

Open Meet Volunteer Roles

Overlooker

- You will be the workforce co-ordinator for the day
- You will monitor all volunteers, helping troubleshoot where needed
- You will fill in temporarily if volunteers need to be relieved for any reason and the post can't be left empty (non DBS roles only)
- You will interface between the volunteer workforce as needed

YOU WILL NEED TO STAY UNTIL THE END OF THE SESSION

Results Assistant

- You will be in a team of 2 based in "the box" poolside where the results are recorded.
- You will be responsible for taking a copy of race results to the medal table, so they can issue awards, giving copies to each team coach poolside and on the wall in the spectator area.
- You will also be required to produce speeding tickets for those swimmers who have swum faster than the upper qualifying time. This will mean writing swimmers names on tickets. You will then need to take the speeding tickets to the medal table so they can be issued.

YOU WILL NEED TO STAY UNTIL THE END OF THE SESSION.

Door Steward

- You will be in a team of 2 and be based at a desk, just outside the spectator area.
- You will take admission fees from spectators and give them an entry wrist band
- You will need to stay "in situ" until the end of the session/afternoon

YOU CAN SEE THE POOL FROM THE FOYER, BUT YOU SHOULD BE ABLE TO WATCH YOUR SWIMMER RACE, WITH ONE OF YOU REMAINING AT THE DOOR TO MONITOR ENTRY WHILE THE OTHER ONE WATCHES

Warm Up Marshall

- The lead warm up marshal will lead a team of 4 who will ensure warm up is safe for the swimmers and runs to time.
- You will be poolside during warm up periods to ensure swimmers are moving the correct way around the lanes, to clear lanes to allow swimmers to practice starts and assist in clearing the pool at the end of the swimmers' warm up time.
- You will need to ensure that there is a maximum of 10 swimmers in a lane at any one time

Medal Table

- You will be in a team of 2 volunteers seated at a desk poolside with the medals and have the honour of handing these out to winners.
- You will also hand out speeding tickets to swimmers who have swum faster than the upper qualifying times.
- Results assistants will bring race results and speeding tickets to the medal table. Swimmers will be asked to collect their awards from you.
- Once the medal / ticket has been collected this needs to be recorded on the results sheet to ensure the correct awards have been issued.

YOU WILL ALSO NEED TO DISTRIBUTE ANY "UNCOLLECTED" MEDALS TO TEAM COACHES/TEAM MANAGERS/CHAPERONES AT THE END OF THE DAY TO FORWARD TO THEIR SWIMMERS.

YOU WILL NEED TO STAY UNTIL THE END OF THE SESSION.

Competitor Marshal

- You will be in a team of three volunteers poolside, ensuring swimmers report for their races
 - You will organize the swimmers in their heat order as they report to you
 - You will ensure each heat moves along the poolside in order to ensure the event runs to time
- YOU WILL NEED TO STAY UNTIL THE END OF THE SESSION

Announcer

You will be keeping the event running to time, announcing the warm-ups and race starts

You will be letting swimmers know when to report to marshalling for their heats

You will be reading out the competitors for each race after it starts

You will be reading out any required health and safety announcements

You will be announcing the results of races

You will be keeping the Christmas and Party music playing during the warm ups and on arrival

YOU WILL NEED TO STAY UNTIL THE END OF THE SESSION. A SCRIPT WILL BE PROVIDED TO HELP YOU