

MAXWELL MEETS – PARENT VOLUNTEER ROLES AND DESCRIPTIONS

Warm-up Marshalls

Arrive at the lane end just prior to the commencement of warm up.

There are two marshals required at each end of the pool.

This will be in addition to the coaches.

Please ensure the swimmers enter area in a controlled and orderly fashion.

The competitors swim in an ordered manner in the lanes and do not dive unless the lane is designated as a sprint lane.

All sprint lanes are one way and children must exit from the opposite end to entry.

Follow the instructions of the announcer, referee and coordinator.

Studio Marshalls

Arrive in the studio area following the completion of the first warm up.

Arrange chairs and ensure the area is safe.

Receive the heat sheets and place for display.

Maintain discipline within the area and inform co-ordinator or coaches of any inappropriate behaviour.

Organise competitors into their respective heats.

Ensure heats organised according to sheet list and the competitors are sent through to poolside marshalling in a timely manner.

Ensure area is clean and tidy when session completed.

Ensure that you liaise with each other to ensure you are able to leave to watch the races your child is competing in; any problems regarding this speak to the co-ordinator.

Please ensure that there are at least two people in the whipping area at all times.

Poolside Marshall

Arrive at the poolside area 10 mins prior to the end of the warm up session.

Arrange the chairs against the wall for the swimmers.

Receive the heat sheets for confirmation of swimmers immediately prior to their race.

Ensure competitors are in appropriate position.

This is the final check prior to the race; any discrepancies at this point should be raised with an official.

Direct the competitors to their race in a timely manner.

Ensure that area is clean and tidy upon completion of the session.

Please be mindful of swimmers trying to take large bags poolside and direct them to the lockers.

Admin/Photocopying

Arrive in the card room towards the end of warm up.

Complete admin and photocopying tasks as required by the promoter.

Circulate the copied sheets to marshalling, officials, medals, results area and announcer as instructed.

Report any problems to the promoter.

Assist with any other required tasks in the card room.

Car Parking

Arrive in the car parking area at 06.30am (or other agreed time) cordon off area with cones provided.

Monitor car parking, ensuring all other car parking space full.

Check list provided for those helpers/officials.

Car parking monitoring will finish at the start of the session following warm up.

Security/Bags

Arrive at access points to the pool and ensure that all those carrying large bags are requested that they be placed in lockers.

Small poolside bags are permissible.

Any issues notify co-ordinator.

Catering

Please arrive in studio area just prior to the end of the session and ensure all catering has arrived.

Rob is responsible for providing the catering as requested.

Assist with serving of tea and coffee and other food as required.

Any problems please report to Rob or the co-ordinator.

Assist in ensuring catering items are cleared and made safe prior to next session commencing.

Poolside Drinks

Arrive at allocated time and arrange for drinks/ sweets to be taken round to all helpers both poolside and in the marshalling areas.

Upon completion ensure water containers are full for the next volunteer.

Any issues please report to co-ordinator.

Gym Door

Arrive at allocated time.

Please ensure that children pass through this area to the whipping studio with shoes and T-shirts on. The door to the gym should be kept shut at times when children are not entering due to the air conditioning.

Please ensure the competitors pass through the area quickly and safely.

This role is completed in half hour stints followed by completing a round of poolside drinks.

Door Entry

Please arrive at allotted times.

Arrange entry prices, programmes, entry bracelets and monies as required.

Any problems please contact co-ordinator.

Ensure all attending proceed through to pool area in an orderly manner.

Raffle

Organise raffle prizes (provided), tickets and monies in an appropriate manner.

Encourage purchase of raffle prizes from those attending. Fold and store sold tickets ready for draw at the agreed time.

Provide draw numbers to the announcer at the appropriate time.

Ensure distribution of prizes as required.

Trophies/Medals Tables

Arrive at the start of competition.
Arrange medals in order on table, cloth provided.
Receive results list and give out medals to winners.
Collection requires a signature.

Announcer

Ensure equipment in working order assistance from AEO.
Arrive prior to warm up for general /safety announcements.
Complete announcements throughout warm up and competition sessions.
Thanks given to everyone for attendance and officials and volunteers for their assistance at the end of each session.

Signing-In table

Ensure competitors sign in on the sheets provided in an orderly manner.
Swimmers must only sign in for swims which they are confirming they are taking part in.
If a swimmer intends to withdraw the corresponding box must be left blank.
Use highlighter pen to highlight withdrawals to aid with recognition for promoter.
Electronic Timing Training provided.