

CHAMPS 2017 VOLUNTEER WORKER JOB DESCRIPTIONS

CLERK OF COURSE

Report to your station at 8:15 Sat and Sun am;
12:15 Sat pm and 11:45 Sun pm

- The Head Clerk is pre-assigned (in addition to those assigned on the next page); all others will assist
- Using meet programs, place swimmers in order and move them through clerk to the blocks
- Help assemble relays and make sure each 8&U and 9-10 relays have parent helper(s) if necessary
- Communicate with announcer as to what events to call
- Do NOT reseed anything
- If a swimmer misses a heat, contact the Referee
- There are enough volunteers so that every volunteer should have the chance to see his/her child swim
- Other duties as assigned by head clerk

MEDALS

Report to your station at 9:30 Sat and Sun am;
1:30 Sat pm and 1:00 Sun pm

- Picks up labels from Computer Area
- Attaches labels to medals
- Places medals in each team's box
- Each team has two boxes. Coaches must leave an empty box in order to take a full box.
- No one but coaches can take medals
- There are enough volunteers so that every volunteer should have the chance to see his/her child swim
- Other duties as assigned

RUNNERS

Report to your station at 8:40 Sat and Sun am;
12:40 Sat pm and 12:10 Sun pm

- Assists the Chief Judge with the transport of DQ slips between Stroke and Turn Judges, the Chief Judge and the Referee.
- Transports DQ slips from Referee to Computer area
- Takes DQ from Computer and puts them in correct medal box
- Transports labels from Computer to Medals
- Picks up paper results from Computer area and posts them in the mezzanine
- Other duties as assigned

VOLUNTEER COORDINATOR/CHECK-IN TABLE –

Report to your station at 6:45 Sat and Sun am;
11:45 Sat pm and 11:15 Sun pm

- Checks in volunteer workers assigned to work the meet at beginning of each session
- Gives volunteer workers badges for pool deck access
- Collects deck passes at the end of every session and checks off the teams that return them
- There are enough volunteers so that every volunteer should have the chance to see his/her child swim
- Other duties as assigned

TIMERS

Report to your station at 8:40 Sat and Sun am;
12:40 Sat pm and 12:10 Sun pm

- Attend pre-session timers meeting
- Verify swimmer in each heat with heat verification sheet
- Help swimmers get on blocks at whistle blow
- Time swimmers as they swim in lane as directed
- Other duties as assigned

HEAD TIMERS

Report to your station at 8:40 Sat and Sun am;
12:40 Sat pm and 12:10 Sun pm

- Attend pre-session timers meeting
- Duties as directed

DECK MARSHALLS

Report to your station at 7:00 Sat and Sun am;
11:45 Sat pm and 11:15 Sun pm

- Walks the deck prior to and during each session to ensure safety of all swimmers, coaches and volunteer workers
- Ensures that everyone on deck (behind the blocks or on the bulkhead) is either a swimmer or an adult with a pink badge
- Ensures non-competition pool is used for warming up only, not horseplay
- Other duties as assigned

DECK WATER

Report to your station at 8:30 Sat and Sun am;
12:00 Sat pm and 11:30 Sun pm

- Ensures on-deck coolers are filled with ice and bottled water
- Periodically hands out bottled water to volunteer workers
- Other duties as assigned

BLEACHER MONITOR

- Each team needs to provide the required number
- Only needed for Saturday Sessions
- Monitors the bleachers to make sure the swimmers are safe and not disruptive

RELAY HELPER

- Each team may provide 2 attendants for each 8 & Under relay and 1 attendant for each 9-10 relay.
- This person can help with all relays in that age group as long as the team does not have multiple relays in a heat.
- Ensures that each relay gets to the correct heat/lane

