

Volunteer Point Requirements

Please login into the SuperMeets website for more information about your point requirements.
(<http://www.supermeets.com/index.cfm?&StaffTrackerClient=77>)

How to Earn Voucher Points & Reduce the Voucher Bill

- Find a volunteer position that suites you.
- Volunteer to help at Meets. Plan on staying for the whole session.
- Sign-up through SuperMeets before the SuperMeets 'LOCK DATE'
- Always Check in (with the Volunteer Coordinator at the front desk)
- Always Check out (with the Clerk of Course or Head Timer) – this includes OFFICIALS
- Arrive/leave on time
- Be open to changing positions – if the Meet Director has a critical position with no volunteer, we may ask you to fill that slot.

These notes are necessary because of previous experiences. Please take note:

- Leaving a position early with no backup will result in LOST hours.
- If you must leave early, arrange a back-up yourself. Voucher points CAN NOT be split, so your arrangements will need to be made outside of the system.
- Arriving more than 15 minutes late results in docked voucher points.
- We reserve the right to give away your shift if more than 15 minutes late. Voucher points will be earned by the new volunteer.
- During you volunteer shift, No books, computers, etc.

Volunteer Job Descriptions

OFFICIALS

(Stroke & Turn Judge, Starter, Referee)

South Texas Swimming has its own process for signing up Officials for each meet within the LSC. Any TXLA parent who officiates at **TXLA Swim Meets** gets voucher credit. However, a TXLA parent-official needs to document these volunteer sessions by ALSO signing-up as an official in SuperMeets.

ENTRY MONITOR

Must be at the desk 45 minutes prior to warm-up.

Main responsibilities: Monitor entrance desk, sign-in safety monitors, verify credentials (coaches and swimmers). Coaches must always present valid coaching credentials, with unexpired CPA and First Aide certifications. Some meets do not require swimmers to carry credentials. All volunteers must have badges. Athletes are only allowed on deck if their coach has checked-in. The entry monitor should insure that athletes leaving the deck are dry before they head upstairs. UT staff is available to help with questions.

VOLUNTEER CHECK-IN

Arrive 45 minutes before warm-up starts

Main responsibilities: Check-in all volunteers, start hall monitor rotation, address issues, find volunteers for no-shows, deliver volunteer list to Clerk of Course. This volunteer uses the schedule and checks-in volunteers as they arrive. Duties include helping the Safety Monitors control the entrance to the pool deck during the busy time (warm-up), and working with the Head Timer to make a call for volunteers (timers) from the stands, if necessary. **This volunteer slot lasts until 30 min. after the meet starts – usually about 2 hours. It is a great way to meet team parents.**

CLERK OF COURSE

Must be on deck 30 minutes before warm-ups start

Main responsibilities: Read and be VERY familiar with the meet announcement, answer questions from coaches and swimmers, handle all meet administration. Each meet may have different administration needs, such as deck entries, positive check-ins, relay entries, and scratches for prelims and finals. The Clerk of Course checks out volunteers at the end of each session. **This position requires training.**

HALL MONITOR

Must be on deck 30 minutes before warm-ups start

Main responsibilities: rotating throughout the Swim Center, patrol and correct any unsafe behavior (participants and spectators). Check-in with Volunteer Coordinator or Entry Monitor. The hall monitors help the entry monitor during warm-ups, and during the meet they patrol the stairwells, halls and stands. All monitors rotate throughout the building on a regular basis. No monitor should remain in 1 place more than 10 minutes. Patrolling must be constant and active. Monitors rotate with Entry Monitor. Monitors should not be on their cell phones or chatting with other volunteers or coaches while on patrol.

SAFETY MONITOR

Must be on deck 30 minutes before warm-ups start

Main responsibilities: rotating throughout the Swim Center, patrol and correct any unsafe behavior (participants and spectators). Check-in with Volunteer Coordinator or Entry Monitor. The safety monitors patrol the pool deck, stairwells, locker rooms, halls and stands. Safety Monitors focus on safety around the pool, including warm-up safety. The Safety Monitor should be familiar with the meet write-up, especially the warm-up procedures. No monitor should remain in 1 place more than 10 minutes. Patrolling must be constant and active. Monitors should not be on their cell phones or chatting with other volunteers or coaches on deck. **Safety Marshal must be USA registered. TXLA will pay for registration for those who volunteer for this positions regularly and fulfill the duties faithfully.**

HEAD HOSPITALITY

Must arrive 15 minutes prior to warm-up

Main responsibilities: Arrive early, help set-up and serve food, maintain hospitality area and deliver snacks and drinks to volunteers. Volunteers serve food to the coaches, officials and volunteers.

- Avoid 'buffet' service to control serving size and to maintain sanitary conditions.
- Restock food from stores and communicate with the food vendor when stock is low.
- Periodically take snacks and drinks to volunteers who are stationed on deck (timers, clerk of course, directors, and computer and console operators).
- Please wear gloves (provided) and pull long hair back.
- This position helps transition to new hospitality volunteers when sessions end.

