

VOLUNTEER DESCRIPTIONS:

ANNOUNCER

- Only needed for **DAY 1, 12 & Under** Sessions
- Announces each event and other important information
- Other duties as assigned

BLEACHER MONITOR

- Each team needs to provide the required number
- Only needed for **DAY 1, 12 & Under** Sessions
- Monitors the bleachers to make sure the swimmers are safe and not disruptive

CLERK OF COURSE

- 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 child misses a heat, contact the Referee
- Every volunteer should have the chance to see his/her child swim
- Other duties as assigned by head clerk

DECK SECURITY

- Two will be placed at the doors, two will monitor the bulkhead, and two will roam around and replace others when it is time to see kids swim
- Walks the deck prior to and during each session to ensure safety of all swimmers, coaches and volunteer workers
- Enforces no diving rule and keeps everyone but coaches and officials off the bulkhead
- Ensures that everyone on deck 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

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

HEAD TIMERS

- Attend pre-session timers meeting
- Gives an extra watch if a timer misses the start
- Communicates with Computer for missed starts
- Duties as determined

MEDALS

- 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
- Other duties as assigned

RELAY HELPER

- Each team may provide 2 attendants for each 8 & U 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
- This job is optional

RUNNER

- Takes DQ slips 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 hallway near the hospitality room
- Other duties as assigned

TIMERS

- Attend pre-session timers meeting
- Verify swimmer in each heat with heat verification sheet
- Time swimmers as they swim in lane as directed
- Other duties as assigned



CHAMPS 2023 VOLUNTEER ASSIGNMENTS BY TEAM

	Day 1, Session 1	Day 1, Session 2	Day 2, Session 3	Day 2, Session 4
AshCreek	Runner	Clerk Helper (1)	Deck Security Shift 2 (2)	
Atlee	Clerk Helper (1)		Deck Security Shift 1 (1)	
Ashland	Lane 5 Timers (2)	Clerk Helpers (2)	Deck Security Shift 1 (1)	Lane 3 Timer (1)
Bell Creek				
Battlefield Green	Lane 5 Timer (1)	Deck Security Shift 3 (1)	Lane 1 Timer (1)	
Burkwood	Lane 4 Timers (3), Head Timer	Lane 4 Timers (3), Runner, Deck Water	Clerk Helpers (3)	Lane 4 Timers (2), Deck Security Shift 3 (3)
Chestnut Oaks	Deck Security Shift 1 (3)	Lane 5 Timers (3)	Clerk Helpers (2)	Lane 7 Timers (2), Head Timer
Canterbury	Lane 1 Timer (1)	Lane 8 Timer (1)		
Church Run	Lane 1 Timer (1)	Lane 3 Timer (1)	Deck Security Shift 1 (2), Head Timer	Lane 6 Timers (2)
Colonies	Deck Security Shift 2 (3)	Clerk Helpers (3)	Lane 2 Timers (2)	Lane 8 Timers (2)
Fox Hall	Clerk Helpers (4), Deck Security Shift 2 (3)		Lane 1 Timer (1)	Lane 3 Timer (1)
Goochland YMCA	Medals	Medals	Medals	Medals
Hanover	Lane 1 Timer (1)	Lane 8 Timer (1)	Lane 3 Timer (1)	
Hungary Creek	Lane 2 Timers (3)	Lane 6 Timers (3)	Deck Security Shift 2 (2)	Clerk Helpers (3)
Kings Charter	Lane 3 Timers (2)	Lane 2 Timers (3)	Lane 7 Timer (1)	Lane 1 Timer (1)
Mechanicsville			Lane 3 Timer (1)	Deck Security Shift 3 (1)
Milestone				
Old Church	Lane 3 Timer (1)	Lane 1 Timer (1)	Lane 8 Timer (1)	Deck Security Shift 3 (2)
Pebble Creek		Deck Security Shift 3 (1)		Lane 5 Timer (1)
Raintree	Lane 6 Timer (3), Deck Water	Deck Security Shift 3 (3)	Lane 5 Timers (2)	Clerk Helpers (2)
Rockville & Dolphin Club	Deck Security Shift 1 (2)	Lane 1 Timer (1)	Lane 8 Timer (1)	Lane 1 Timer (1)
The Dominion Club	Deck Security Shift 1 (1)	Lane 1 Timer (1)	Lane 6 Timer (1)	Deck Water
The Federal Club	Lane 7 Timers (2)	Lane 3 Timers (2)	Lane 7 Timer (1)	
Twin Hickory	Head Clerk, Asst Clerk	Head Clerk, Asst Clerk	Lane 6 Timer (1)	Runner
Tuckahoe Village West	Announcer, Clerk Helper (1)	Announcer, Head Timer	Deck Security Shift 1 (2)	Lane 2 Timer (1)
Wellesley	Lane 7 Timer (1)	Lane 7 Timer (1)	Runner	Lane 5 Timer (1)
Wembly	Lane 8 Timer (1)	Lane 8 Timer (1)	Deck Water	Lane 2 Timer (1)
Wyndham	Lane 8 Timers (2)	Lane 7 Timers (2)	Lane 4 Timers (2), Deck Security Shift 2 (2)	