

Winter Splash Job Name and Description

- **Administrative Official - [Must be Certified Official](#).**
Must have valid USA Swimming Admin Official Certification for this position.
- **Admissions - [Note: This job requires that you be on time for the start of the shift](#).**
You will be at the top of the stairs in the balcony. A table will be set up with a cash box. Spectators will be charged an entrance fee as they come up the stairs. You will collect the entrance fee, provide a different color wrist band each day and sell heat sheets.
- **Announcer-**
The Announcer will be on deck and announce the race events that is being swam, the heat number, general announcements, etc. The announcer will be required to announce each event, the heat that is racing, and if possible the names of the swimmers. Periodically, you will have to announce sponsor support information for the meet, and family shout outs that have been purchased from parents for the swimmers.
- **Awards-**
This role will be completed on deck in the coach's office. Label and sort awards during the meet. Awards for each event will be created, stickers for all the winners will be printed and placed on the appropriate ribbon. Ribbons will be sorted by swim team placed in the appropriate area for distribution. You may be asked to help with heat sheet distribution prior to meet start. Heat sheets will have to be assembled with the individual events and swimmers names along with all the sponsors' ad/program sheets.
- **Bullpen for 8 & Under's Only-**
The bullpen is located on deck. Coaches will bring the children to the bullpen to be organized by heat and swim lane. They will then be escorted to the swim deck for their heats. All swimmers 8 & under will be gathered on deck in the bullpen. Chairs are set up to place the swimmers in the appropriate lane and heat. Once all assembled, you will escort the swimmers to their race and ensure that they are in the appropriate lane and heat.
- **Cash Bank Distribution- [Must be a Board Member](#)**
This role will be assigned by the board and will not be a role that can be signed up for by a parent volunteer. This role requires it to be a Board Member.
- **Concessions-**
First shift of volunteers will be required to help with setting up the concessions area in the balcony. Taking out the items that will be sold, taking out the price sheet for the items that will be sold, having a cash bank available, having drinks on ice, inventory sheet, opening cash drawer and counting with banker, etc. Once concessions opens you will be selling concessions items to hungry spectators, tracking items that are sold, accepting payment for purchase. Second shift will be selling concessions items to hungry spectators, tracking items that are sold, accepting payment for purchase. Volunteers for the last shift of the day will be required to help with clearing away the concessions area, placing the left over items away in storage, breaking down tables, close the bank drawer, count the cash box with the cash bank distributor, etc.

- **Concessions Shopper-**
Shopper will buy & deliver products for concessions. The shopper will be provided a list of items to purchase by a member of the concession team. Shopper will buy & deliver products to sell in Concessions. Shopper will pay for items & submit receipts for reimbursement. Be prepared to shop for multiple quantities of large & heavy items. Sam's Club membership is required. The shopping must be delivered days prior to the meet. Date to be determined.
- **Event Setup-**
This begins the night before the meet. It requires with assistance with setting up tables in the hallways for any vendors, admissions tables, concessions tables, setting up chairs on the pool deck for the bullpen, setting up the sound system, and much more for meet. Date and Time to be determined.
- **Event Tear Down-**
This begins on the last day of the meet. The role requires you to assist with tearing down meet equipment, such as tables in the hallways for any vendors, admissions tables, concessions tables, taking down the chairs on the pool deck for the bullpen, taking down the sound system, and much more. Date and Time to be determined.
- **Head Timer- NO cameras, videos or pictures can be used while on deck.**
The Head Timer will ensure that there are enough timers for the meet. Ensure that there are back up timers and relief timers to jump in for the timers as needed. Organize timers and any material needed (Stop Watches). The role requires you to remain on deck during the meet to ensure that stop watches are working, timers need a break, etc.
- **Heat Winner- NO cameras, videos or pictures can be used while on deck.**
A prize is provided for each person that wins their heat. Your role requires you to be on deck by all the timers. You will be responsible to distribute Heat Winner Prizes after each race.
- **Hospitality Host- NO camera's, videos or pictures can be used while on deck.**
The swim club will host the coaches, assistant coaches, and officials and provide them with breakfast, lunch and snack. The hospitality host will be on deck in the Hospitality Room designated for Officials and Coaches. The host will also be on deck as necessary. No children or swimmers are allowed in the hospitality room at any time. The host will periodically walk on the deck to offer water bottles or small snacks.
- **Hospitality Room Shopper-**
Shopper will buy & deliver products for Hospitality Room. The shopper will be provided a list of items to purchase by a member of the concession team. The shopper will pay for items purchased & submit receipts for reimbursement. Be prepared to shop for multiple quantities of large & heavy items. Sam's Club membership is required. The shopping must be delivered days prior to the meet. Date to be determined.

