

VOLUNTEERS

Club Championships / Open Meet Roles

If you have a swimmer entered into Club Championships or an Open Meet the Club are hosting or attending, then there is an expectation that you will be available to fill a volunteer role for at least one session and ideally more (depending on how many sessions your child will be swimming in).

Pros:

- You do not have to pay to get in
- The time flies by and you will not be bored!
- You get to know other parents
- Your child will see you being more involved in their sport and club
- **You will still be able to watch your child(ren) swim**

Some roles you will be able to volunteer for straight away, others may require you to shadow first and others require training.

Ideal first roles

Door Entry

Timing: Arrive 30-40 minutes before warm up commences and stay until the next session's volunteers arrive (usually 30 minutes before warm up of the next session). Door is usually "closed" on final session 30 minutes after final session commences.

Where: Just outside the entrance to the Pool.

What:

- Upon arrival put up notices of entrance prices, this helps those queuing to have money ready.
- Collect a fee per adult spectator, and issue spectator wrist bands if used.
- Sell meet programmes.
- Sell raffle tickets.
- Keep note of wristband numbers sold during the session.
- Ensure that all spectators wishing to take photographs have read and understood the notice with regard to photography. (Copy of door entry table and around the spectator area).

Although this role is outside the pool, it is busiest during warm-up and by the time the races start you should be able to take it in turns with the other volunteer(s) to enter the pool and see your child race.

Raffle Prizes

Collecting prizes in advance by asking parents for donations, writing to local businesses, making up hampers and delivering prizes to the raffle ticket sellers in advance or pool on the day of the gala.

Raffle Ticket Sellers

Timing: Arrive 15 minutes before pool opens for competitor entrance to set up table and stay until next session volunteers arrive or as needed.

Where: Located next to or at entrance desk

What:

- Sell tickets to spectators
- Draw winners and collate list for the announcer who will announce the winners.

Medals Desk

Timing: Arrive during warm-up and stay for the whole session.

Where: Medals table, usually located poolside

What:

- Unpack the medals.
- When results sheets have been received from the control room via the runner, hand out medals to the swimmer keeping a note of which ones have been collected.
- Towards end of the meet advise announcer to ask swimmers / clubs to collect medals.

Poolside Refreshments

Timing: Arrive at the start of warm-up and stay for the whole session.

Where: Refreshment table near the control room.

What:

- Make drinks and regularly take them and sweets round to officials, volunteers and coaches (not swimmers).
- Avoid offering drinks to officials just as races are starting or ending.

Runner

Timing: Arrive just before the warm up has finished and stay until the end of the session.

Where: Stand outside the control room.

What: Following events, take results from the control room and hand to the announcer and stick up on the walls

- (1) poolside for coaches and swimmers
- (2) behind the spectator area for parents
- (3) medals desk.

Be prepared to run other errands if needed.

Spectator Marshals

Timing: Arrive at the start of warm-up and stay for the whole session.

Where: Collect a Marshall vest from the lead volunteer and go to the entrance / spectator area

What:

- Direct swimmers to signing in area and spectators to entrance ensuring entrances and stairs are kept clear.
- Ensure swimmers and spectators do not block entrances or steps.
- Stop swimmers from entering spectator area if not dressed appropriately, wet, no shoes etc
- Keep spectators away from control room.

Announcer

Timing: Arrive 20 minutes before warm up and stay until the end of the session.

Where: Announcer's table near the control room

.What:

- Reads out the safety announcements prior to warm up and again before racing starts for each session
- In liaison with the lead warm-up marshal manage the timings of the warm-up sessions including announcing sprint lanes.
- Announces events, heat numbers and names.
- Announces results and disqualifications.
- Announces when events / heats need to report to the marshalling area.
- Announces lost property, raffle winners and other information as required by the promoter / referee.
- Manages when music is played during warm ups etc.

Roles which require training

Sign in / Registration

Timing: Arrive 30-40 minutes before warm-up starts and stay until sign up closes (usually at the start of warm up).

Where: Registration table.

What:

- Sign in sheets will be provided on the day by the meet promoter / control room.
- Supervise swimmer signing in for each event as they arrive.
- Direct swimmers to their allocated club area.
- Take the completed sign in sheets to the control room at the close of sign in.
- If withdrawal meet then no sign in required but Swimmers wishing to withdraw need to complete a withdrawal slip.

Changing room Marshal (DBS required & Child Safeguarding)

Timing: Arrive 10 minutes changing rooms available for swimmers entry and stay until the end of the session.

Where: Changing rooms

What: Patrol the changing rooms on a regular basis to ensure swimmers behaving appropriately

Officials (Judge training)

Timing: Arrive prior to warm up and stay until the end of the session

Where: Officials room wearing whites and then poolside.

What: There are many different roles you can train for, you will be mentored and assisted by qualified officials at all stages and choose the level that you want to achieve.

Competitor Marshal (DBS required & Child Safeguarding)

Timing: Arrive 15 minutes before the end of warm up and stay until the end of the session.

Where: Competitor marshalling area between the changing rooms and spectator seats.

What: Role 1: As swimmers arrive into the marshalling area tick them off the heat sheet and ensure they know their heat and lane numbers. Liaise with the announcer about how many heats you need to be sent up.

Role 2: Manage three heats at a time in the marshalling room ensuring they are sat in their correct order and know their heat and lane numbers. Move them regularly to the next seating area.

Role 3: Ensure the swimmers are sat in the correct order for their heat and move them up to the blocks when necessary.

Control room & AOE (Automatic Officiating Equipment)

Timing: Arrive 30 minutes before warm-up starts and stay until the end of the session

Where: Control Room (Glass panelled room)

What:

- Produce sign in sheets.
- Scratch swimmers from sign in sheets.
- Produce heat sheets for each session and give to runner to distribute to coaches and officials
- Alert referee when there is an issue with the AOE time.
- Input disqualifications.
- Produce results sheets after each event and provide to runner for distribution.

Team Manager (DBS & Child Safeguarding training)

Timing: Arrive 30 minutes before warm-up and stay until the end of the session.

Where: Poolside with team and coaches.

What:

- Complete Club register of swimmers, calling any parents of missing swimmers.
- Check swimmers have signed in before start of warm up.
- Ensure swimmers are ready and prepared for their events – including heat and lane number before going to Coaches for pre-race briefing and then marshalling when called.
- Send swimmer to swim down after race if facilities available
- Ensure swimmers goes to Coach after racing for debrief
- Make sure swimmers wear the correct club clothing, keep warm, eat and drink.
- Maintain discipline amongst swimmers and have an overview of when swimmers leave to go to the toilet or take a lunch break ensuring return.
- Ensure First Aid support where required.
- Liaison with parents/carers surrounding any welfare issues or concerns.

