

GARDENS SWIMMING CLUB - VOLUNTEER POSITIONS FOR MEETS

Announcer

Announces the starting and finishing times and rules for warm up. Announces each race and any disqualifications. Keeps swimmers, timekeepers, coaches, officials and spectators informed throughout the meet. This is usually a one-person job but it can be shared throughout the meet.

Check Starter

Check Starters will ensure the integrity of the order of the event, heat and swimmers' name. When the name does not match that listed in the program, the Check Starter will alert the Referee. If a swimmer appears at a lane and missed their heat it is the responsibility of the Check Starter to alert the Referee of a missed swim. The Referee is then responsible for all confirmations of any changes required to the Timing Room. Each Check Starter will be allocated a meet program. The Check Starters are normally in charge of changing the marshalling board. There are usually two or three check starters at all times. A current Blue Card is required for this position.

Chief Timekeeper

The chief timekeeper times every race on a stopwatch and takes note of finish order.

Timing Equipment Operator

Gardens Swimming Club operates an automatic timing system (AOE) – Quantum for our meets. This comprises of touch pads at each end of each lane, which send a signal to the computer to stop the time. At the end of each lane are also two plungers, which are operated manually by timekeepers in case the swimmer does not touch the pad properly. The Timing Equipment Operator sets up the equipment before the meet and tests it before racing begins. During the meet they check each time to ensure that it has been recorded properly before the next race begins. Two people perform this position – one on the computer and one watching the pool. Gardens are always keen to train new people to do this position.

Recorder

The recorder checks the results once they have been transferred electronically to Meet Manager from the Electronic Timing computer. Before the meet they print off programs, timekeeping sheets and timelines for Officials. They ensure that scratching's, disqualifications and late entries are added to the Meet. They print out results sheets, award labels and collate all of the printed results. The Results Collator also organises finals and prints off programs for the final sessions. The nominations officer usually performs this job with the help of one or two others.

Awards Table

The volunteers at the awards table organise, label and distribute the awards to clubs. There are two people required for this position throughout the heats sessions.

Safety Marshall

The safety Marshall ensures that swimmers are adhering to the lane safety rules during the warm up sessions. They set up the lane instruction boards at the end of each lane prior to the warm up and put them away after. There are usually two Safety Marshalls for each warm up session.

Front Gate – Raffle & Number Board

The people sitting at the front gate welcome everyone to the meet. Raffle tickets and/or number boards are sold at the pool entry. They (normally two volunteers) remain at the gate from the time the gates open until after the meet has commenced each day.

Timekeepers

We will need to provide timekeepers to help with timekeeping duties at all meets. Timekeepers sit at the end of each lane and operate the plungers and stop watch. The plungers are started automatically and only need to be pressed when the swimmer touches the wall. The stopwatch (if used) is used as a back up in case the automatic timing fails. The stopwatch is started at the start of the race and stopped when the swimmer touches the wall at the end of the race. The time is then recorded on the timing sheet. Two timekeepers are required for each lane. The number of timekeepers that each club needs to provide depends on the amount of swimmers each club has participating at the carnival. Timekeeping is usually rostered in one-hour timeslots. We ask that people refrain from using their mobile phones while timekeeping so that they are focused on the swimmer and the race in their lane.

BBQ & Food Sales

Gardens have food available from breakfast right through each day of our carnival. Breakfast and lunch are our busiest times. There are two to five people rostered on at a time depending on how busy it will be. Roles in this area include: Cooking the BBQ, food prep, serving food, cash/square sales, restocking, selling raffle/number board tickets and cleaning up. It is easy to duck out and watch your swimmers in their races.

Food and Drinks to Officials

As our officials, timekeepers and volunteers are unable to leave their posts at times we provide them with food and drink throughout the day. At least every hour we offer food and drinks around to them to ensure that they are well fed and hydrated. This position usually requires one person, but a little helper never goes astray.

Set up Crew

There is a lot to do the afternoon before the carnival. Setting up tents, chairs and timing equipment and preparing food for the next day. The more hands on deck the quicker we are set up and can all go home and rest for the big weekend ahead. Usually set up takes around two hours depending on how many people we have.

Pack up Crew

Much like set up there is a lot to do after the meet. Packing up tents, cleaning and putting away timing equipment and cleaning up the kitchen. Many hands make light work and it is never more evident at pack up time. Gardens finish off with pizzas and drinks to celebrate another meet well done!

Team Manager

The Team Manager keeps an eye on the younger swimmers while parents are timekeeping or helping out in other positions. They ensure that the swimmers get to marshalling for their events and keep hydrated, rested and out of the sun.

At no time will parents be asked to miss one of their child's races. All of our volunteers are free to duck off to watch and cheer on their children's races. Just let someone working in your area know where you are going.

Please do not hesitate to contact us if you have any questions.