- **Meet Clean-up-**
The will being at the end of each session. The person will need to clean-up the pool deck, the balcony area and hallways during and after the meet each evening. After cleanup is done, they will help prepare materials for the next day.
- **Meet Coordinator-**
The Meet Coordinator will work with Meet Director to help facilitate meet operations: Admissions, Volunteers, Concessions, Hospitality, etc. The individual must have been involved in the pre-planning (month prior) for Winter Splash to sign up for this position. Should read role description from full handout for this job. There is a fill separate job handout for this role.
- **Officials -Starters / Stroke & Turn - [Must be Certified Official](#).**
Must be Certified Official You must be a USA Swimming Certified Official to sign up for this position
- **Positive Check-in & Heat Sheet Distr. - [Note: This job requires that you be on time for the start of the shift](#).** Late arrivals will be considered a no show. Positive check in will be at a table outside of the girls locker room. There will be sheets of with each swimmers that has been enrolled for the swim meet for the day. The list will be divided into boys and girls. One line for each. You will assist swimmers with finding and highlighting their name. Once positive check in is complete no swimmer will be able to check in. Once positive check in is completed, you will have to go on deck into the office and print, organize and staple heat sheets. Then you will take the heat sheets to the balcony and give pass them out to the parents that purchased them. Parents will have a ticket to show they paid. You will collect the ticket when you hand them the heat sheet.
- **Raffle Ticket Sales & Drop Off/Board Info - [Must be a Board Member](#)**
You must be a HWSA Board member to sign up for this position. You will in charge of collecting all raffle tickets from swim parents and selling raffle tickets to all that would like to participate. Spirit wear items will be available at the table along with a cash box for sales.
- **Runner- [NO cameras, videos or pictures can be used while on deck](#).**
Runner will work on deck assisting timers, officials and meet coordinator. Runner will take the time sheets from the timers and submit them to the scoreboard and official table.
- **Scoreboard Operator- [NO camera's, videos or pictures can be used while on deck](#).**
The volunteer will be trained to run the Scoreboard Controls.

- **Security - Pool**

This role involves monitoring the pool deck and ground floor corridors. There are two security individuals that will each be at one of the pool deck doors. The primary role is to ensure no one but swimmers and coaches are entering the pool deck. Security will obtain a security guard vest at volunteer check in. One Security person will be needed to stay at the S3 Door on the inside. The door will not be allowed to be propped open and will need to be monitored to allow swimmers and families into the building.

- **Timer - NO cameras, videos or pictures can be used while on deck.**

Timers must attend timers meeting that will take place 15 minutes before the meet starts. You will meet in the corridor by the boy's locker room. Timers will be taught how to start and stop a stop watch for the meet. Timers must attend timers meeting or will be marked as a no show. Two timers will be assigned to work together in each lane. One person will be given a clipboard with the name of each swimmer that will be swimming in the lane. You will verify the swimmers name and match it to the clipboard. Once the race has been completed, you will write down the times from your stop watch and the second timers stop watch. Timers must stay until their assigned end of the session.

- **Timer Back up - NO cameras, videos or pictures can be used while on deck.**

Back up timers must attend timers meeting that will take place 15 minutes before the meet starts. You will meet in the corridor by the boy's locker room. Back up timers will be taught how to start and stop a stop watch for the meet. Back up timers must attend timers meeting or will be marked as a no show. Back up timers will be responsible to give their stop watch to a timer that may not have started their stop watch in time. A back up timer may need to be a timer in a lane if all the timers do not show up in time for the meet to run, or if a timer needs a quick break. All back up timers must stay until the end of the session.

- **Volunteer Check In -**

Note: This job requires that you be on time for the start of the shift.

You will be given a sheets of paper with all the volunteer roles. Each volunteers name will be printed under the role and time they signed up for. You will check in all volunteers for that session only (do not pre-check in volunteers for other sessions) you will distribute and collect lanyards for deck access or no deck access to each individual role at start and end of each shift.