the violator.

### **MEET RUNNER [arrive 30 minutes before start]:**

This is a great job if you want to get in your 10,000 steps. You'll be collecting the timing forms from the timers after each event and delivering them to the scoring table. You'll also post results in various locations. Wear comfortable shoes that work well on slippery wet surfaces. This job keeps you moving around at the poolside and the time passes quickly.

### **OFFICIALS [arrive 30 minutes before warm-up]: CERTIFICATION REQUIRED**

Please contact Lynne Dahmen ([lynnealami@hotmail.com](mailto:lynnealami@hotmail.com)) if you're interested and have questions about the process.

### **SCRATCH TABLE [arrive 30 minutes before start]:**

A swimmer who qualifies for a consolation final or championship final in an event with preliminaries (i.e. BA's Winter Championship Classic) shall have 30 minutes after the announced results for the event to scratch from finals. Scratches will be taken at the Scratch Table located on the pool deck. The Scratch Table volunteer coordinates with admin officials and supervises the process.

### **TIMERS [arrive 30 minutes before start]:**

This is a fun job that allows you to be up close to the action and see your kids swim pool side. You are the backup to the backup for the timing system. There are two timers per lane and the head timer acts as a backup in case something goes wrong. When the swimmer touches the wall, you stop the watch and push a plunger. Both stopwatch times are recorded on a clipboard at each lane. *\*\*These times are the backup to the backup time recorded. Touchpad is the official time, plunger is secondary, and then timer's recorded time is considered. Training is provided.*

### **VOLUNTEER CHECK-IN [arrive 30 minutes before warm-up]:**

This job is responsible to check in each volunteer. Volunteers must sign-in and be instructed where to go. This position reports to the Volunteer Coordinator and/or Meet Director to ensure all volunteer positions are filled. This role assumes a floater position throughout the duration of the session once all volunteers are accounted for.

### **VOLUNTEER SHIRTS [end of last session on Sunday]:**

This role is responsible for taking home and laundering the tub of volunteer t-shirts at the conclusion of the meet. The tub of clean shirts must be returned to the Meet Director the following week.

### To sign up:

1. Go to the "Events" tab
2. Click on the meet you'd like to sign up for
3. Click on the green "Job Sign-Up" button to the right of the event title
4. Check the roles you're signing up for and click on the "Signup" button on the top left
5. Please make sure to note your name and phone number when prompted to add contact info

### During a BA hosted meet:

If you have our blue BA Volunteer shirt, please wear it. If you don't, you can check one out from our inventory at Volunteer Check-In desk and return on your last volunteer session. Apologies if we don't have your exact size; we only have mostly XLs left and if it's too big, thank you in advance for making do. In case we run out of Volunteer shirts, please always wear a BA shirt, any BA shirt. We are working on a plan for the future so that families can purchase the Volunteer shirts.

