

GMA Volunteer Job Descriptions

Meet Director - Responsible for all areas of the meet functioning. The meet director oversees the entire meet, manages meet personnel and keeps the meet functioning smoothly. Arrive At the meet before warm-up to help set up and deal with last minute arrangements. Check in with all areas of service (concessions, swim wear, admission and program sales, computer table, awards, timers, officials, marshals, etc.) to ensure that all of their needs are met for smooth operation. Ensure that the meet starts and ends on time and that the officials stay on the targeted time line. Pick up the money from the concessions, swimwear, and admissions at about 10:30 a.m., at the end of morning session, 3:00 p.m. and at the end of the afternoon session.

Meet Referee -Is a certified U.S.A. Swimming Meet Referee and has full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed; shall also disqualify a swimmer(s) for any violations of the rules that the Referee personally observes and shall at the same time raise one hand overhead with open palm. If the referee does not make such a signal there shall be no penalty. All other specific responsibilities outlined in the U.S.A. Swimming Rules and Regulations Article 102.13. Arrive at the meet before the start of warm-up. Run the officials meeting 30 minutes before the start of the meet. Run the timers meeting 15 minutes before the start of the meet. Begin the meet on time and stay on the targeted time line for the meet

Officials - U.S.A. Swimming certified stroke and turn officials and starters. Attend the officials meeting before the start of the meet and complete assigned duties as designated by the meet referee.

Coordinator of Hospitality - Responsible for the organization of the Coaches and Officials Hospitality Room with assistance from the Concessions organizers.

Head Timer - Shall assure the assignment of lane timers to lanes and the designation of one timer on each lane to be the head lane timer. At the starting signal, start a watch(es) on every race. The time of this watch shall be used if a lane timer's watch fails. Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the timing judge. Arrive at the meet during warm-up and organize the watches and clip boards. Run the timers meeting at the required time. Distribute the timer sheets when they are available from the computer table. Run the completed timer sheets to the computer table when necessary.

Timers - Arrive on time to attend the timer's meeting before the start of the meet. Always check the swimmer's name before the start of the race. Notify the referee or a stroke and turn official immediately if there is a conflict between the name of the swimmer and the actual swimmer in the lane. Make the runner/head timer aware of any changes in the names of the swimmers in the races so that the computer table can be notified immediately. If the swimmer does not show up for the event, write "SCRATCH" next to the name of the swimmer on the timer's sheet. Make the runner aware of the scratches so that it can be brought to the attention of the computer table. For the 50 yard and longer races, start your manual watches at the beginning of the race. DO NOT press the touch pad button at the start of the race. LEAVE the touch pad button on the floor until the END of the race. Accidentally pressing the touch pad button at the beginning of the race will cause a malfunction in the timing system. There will be 2 timers per lane for these events. For the 25 yard events, we will use only manual watches. Start the watch at the beginning of the race

and stop it at the end. There will be 3 timers per lane for the 25 yard events. Record the times from the manual watches on the sheets provided. Please start your manual watches at the beginning of the race even if you don't have a swimmer in your lane. If a watch fails in another lane, you can then time the race for them. Make sure that your watch is running at the beginning of each race. After the session is over and all of the swimmers are out of the pool, bring your remaining timer's sheets, clipboards, and watches to the head timer for safe keeping.

Program Sales and Admissions Table Worker - Responsible for selling the programs and charging admission to spectators. Arrive at the meet during warm-up to get the starting change and cash box. Get set up in the Ross Hallway leading to the pool and charge admission to all non-GMA spectators that are not participating in running the swim meet. Stamp hands for re-entry. Sell programs. At 10:30 am., at the end of the morning session, 3:00 p.m. and at the end of the afternoon session, count the admission money and put it in the envelope provided in the cash box. Do the same with the program sales money. Envelopes may be given to: the meet director or Laura Matuszak. At the end of each session, please aid in the clean-up of the bleacher area.

Announcer- Shall make any announcements requested by the referee, the clerk of course or the meet director. Announcements may include: event; number of heats; lane; name and club affiliation of competitors; and results.

Computer Worker - Shall be responsible to entering all final times into the computer meet database. Most of these times will download directly from the Automatic Timing System. Shall also be responsible for printing all of the results for posting. Before the meet take care of all scratches and changes. Then, print 4 copies of the heat sheets for posting and further copying. Print out 6 copies of the one column heat sheets for the timers. During the meet adjust heats and add D.Q.'s as necessary. Print 3 copies of the results for each event immediately upon its completion for posting. Print award labels for each couple of events after every male event and give to the poster to run to the awards room. Please assist with deck clean up after each session.

