

VOLUNTEERS

Open Meet Roles

If you have a swimmer entered in an Open Meet, then there is an expectation that you will be available to fill a volunteer role for at least one session and ideally more (depending on how many sessions your child will be swimming in).

Pros:

- You do not have to pay to get in
- The time flies by and you will not be bored!
- You get to know other parents
- Your child will see you being more involved in their sport and club

And you will still be able to watch your child(ren) swim

Some roles you will be able to volunteer for straight away, others may require you to shadow first and others require training.

Ideal first roles

Door Entry

Timing: Arrive 30-40 minutes before warm up commences and stay until the next session's volunteers arrive (usually 30 minutes before warm up of the next session). Door is usually "closed" on final session 30 minutes after final session commences.

Where: Just outside the entrance to the Barton Pool at the top of the stairs.

What: Collect a fee per adult spectator, sell meet programmes and issue spectator wrist bands. Sell raffle tickets. Keep note of wristband numbers sold during the session. Ensure that all spectators wishing to take photographs have read and understood the notice with regard to photography. (Copy of door entry table and around the spectator area). Although this role is outside the pool, it is busiest during warm-up and by the time the races start you should be able to take it in turns with the other volunteer(s) to enter the pool and see your child race.

Medals Desk

Timing: Arrive during warm-up and stay for the whole session.

Where: Medals table below the scoreboard near the spectator seats.

What: Unpack the medals.

When results sheets have been received from the control room, hand out medals keeping a note of which ones have been collected.

Sometimes it may be necessary to write out speeding tickets if directed by the control room.

Poolside Drinks

Timing: Arrive at the start of warm-up and stay for the whole session.

Where: Refreshment table near the changing rooms and control room.

What: Fill up the water container from the drinks fountain.
Make drinks and regularly take them and sweets round to officials, volunteers and coaches (not swimmers).
Avoid offering drinks to officials just as races are starting or ending.

Runner

Timing: Arrive just before the warm up has finished and stay until the end of the session.

Where: Stand outside the control room. (Glass panelled room in the corner of the pool near the changing rooms.)

What: Pass results from the officials to the control room.

Following events, take results from the control room to (1) the announcer, (2) poolside for coaches and swimmers (below the scoreboard), (3) behind the spectator area for parents and (4) medals desk. Please note that to access the spectator area you must go round and not up past the "no entry" barriers on the steps.

Hand disqualification notes to the announcer before passing to the control room.

Be prepared to run other errands if needed.

Warm-up Marshal

Timing: Arrive 10 minutes before warm up starts and stay until it has finished.

Where: Meet just outside the control room and put on a bright yellow vest.

What: Stand at one end of the pool.

Monitor the swimmers' safety during warm-up and ensure they swim the correct way following the signs.

Liaise with the announcer and Lead Warm-Up Marshal and ask swimmers to clear lanes when they become sprint lanes.

Remove cones when sprint lanes become available and replace cones at the end of each warm-up session.

Stair Marshal

Timing: Arrive at the start of warm-up and stay for the whole session.

Where: Collect a bright yellow vest from the lead volunteer and go to the spectator area near a set of steps.

What: Ensure swimmers and spectators do not cross the barriers on the steps.

Make sure spectators do not sit on the steps for too long (a quick chat with their child is allowed).

Sign in / Registration

Timing: Arrive 30-40 minutes before warm-up starts and stay until sign up closes (usually at the start of warm up).

Where: Registration table near the changing rooms.

What: Ask swimmers to sign in as they arrive. Swimmers may sign in for all sessions they are swimming in. (There will be a list of larger clubs whose swimmers sign in with their coaches). Direct swimmers to their allocated seats using the seating plan provided. Regularly take the completed sign in sheets to the control room. Swimmers wishing to withdraw need to complete a withdrawal slip.

Roles which may require shadowing

Control room

Timing: Arrive 15 minutes before warm-up starts and stay until the end of the session

Where: Control Room (Glass panelled room in the corner of the pool near the changing rooms.)

What: Produce sign in sheets.

Scratch swimmers during sign in.

Produce heat sheets for each session.

Compare electronic results with timekeeper results and alert referee when there is a significant discrepancy.

Input disqualifications.

Produce results sheets after each event.

Competitor Marshal (DBS required – GCSC will arrange this for you)

Timing: Arrive 15 minutes before the end of warm up and stay until the end of the session.

Where: Competitor marshalling area between the changing rooms and spectator seats.

What: Role 1: As swimmers arrive into the marshalling area tick them off the heat sheet and ensure they know their heat and lane numbers. Liaise with the announcer about how many heats you need to be sent up.

Role 2: Manage three heats at a time in the marshalling room ensuring they are sat in their correct order and know their heat and lane numbers. Move them regularly to the next seating area.

Role 3: Ensure the swimmers are sat in the correct order for their heat and move them up to the blocks when necessary.

Announcer

Timing: Arrive 20 minutes before warm up and stay until the end of the session.

Where: Announcer's table near the control room opposite the spectator seats.

What: Read out safety announcements prior to the meet.

In liaison with the lead warm-up marshal manage the timings of the warm-up sessions including announcing sprint lanes.

Announce events, heat numbers and names.

Announce results and disqualifications.

Inform swimmers when they need to report to the marshalling area.

Announce lost property, raffle winners and other messages.

Roles which require training

Team Managers

Timing: Arrive 30 minutes before warm-up and stay until the end of the session.

Where: Poolside with Gloucester team and coaches.

What: Complete Club sign in sheet or check swimmers have signed in before start of warm up. Complete TM sheet in TM folder. Ensure swimmers are ready and prepared for their events – including heat and lane number before going to marshalling. Send them to the marshalling area when called. Make sure swimmers wear the correct club clothing, keep warm, eat and drink. Maintain discipline amongst swimmers. Keep an overview of when swimmers leave to go to the toilet or take a lunch break ensuring return. General support of swimmer well-being during the event. Ensure First Aid support where required. Liaison with parents/carers surrounding any welfare issues or concerns.

Officials

Timing: Arrive prior to warm up and stay until the end of the session

Where: Officials room wearing whites and then poolside.

What: There are many different roles you can train for including timekeepers, turn judges, starter and referee. As a trainee, you will be mentored and assisted by qualified officials at all stages. You choose the level that you want to achieve. As a qualified official you can help to be one of the 20+ officials required to run each and every session.