CHAMPS 2017 VOLUNTEER ASSIGNMENTS BY TEAM

	Saturday Morning Session	Saturday Afternoon Session	Sunday Morning Session	Sunday Afternoon Session
Antioch	Lane 6 Timer (1)	Lane 1 Timer (1)	Runner for Computer (1)	Assistant Clerk (1)
AshCreek	Deck Water (2)	Assistant Clerk (2)	Runner for Chief Judge (1)	Lane 5 Timer (1)
Ashland	Assistant Clerk (1)	Lane 4 Timer (1)	Volunteer Check In (1)	Deck Security (2)
Atlee	Head Timer (1) Lane 1 Timer (1)		Lane 4 Timer (3)	Assistant Clerk (2)
Battlefield Green		Lane 7 Timer (1)	Assistant Clerk (1)	Deck Water (1)
Bell Creek		Lane 6 Timer (1)		Assistant Clerk (1)
Burkwood	Assistant Clerk (4)	Runners (2) Deck Water (2)	Lane 5 Timer (3)	Lane 4 Timer (3)
Canterbury	Lane 2 Timer (3)	Lane 5 Timer (3)	Assistant Clerk (2)	Lane 8 Timer (1)
Chestnut Oaks	Lane 1 Timer (2)	Lane 8 Timer (1)	Assistant Clerk (1)	Volunteer Check In (2)
Church Run	Lane 4 Timer (1) Lane 5 Timer (1)	Assistant Clerk (2)	Lane 1 Timer (2)	Deck Security (2)
Colonies	Runner for Chief Judge (1)		Lane 8 Timer (1)	Lane 7 Timer (1)
Fox Hall	Lane 4 Timer (2)	Medals (2)	Lane 8 Timer (1)	Lane 6 Timer (1)
Goochland YMCA		Lane 6 Timer (1)	Lane 8 Timer (1)	Lane 3 Timer (2)
Hanover Country Club	Lane 5 Timer (2)	Lane 7 Timer (1)	Lane 2 Timer (2)	Lane 5 Timer (2)
Hungary Creek	Lane 6 Timer (2)	Assistant Clerk (2)	Lane 3 Timer (2)	Lane 8 Timer (2)
Kings Charter	Lane 7 Timer (2)	Deck Security (2)	Medals (2)	Lane 6 Timer (2)
Mechanicsville	Lane 7 Timer (1) Lane 8 Timer (1)	Lane 2 Timer (3)	Deck Water (2)	Lane 7 Timer (2)
Milestone		Lane 8 Timer (1)	Lane 6 Timer (1)	Medals (1)
Old Church	Volunteer Check In (1)	Lane 6 Timer (1)	Lane 6 Timer (2)	Lane 2 Timer (2)
Pebble Creek		Medals (1)	Lane 7 Timer (1)	Lane 3 Timer (1)
Raintree		Lane 8 Timer (1)	Lane 3 Timer (1)	Lane 2 Timer (1)
Rockville	Runner for Computer (1)	Lane 7 Timer (1)	Lane 7 Timer (2)	Lane 1 Timer (2)
The Dominion Club	Lane 8 Timer (2)	Deck Security (2)	Lane 2 Timer (1)	Lane 1 Timer (1)
The Federal Club	Deck Security (2)	Lane 4 Timer (2)		
Tuckahoe Village West	Volunteer Check In (1)	Volunteer Check In (1) Head Timer (1)	Volunteer Check In (2)	Volunteer Check In (1) Deck Water (1)
Tuckahoe Village/ Dolphin Club	Lane 3 Timer (3)	Volunteer Check In (2)	Deck Security (2)	Head Timer (1)
Twin Hickory	Deck Security (2)	Assistant Clerk (2)	Lane 1 Timer (1)	Medals (2)
Wellesley	Medals (2)	Lane 1 Timer (2)		
Wemby	Volunteer Check In (1)	Lane 3 Timer (1)	Head Timer (1)	Runner for Chief Judge (1)
Wyndham	Assistant Clerk (3)	Lane 3 Timer (2)	Deck Security (2)	Runner for Computer (1)

