

Volunteer Information

Thank you for volunteering at the swim meets! Below, you will find a description of each job to help you! Thank you so much for being a Klam!

1. **Announcer:** Uses the microphone to announce each race and heat during the meets. Also, announces the pool sponsors 2 times per meet and encourages concession stand purchases. Announcers should arrive by 5:50 to begin with the National Anthem at 5:58 for a 6:00 swim meet start time.
2. **Bathroom Attendant:** This volunteer will check/clean the bathrooms **3 times per shift**. They will clean the toilets, sink area, and pick up the floor. The volunteer will empty the trash, refill the soap, and refill the toilet paper as needed. The cleaning materials are under the sink in the kitchen. The lifeguards can help with the toilet paper key.
 - a. First shift should aim to check the bathrooms around 5:45, 6:30 and 7:15.
 - b. Second shift around 7:45, 8:30, and 9:15.
3. **Clean-up Crew:** This volunteer will help clean-up the pool area by collecting trash, emptying the trash cans, and putting the pool back together for the next day. This shift is for when the meet is finishing up/over but you could check during the second half of the meet as well around 8:00 to make this smoother at the end of the meet.
4. **Clerk of Course:** This volunteer will help place the swimmers in the proper chairs for their lanes and heats. For the younger swimmers, ask them their names, do not say “are you Bob?” They will always say yes, even if their name is not Bob.
 - a. **Home Meets:** The chairs are labeled with the lanes. You will need one person to walk the 8 and under swimmers around the pool deck to the 5’ area and stay with them to help them to the blocks. If possible, also have someone behind the blocks with the 9 and older swimmers to help move them to the blocks.

- b. **Away Meets**: We will assist the other teams as needed and follow their guidelines .
- 5. **Concessions**: Please help sell the concession stand food! This includes restocking the food, cleaning up, and selling as needed. We only take cash or check at the concession stand. **Kingswood families** may use their pool tabs at the meet- you can pull the notebook from the kitchen area. If you want to, you can bring a calculator to help!
 - a. **First Shift**: Please help by 5:00 or 5:30 if possible!
- 6. **Head Timer**: This person is responsible for making sure the timers are all in their proper lanes at the start of the meet and when the timers switch at the halfway point. The Head Timer starts 2 watches with each race and hands out watches to the timers who miss the start. This person attends the “Timers Meeting” at 5:40.
- 7. **Ribbons**: This person places the stickers on the ribbons and puts them into the correct ribbon dividers for Kingswood.
- 8. **Runner**: This person collects the timer sheets from all 5 lanes after each race, not each heat and takes them to the scorers. This person should also collect the sweep judge sheets from both (2) sweep judges and any DQ slips from the referee (by the starter).
- 9. **Scorers**: This person puts in the swimmer’s times into the computer system and periodically prints out the ribbon labels for the ribbon volunteers.
- 10. **Set-up Crew**: This person should arrive around 4:15 to help set-up for the meet. This may include setting up the chairs for the clerk of course, setting up the concessions stand, and putting out the yellow tape to keep the swimmers off the playground.
- 11. **Sweep Judge**: This person writes onto the sweep judge placement sheet the order of finish for the first heat only for lanes 1-4 only.
- 12. **Timers**: These volunteers time at the swim meets. The timers should attend the timers meeting at 5:40 regardless if they are first or second shift. Kingswood timers have the following placement at home meets and are the opposite at the away meets:
 - a. Lane 1: 1 timer

- b. Lane 2: 2 timers
 - c. Lane 3: 1 timer
 - d. Lane 4: 2 timers
 - e. Lane 5: 3 timers
13. **Trash Clean-up:** This volunteer will pick up trash around the pool and in the field. The volunteer will also empty the trash cans as needed. **This is for the first shift from 5:00-7:30.**
14. **Officials:** Officials should be ready by 5:30 for the meeting in the clubhouse to receive their assignments.