



OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES

List of Roles and Responsibilities for organising and running ONB County Championships

Introduction

Below are tables for the key roles and responsibilities for organising and running ONB County Championships before and during the meet.

Daily Club volunteer allocated roles		
Roles and responsibilities for each competition session at ONB County Championships organised by the Volunteer co-ordinator that are allocated out to clubs after accepted entries		
	Role Title	Description
	Medal Table – 2 people per session	To man the medal table throughout whole session to hand out medals from results (must stay until all results released)
	Admissions Table – 2 people per session	To man the admissions table before spectators enter, take admissions fee during session
	Warm up marshals – 4 people per warm up	Stand at turn end lanes during warm up for allocated session and keep swimmers moving and safe
	Call room marshals – 4 people per session	Organise swimmers for races in marshalling area – lining up in heats
	Pool side marshal – 1 person per session	Last marshal to send swimmers behind blocks
	Gallery Marshals – 2 people per session	To monitor no big bags on poolside, spectator bands on enter, checking slippery steps – stopping wet swimmers using steps
	Gym door marshal (AV only) – 1 person per session	Opening gym door at top of stairs to let swimmers through to marshalling
	Catering – 2 people per session break	Lay out and man the food/drinks in breaks for officials, coaches & TM's
	Poolside refreshments – 1 person per session	Walk round poolside offering officials, coaches & TM's sweets/snacks and offer to fill water bottles up