Colorado Timing System Operator - Responsible for operating the automatic timing equipment.
Results and Heat Sheet Poster - Responsible for posting all meet results and heat sheet listings regularly throughout the meet. Check in with the computer table before the meet. Before the meet starts, post 4 copies of the heat sheets, one at the start end of the pool, one at the turn end of the pool, one in the bleachers, and one by concessions. Please also make 35 copies of the heat sheets for the officials, coaches, heat helpers, computer people, and announcer only. After each event post 3 copies of the event results, one on the pool office window, one in the Ross Hallway near the concessions, and one in the bleachers. After every couple of events, bring the awards labels to the awards room and be sure that they have everything that they need.

Computer Desk Runner· Assist the computer table volunteers by running to the pool deck to retrieve times from the timers or running any other errands necessary for smooth meet operation.

Food Concessions Worker- Responsible for all aspects of buying and selling food at the swim meet. This is an area of income for the team. Arrive at your designated time to help with set up and clean up. Provide friendly service and quality food to the meet attendees. Ensure a clean and safe working environment throughout the meet. At 10:30 a.m., at the end of the morning session, 3:00 p.m. and at the end of the afternoon session, count the concession money and put it in the envelope provided in the cash box. Envelopes may be given to the meet director or Laura Matuszak. At the end of each session, please aid in the clean-up of the concession area.

Swimwear Concessions Worker - Responsible for selling all swimwear at the meet. This is an area of income for the team. Arrive at your designated time to help with set up and clean up. Provide friendly service and quality products to the meet attendees. Ensure a clean and safe working environment throughout the meet. Keep a written record of the number of items sold on the sales sheet provided. At 10:30 a.m., at the end of the morning session. 3:00 p.m. and at the end of the afternoon session, count the swimwear concession money and put it in the envelope provided in the cash box. Envelopes may be given to: meet director or Laura Matuszak. At the end of each session, please aid in the clean-up of the concession area.

Deck Marshals/ Building Security/ Clean Up Crew - Responsible for overseeing the safety of the swimmers during warm-ups, the safety and security of the building, the locker rooms, and the participants, and the cleanliness of the building during and after the meet. Arrive before the start of warm-up. Enforce the no diving rule (except during designated sprint times.) Throughout the meet, deliver water to the timers and officials, check the locker rooms and restock toilet paper and paper towels as necessary, clean up and solid waste on the locker room and hallway floors, walk through the building to be sure that people are not in unauthorized areas of the building. Help keep the food concessions area and the bleachers clean by taking bagged trash to the dumpster and replacing the bags in each trash bin. Clean up the deck and locker rooms at the end of the session.

Ross and Tarrant Hall Monitors - Responsible for keeping all swimmers and meet participants out of unauthorized areas of the Ross Sports Center and the Tarrant Recreational Center. These monitors are required by Saint Michael's College as a condition for GMA hosting meets at Saint Michael's College. Swimmers and meet participants are to be in the pool locker rooms, the pool area, the pool hallway and the Ross bathrooms only. Ticketed participants only may attend the scheduled basketball games. NO meet participants should be running at any time in any area, in the Tarrant center, in the upstairs area of Ross and Tarrant centers or in the Ross hallway except for quick passage.

Award Worker - Responsible for applying award labels to the appropriate awards and compiling them by team for distribution after the meet. Staple the labels to the medal ribbons. Do not leave the awards area until the awards for the session are complete. Please clean up the awards area before leaving.

Heat Winner Presenter - Awards one heat winner ribbon or prize to the swimmer with the fastest time in each heat. Remain on deck at all times. At the end of each session, please aid in the clean-up of the pool deck.

Runner - Takes completed timer sheets, completed DQ slips and other written documentation to the computer table via the clipboard hanging on deck or in person.

Meet Video Taping - Video tapes all GMA competitions for the coaches to use in training and in implementing stroke and race technique changes.

Corporate Sponsorship Seller - Seeks out corporate contributions to the meet to offset the meet costs.

Media Contact - Contacts all local television and print media to notify them of the meet, asks them to report on the meet, and provides them with written details about the meet and meet results for printing and publication.

