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## EBSL 2017

### Championship Meet Volunteer Job Descriptions

**On Call:** Person is available to fill in where needed if original person cannot be found.

**Check In – Volunteer Desk just prior to shift and remain there through entire shift unless assigned to a job.**

**Security: Check in with Security Desk.** Job varies somewhat from location to location. Each security job is numbered from 1-14. Each location/number is described below. **Check In – Security Table just prior to shift.**

Please find security volunteers that are proactive and not hesitate to speak up if people are not following rules referenced below. Security involves ensuring the safety of the swimmers and spectators by making sure people:

- ◆ without deck passes stay off the deck
- ◆ do not interfere with the swimmers as they enter & leave deck & staging areas
- ◆ do not enter computer area/ribbon room/hospitality areas without proper badges
- ◆ have adequate access to restrooms
- ◆ have no problems outside the pool/deck area- especially around the courtyard where swimmers tend to congregate while waiting to be seated in the clerk of the course staging area

**#1: NE Corner Gate. On the northeast side at the top of the swimmers' exit ramp.** This is the exit for 11 & Up swimmers. Responsible for ensuring swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck as this is the swimmers' exit. Also make sure only swimmers and other authorized people enter the pool deck.

**#2: On the east side.** Responsible for keeping unauthorized people off the deck. Also, responsible for ensuring the Women's Locker Room/Bathroom is not vandalized. A **female** should fill this job.

**#3: SE CORNER GATE. On the southeast side at the top of the swimmers' exit ramp** This is also the entrance for all relays and 11 & Up events. Responsible for ensuring that swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck, as this is the swimmers' exit. Also ensure that only swimmers and other authorized people enter the pool deck Responsible for ensuring that swimmers can easily enter the pool deck by working with security #4 creating pass through with the use of the "Caution Tape".

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**#4: Glass doors entrance to deck area for 10 & Under Swimmers.** Responsible for ensuring swimmers can enter deck area smoothly and safely. Assist Security #3 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #3 creating pass through with the use of the "Caution Tape".

**#5, 6 & 7: Clerk of the Course staging area.** Responsible for ensuring swimmers can enter and exit easily. Responsible for keeping unauthorized people away from the area to keep clear for swimmers and that there is no camping in COC area. Responsible for assisting with keeping order at the Stone Tables and benches (where swimmers wait before entering the Clerk of the Course staging areas).

**#8: At the 11 & Up hall entrance to the southwest of the Clerk of the Course staging area.** Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area. Assist Security #9 as needed.

**#9: At the 10 & Under deck entrance.** Responsible for ensuring that only the swimmers (and other authorized people) walk through the hall area and onto the deck. Assist Security #8 & #10 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #10 creating pass through with the use of the "Caution Tape".

**#10: SW CORNER GATE. On the southwest side at the top of the swimmers' exit ramp.** This is also the entrance for the 10 & Under swimmers. Responsible for ensuring that swimmers can easily leave the pool deck after they swim. Try to limit entrance onto the pool deck, as this is the swimmers' exit. Also ensure that only swimmers and other authorized people enter the pool deck. Assist Security #9 as needed. Responsible for ensuring that swimmers can easily enter the pool deck by working with security #9 creating pass through with the use of the "Caution Tape".

**#11: On deck located on the (west) timer side.** Responsible for keeping unauthorized people off the deck. Also, responsible for ensuring the Men's Locker Room/Bathroom is not vandalized. A male should fill this job. Assist in clearing the area behind the timers/recorders of swimmers after their event is completed.

**#12: On deck at the computer area.** Responsible for keeping this area clear and that only authorized people are on deck and in coaches' area.

**#13: NW Corner Gate. On the northwest side above the First Aid Area.** Make sure only authorized people enter the pool deck.

**#14: At the Awards Room entrance.** Ensure only authorized people enter this area.

**Announcer:** Announce events & other information over PA system. **Check In:** Volunteer Desk, just prior to shift.

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**Program Sale:** Responsible for selling Championship Programs at a specified location; responsible for collecting money and turning it over to designated person. **Check In: Volunteer Desk, just prior to shift.**

**Volunteer Desk:** Record all parents' names in the log-in form as they check in for their assignments; assist in locating those who are late or no-shows. **Check In: Volunteer Desk, just prior to shift.**

**Computer Assistant (formerly Timing Desk Assistant):** Assists our vendor at the Colorado timing desk in combining the cards with the printout, and taking it to the EBSL computer staff for verification of data. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

**Hospitality:** Involves working in hospitality room, setting up and cleaning food platters, placing water and soft drinks in ice, serving food to those who are eligible, delivering water and soft drinks via hand-pulled wagon to coaches, timers, recorders, officials, clerks of the course and others on deck. **Check In: Volunteer Desk, just prior to shift.**

**Chief Timer:** In charge of timers; check to see that timers are ready & uses backup stopwatches if a timer fails to properly get a swimmer's time. **This job is for experienced chief timers only. Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

**Timer:** Times the swimmer in Timer's assigned lane either with stopwatch or by pushing the button on the electronic timing system; should have timed **at least 3 shifts** at dual meets prior to Championships. One **EXPERIENCED** timer will use both a stopwatch and push button system. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

**Recorder:** Writes down the time shown on the stopwatch, onto the swimmer's card. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

**Deck Runner:** Takes the cards with swimmers' times to the computer area. One runner will take cards and computer printout from the 10 & Under area to the other computer area. **Check In: On Deck. Line up at the gate to the deck several events prior to your shift.**

**Ribbon Coordinator:** Each team supplies its own coordinator who is responsible for peeling and placing each swimmer's event results label onto the appropriate medal box or ribbon. **Check In – In the Ribbon Room just prior to your shift.**

**Awards Runner:** Takes labels generated at the computer desk to the Awards Distribution area located in Hospitality. **Check In – Volunteer Desk**

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**Awards Distribution:** Assists in matching labels from computer to proper awards, distributing awards to proper team representatives, checks for league records, and tallies heat winners. **Check In – Volunteer Desk**

**EBSL Clerk:** Works in staging area ensuring all swimmers are seated in proper event and heat order. **This job is for experienced clerks/escorts ONLY. Check In – Volunteer Desk**

**EBSL Escort:** Guides swimmers from staging area to their respective lanes on deck, making sure to stay in heat order; if swimmers are 10 & Under, one escort must deliver all cards to the recorders. **This job is for experienced clerks/escorts ONLY. Check In – Clerk of the Course Area**

**Set-up:** Ensures facilities are ready for Championships by setting up canopies, moving tables, chairs, taping off deck areas, assisting computer director with stringing cable, etc. Most work is done Friday evening from 4:00-5:30 PM. This does not include team set-up, which cannot begin until after 5:30; teams cannot enter the pool area until this time. **Check In – Near pool area on Friday, the day before the meet**

**Clean up:** Ensures facilities are completely cleaned up and appears the same before EBSL teams arrived. **Check In - Volunteer Desk one hour prior to end of meet**