COMPUTER

Must be on deck at the start of warm-up

Main responsibilities: Run the computer on deck, making changes prior to the start of each session and running Hy-Tek during the meet. The computer operator is responsible for entering all deck entries, seeding deck seeded events, printing the starter's book(s), running the meet in Hy-Tek, printing results and labels for awards. For prelim/finals meet this person is also responsible for helping with heat sheets for the finals session at the conclusion of prelims
This position requires training and experience.

HEAD TIMER

Must be on deck as warm-up begins

Main responsibilities: organizing timers' materials, keeping the timer positions filled and providing a backup watch for each race. Check-in with the Meet Director or Clerk of Course.

- Before the meet starts, prepare clipboards, watches, pencils, and timer sheets.
- Hold a timer meeting 15 minutes before the start of the meet to ensure each timer knows what is expected.
- Make sure there are timers in every lane so the meet can start on time. Work with announcer and volunteer coordinator
- Ask the announcer call for relief timers as needed.
- During the meet, start two watches for each race and be ready to hand off a watch to a timer that did not get a good start.
- Organize timer sign-out at the end of the meet.
- Turn-in the Timer List - for voucher points.
- Collect and return all timer/lane sheets to the clerk of course, at the end of the meet

CONSOLE OPERATOR

Must be on deck about 30 minutes before the meet starts

Main responsibilities: Run the timing system console during the meet and ensure accurate results are captured in the system. The timing console operator is the person responsible for the accuracy of results - ensuring the touch pads are reflecting accurate results, selecting manual system times or calling for watch times as needed. UT staff is available for assistance.
This position requires careful attention to each race and requires training. UT staff must certify.

HOSPITALITY

Must arrive 20 minutes before the meet starts

Main responsibilities: Help Head Hospitality as needed, maintain hospitality area and deliver snacks and drinks to volunteers. Volunteers serve food to the coaches, officials and volunteers.

- Avoid 'buffet' service to control serving size and to maintain sanitary conditions.
- Restock food from stores and communicate with the food vendor when stock is low.
- Periodically take snacks and drinks to volunteers who are stationed on deck (timers, clerk of course, directors, and computer and console operators).
- Please wear gloves (provided) and pull long hair back.

TIMERS

Must arrive 20 minutes before the meet starts

Main responsibilities: provide back-up to the timing system by timing swimmers in assigned lane using stop watch and timing system 'plunger' Check-in with the Entry Monitor and then the Head Timer. For each heat, confirm the athlete's name listed on the timer/lane sheet, start the watch with the light, not the sound and stop the watch and the plunger when the athlete touches the wall at the finish. Record the watch time on the timer/lane sheet. *Sign-out with the head timer at the end of your session.*

RUNNER

Must be on deck when the meet starts.

Main responsibilities: acts as the go-between for computer station and clerk of course and posts results. Check-in with the Clerk of the Course, run errands for Meet Director and posts results.

- The runner posts results on the pool deck and upstairs for parents.
- They also deliver a copy of results to clerk of course and awards (with award labels).
- The runner may also be responsible for posting heat sheets if events are reseeded

No training required. As the name implies, this volunteer is on their feet most of the session.

Some positions are not always needed at meets. Here are a few:

AWARDS

Arrive as the meet starts

Main responsibilities: Label and file or deliver awards for each swimmer.

Check-in with the Meet Director, set-up Awards table, label and distribute awards.

- Set-up the awards table on the 2nd floor balcony on the American Flag end of the pool
- Set-up pulley system
- Get ribbons out of mechanical storage
- Organize awards distribution method (each meet is different)
- The runner will deliver results and labels for each event
- Labels are then put on the correct ribbon and sorted by team
- Coaches will pick up ribbons at the conclusion of the meet
- The ribbon boxes and supplies should be returned to mechanical storage after the meet

No training required. Experience helps.

OTHERS:

Store Clerk Helper - Must arrive as warm-up begins and may only stay 15 minutes after the meet begins. This volunteer works in the store to help sell heat sheets during busy times at the store. This volunteers in only needed during warm-ups and may only stay 15 minutes after the meet begins. Check-in with the volunteer coordinator at the entrance.

Heat Winner Award - Must be on deck 10 minutes before the meet starts. This volunteer works one pool and awards the winner of each heat an award (usually a ribbon, in Dec a Jingle Bell) at the end of the race. You stand near the head timer/starter, confirm with the official the winner (helpful in the close races), walk to the winner as they get out of the pool, congratulate them and hand them the award.

Raffle Sales – Arrives at the beginning of warm-up and checks-in with the Raffle coordinator. This volunteer sits at a table on the 2nd level where the prizes are displayed. Here, the volunteers sell raffles tickets during warm-up and part of the meet. You are free to leave the table (take the \$\$ with you) to see your swimmers swim.

Announcer - Must be on deck 20 before the meet starts. This volunteer position is used only in meets with the Prelim/Final format. This volunteer works with the clerk of course to announce all finalist and alternates for each event in the finals. Swimmers have a certain period of time during which to 'scratch' from the finals (so that alternates know if they will be swimming in the finals). This time deadline is part of the announcement as well.