GMA Meet Director Job Description

Advance Preparation

Money

Check money drawers, make sure have enough \$1.00, \$5.00, \$10.00 bills and Rolls of quarters

For three day meet \$150, singles, \$50.00 in fives and \$100.00 in tens

Concession

Make sure tables are in the classroom

All desks have been stored along the walls

Concession price lists, tape, pens, microwave, refrigerator, coffee maker, extension cords, and all concession bins and food items are neatly stored in the classroom

Entries and Team Paperwork

Check with Laura Matuszak to see that all entries are in

Pick up meet programs

File all meet paperwork in team folders

Follow up with Laura Matuszak to see which teams require payment or registration clean-ups at the meet

Assignments

Prepare 5-10 minute meetings with each work assignment group

Determine which meet directors will handle which meetings

Follow up with Laura Matuszak to see which work areas may require additional support

AM Session

Money

- Laura has keys
- Remove from shelf in locked closet
- Large box to food concession, smaller to admission/program sales
- Extra change in back of first drawer of file cabinet

Concession

- Identify set up personnel
- Make sure they have all food, ice and containers to do their job
- Distribute money to them
- Deliver list for families to check off contribution
- Remind personnel to empty garbage

Official/Coaches Food

- Laura will identify food
- Set up food, drinks (on ice)
- Check through out session for cleanliness and make sure food is stocked

Admission and Program Sales

- Make sure has signs for sales
- Deliver money box
- Make sure has programs, heat sheets (if selling)
- Collect money after start of meet (put in locked closet in marked envelope)

Timers and other deck workers

Post assignments on deck

Make sure that all have shown up and are aware of duties

Timers necessary

25 yard events

50+ yard events

Relief timers

Other duties that can help time

Supervise Clean up for Afternoon

Upper Stands

Concession (empty garbage)

Coaches/Official Area

PM Session

Money

- Restock money for concession and program/meet entry sales
 - Make sure has change
 - Remove large bills (20.00 or more)
- Extra change in back of first drawer of file cabinet

Concession

- Identify set up personnel
- Make sure they have all food, ice and containers to do their job

Official/Coaches Food

- Laura will identify food
- Restock (especially drinks, water and ice)
- Set up lunch (Laura will know plan)
- Check through out session for cleanliness and make sure food is stocked

Admission and Program Sales

- Make sure has signs for sales
- Restock change and remove large bills from money box
- Restock programs
- Deliver heat sheets (if selling)
- Collect money after start of session (put in locked closet in marked envelope)

Timers and other deck workers

- Post assignments on deck
- Make sure that all have shown up and are aware of duties
- Timers necessary
 - 25 yard events
 - 50+ yard events
 - Relief timers
- Other duties that can help time

Final Clean up

Final Meet Wrap-Up

Follow up with Laura about families who missed job assignments and food assignments

Thank you cards to advertisers

Mail USA Swimming incident reports

Any other follow-up as needed

GMA Food Concessions Job Description

Set-Up

Start the coffee and/or start the hotdog machine (if available)

All desks should be stored against the wall

Two to three long tables displaying food items

Desk with coffee and condiments

Back table with cooking surfaces and microwave (keep this area off limits to children for safety purposes)

Place all cold drinks on ice and organize drink coolers by drink type

GMA caps for sale

Check off families who bring their food assignments

Hang the food prices signs

Be sure bagels and baked goods are individually wrapped and snack foods (pretzels and popcorn) are individually bagged

Be sure the area looks neat, clean and welcoming for meet participants

Get the money box from the locked closet

Throughout the meet

Maintain a clean and safe work area – clean up spills, take the trash to the dumpster, keep children away from any hot surfaces, keep refrigerated items cold.

Maintain a hot pot of coffee and a hot pot of water.

Maintain hot dogs, hot cheese, soup in crock pots (stirring regularly)

Wash/ sanitize hands frequently

Wash/ sanitize surfaces regularly

Change table covers as needed to maintain a clean presentation area

Keep the cold drinks cold by restocking them with ice regularly

Take unneeded cash (larger bills) out of the cash box in the middle of the session.

Place in an envelope, record the amount in the envelope, seal the envelope and place in the locked closet.

Sometimes, the hospitality area for coaches and officials will need ice, drinks, snack items, etc. This area is offered as a courtesy to visiting teams and for our own coaches. This area is an expense of meet hosting. If possible, please share items from the food concessions with the hospitality area.

Clean-Up After the Meet

Wipe down and remove tables from the room. GMA labeled tables get returned to the pool deck closet.

Clean all of the dishes, cookware, and trays used. There is dish soap and a dish brush in the storage closet. The locker room sinks may be used for cleaning.

Neatly organize concessions items into the storage bins and crates.

Store all of the bins and crates neatly on the white storage shelves in the storage closet.

Store all of the drinks and coolers neatly in the storage closet shower stall

Take home and clean any large cooking items that need special cleaning.

Place all of the desks back in rows and return the large desk to its original location.

Place any unsold food that can be used for a future meet or for the GMA recovery table in the refrigerator or on the office counter top.

Place any unsold food that needs to be used immediately on the office counter top.

Send Laura an e-mail or a note with any suggestions for the next meet and with any reports about items that need to be replaced before the next meet (like paper plates, table cloths, forks, etc.)