

Volunteer/Officials Meet Coordinator

The following are the functions/tasks that need to be carried out at a meet that BSC attends.

The overall function is to coordinate at the meet the various roles and ensure everyone is registered and knows what they need to do and to support the coach(s).

Listed below are the various tasks that either need to be done or assigned to someone to.

Additionally, you will receive a list of volunteers and officials for the meet, as well as a reserves list. You then need to assign the roles below or advise the volunteer that they are not required.

- 1) Prior to the meet, liaise with the coach and clarify what roles are required and how many
- 2) Be the focal point for all volunteers and officials representing the Club
- 3) Register (or delegate the taking of the register) for all volunteers and officials as they arrive
- 4) Ensure that all volunteers and officials have appropriate Club T-Shirt and pool shoes
- 5) Roles to be assigned (not all are required at each meet and more than one role can be performed by a person)

Role	Scope	Kit Needed	Paperwork	Name of Person/People
Volunteer & Official Registrar	Register all volunteers and officials as they arrive	Club T-Shirt, Pen, clipboard & BSC Volunteer and Official Registration Form		
Marshal - Loan Kit	Only required initially and at end of meet, responsible for handing out and recover of all Club loan kit	Wearing their Club T-Shirt, pen, clipboard	Club – BSC Kit Loan Form	
Warm Up Marshal (depending on number of lanes used, several maybe required)	Only required at start of each session, swimmers need to warm up, requirement is to stand at each end of the lane to monitor the swimmers	Wearing their Club T-Shirt		
Lane End Marshal (depending on number of lanes used, several maybe required)	Working with the coach, marshal the swimmers in the right order for the next race.	Wearing their Club T-Shirt, pen and clipboard		
Withdrawal Coordinator (individual meets only)	Working with the coach, identify those swimmers who need to be withdrawn from an event and register this with the promoter.	Wearing their Club T-Shirt, pen, clipboard, program and blank paper, Meet withdrawal Forms	Club - List of swimmers attending from TeamUnify Event & BSC Withdrawal Form Meet - Meet specific Withdrawal Forms	

BSC Volunteer & Official Coordinator Role

Marshal(s) Male and Female (depending on team size, several maybe required)	Initially assemble the swimmers in the reception area prior to them entering the changing rooms, at which point go to poolside. Organise the swimmers so that they arrive at the marshalling area in plenty of time	Wearing their Club T-Shirt, pen, clipboard & program	Club - List of swimmers attending and races in race order from TeamUnify Event, 5 copies Meet - heat sheets	
Split Time Recording (depending on number of swimmers per race, several maybe required)	For 50m+ events (in a 25m pool), make a note of the times at the end of each length.	Wearing their Club T-Shirt, pen, clipboard, program, blank paper, stopwatch and BSC Split/Stroke Form		
Stroke Count (depending on team size, several maybe required)	For each BSC swimmer, count the number of strokes per length they take	Wearing their Club T-Shirt, pen, clipboard, program, blank paper	Club - BSC Split/Stroke Form from TeamUnify	

- 6) **Officials - Guidance** – the officials should know what they need to do and where to go, your role is just to guide.
- a. Mainly for the newer officials, but where they need to go and talk to prior to the meet
 - b. Official must as soon as possible register with meet organiser and must have their ASA number and DBS number.
 - c. All accepted officials must wear Club Officials T-Shirt or white T-Shirt
 - d. If official is being mentored, ensure they make contact with referee asap to confirm this (and then dress appropriately, not in whites if not doing an official role) – ideally the mentoring needs to be requested in advance

Marshal's (male and female, minimum one per gender)

- Within the reception area and in conjunction with the Volunteer Coordinator, assemble the swimmers prior to them entering the changing rooms
- For every 20 gender specific swimmers, one marshal is required
- Ensure you know where the meet marshalling area is

Note - for galas where we have a lane to ourselves, send swimmers to the lane end, for Open Meets send swimmers to the marshalling area

- Ensure a copy of the program is stuck up on the wall for the swimmers to reference
 - Rather than keep on telling the swimmers when they ask “when is my next swim” point them to the program on the wall
- Using the program for the meet, ensure all swimmers are present
- Send swimmers to the marshalling area as follows;
 - Ensure you know the distance of the races. Often at galas younger age groups swim shorter distances than older age groups. Relays may be 4x25m or 4x50m dependent on age and type of gala
 - Team galas - three races in advance
 - Open Meets – two male & two female groups in advance
 - Initially at the start of the meet as soon as the warm up is complete, send up the first set of swimmers
- Ensure swimmers are directed to the meet marshalling area
- Tick off the program as each swimmer is identified and directed
- Advise the coach and withdrawal Coordinator of any non-attendance or withdrawal
- Kit required will be Club T-Shirt, a copy of the program, clipboard, and pen

Withdrawal Coordinator (non-team meets only)

- Withdrawal forms are normally provided in the Coaches Pack, additional ones can be collected from the promoter/organiser normally on poolside
- Identify and collate any withdrawals received either from coach via parents texting prior to the session or on poolside due to changing circumstances
- Only accept withdrawals from swimmers on poolside after they have discussed with the coach
- Complete the meet withdrawal forms and take them to the organiser within the defined timeframe of the meet
- If withdrawals are late, make a note on the BSC Withdrawal Form, as we may be fined
- Kit required will be Club T-Shirt, a copy of the program, clipboard, and pen
- At the end of the meet, ensure the BSC Withdrawal Form is sent to our Open Meet Coordinator (not the Meet Withdrawal Form)

Lane End Helpers – part time role, can be incorporated into one of the others

- Required at all meets
- A person is required at each end of the lane at normally at the warmups and relays (only of 25m).
- The role of this person is as follows;
 - Ensure each swimmer knows what stroke and distance they are about to do
 - For relays, ensure the swimmers at your end are in the right order
 - Assist in relays by reminding the swimmer prior to their start of the handover of each swimmer in the relay

(note a swimmer must have a foot on the blocks and can only leave the blocks once the incoming swimmer touches the wall, this however can be done in parallel by the outgoing swimmer anticipating the touch)

- Kit required will be Club T-Shirt, a copy of the program, clipboard, and pen

Split Time Recorder (if there are a number of our swimmers we may need more than 1)

- This role is ideally required at every meet
- For each swimmer, record the times achieved at each 25m and record these on the BSC generated Splits/Stroke Count Form
- Kit required will be Club T-Shirt, a copy of the program, clipboard, BSC Split/Stroke Form and pen

Stroke Count (1 per twenty swimmers)

- This role is ideally required at every meet
- For each race and for each swimmer, count the number of strokes the swimmer does per length and record this on the form – need to design this, what should it have?
- Kit required will be Club T-Shirt, a copy of the program, clipboard, BSC Split/Stroke Form and pen