



TAKING SWIMMING TO THE NEXT LEVEL

www.cobaquatics.club



Swim England
Affiliated Club



Open Meet/ Club Championship Volunteer Roles

Volunteers play a pivotal role in all events.

Each and every volunteer is valued and appreciated.

Our Meets simply cannot run without your help.

Thank you in anticipation of your support!

Introduction

Sports, like swimming, rely on the skills, knowledge and commitment of its volunteers. When you become a volunteer, you will make a crucial difference to the aquatics community as well as find it a hugely rewarding experience. And it doesn't matter how old you are or how much experience you have – there are roles at clubs and events for everyone. Each and every volunteer performs a critical role, ensuring that our event runs well and is fair for all swimmers.

Volunteering at a swimming event means giving up some of your time when your swimmer is competing and you might otherwise be watching from the balcony. If you are unsure/nervous about volunteering at an event, don't worry! We have a great team of friendly and dedicated volunteers and we can pair you up with someone who is already experienced in a role. If you are unsure whether you are available to help until the actual day, or if a role you wish to undertake has already been filled, then please still come and speak to us – we are always thankful for extra helpers on the day.



Being a volunteer is a fun and rewarding experience and no doubt your swimmer will be proud that you are also taking part in their event!

Volunteers are also provided with:

- one day entry (all sessions) to the meet for the day they are volunteering,
- free car parking for the day
- opportunity to watch your swimmer compete from the poolside

Frequently Asked Questions?

Do I need to know the technicalities of the Sport?

No, there are a variety of roles available, some do require knowledge of the sport e.g. officiating and recording, but there are also plenty of roles across all areas that require no technical knowledge.

How much time do I need to commit?

This will vary from role to role (see detailed descriptions below) but we ask that you sign up to support at least 1 session (approximately 3hrs).

Do I need specialist equipment/clothing? What should I wear?

Any specialist items (such as hi vis clothing) will be provided by the club although pens/pencils/clipboard/highlighters can be useful if you have them. Only our registered event officials (e.g. timekeepers, judges, referees etc) are required to wear the all-white uniform on the side of the pool. Volunteers can dress in their own choice of suitable poolside attire for the event. We ask all volunteers to bring re-usable water bottles with them which can be re-filled as necessary.

Remember that helping out on poolside is hot work, so dress accordingly!

You may also spend the session walking around the arena or stood in one place and, being poolside, your shoes may get wet, so comfortable easy drying footwear is advised.

Do I need specialist training?

No specialist training is required for most roles. Essentially the skills of being a parent or guardian of a young swimmer are all you need.

Can you communicate with young people, remain patient in the face of repetitive questions, and calm the nerves of first-time competitors?



Roles

The following volunteer roles are required for our City of Bristol Open Meets:

PA/Announcer - 3 hour slots coinciding with a session



This is a crucial role at a competitive swimming event. The announcer is the public voice of the meet and is responsible for information and safety announcements, guiding the spectators through the races and co-ordinating the warm-up sessions.

The announcer reports to the Swim Meet Director before the start of the warm up and needs to be a good sight reader and comfortable tackling unfamiliar names. The announcer's main tasks include announcing each event and heat number; telling swimmers to report to marshals; announcing results. Check out the Good Club Guide for a Swim Meet Announcer.

So are you an entertainer, with a good voice and a sense of humour then this may be the volunteer role for you?

Door Entry/Raffle - 3 hour slots coinciding with a session

This role is to meet and greet spectators at the entry desk as they arrive, collecting money and helping with general enquiries. You will need to arrive at least 30 minutes prior to advertised warm-up times as you'd be surprised how many people arrive at a meet very early! You will need to collect the float from the club treasurer/meet manager at the start of the event and return it at the end as well as set up the card/cashless machine (instruction will be provided). The raffle table is located next to the entry table and you are asked to promote the fundraising and sell tickets and sell club merchandise such as hats/water bottles



So do you like meeting and helping people and are you prepared to be the welcoming and friendly face of the club, then this might be the volunteer role for you?

Warm Up Marshall - 1 hour slots coinciding with the start of a session

This role is poolside to ensure all warm-up procedures are followed to maintain the safety of athletes, as well as run to time. Your role is to work with the announcer during the warm up and to ensure that swimmers and coaches abide by the rules of warm up. It is important to listen out for the announcements made and direct the swimmers accordingly. You will meet 15 minutes prior to each warm up session at the meet office where you will receive a brief and work until the end of the warm up period. You can then return to your seat in the balcony to cheer on your swimmer or take on another volunteer role for the session. Unfortunately for safeguarding reasons we must advise that, if you have not taken on another volunteer role, you cannot remain poolside for the remainder of the session.



So if you are able to help others to follow instructions, then this may be the role for you?.

Heat Marshall - 3 hour slots coinciding with a session

You will be part of a team who are responsible for checking that all athletes required for an event are present and ready to compete, in the right order at the right time. It is absolutely vital in ensuring that we all get to go home on time!

You will work from just before the session starts until the last race of the session.

The athletes will be called by the announcer to go to the marshalling area for each event. Once swimmers are in the marshalling area they are under the



control of the marshalls and a roll call completed. The competitors are assembled into correct heat number and lane order before being directed to the next holding area and onto the deck at the appropriate time. Each holding area has a marshall confirming name/heat number/lane number and, with younger swimmers especially, which race and distance they are expecting to be swimming.

So are you organised, patient and capable of herding cats competitors, then this might be the volunteer role for you?

Refreshments - 3 hour slots coinciding with a session

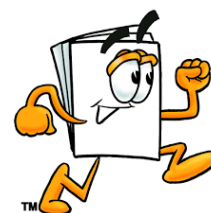
Working from the poolside room, the refreshments team keep the drinks rolling out to the officials, coaches and helpers so they can stay at their post doing their job. Your role is to check that all volunteers/officials on poolside have enough water to drink. This person also hands out sweets to help give flagging officials/volunteers a bit of va-va-voom!



Typically these are 3 hour slots covering a session and can be combined with other volunteer roles such as warm up marshall, runner or medal desk

Runner - 3 hour slots coinciding with a session

Meet runners are an important part of the team. Working with the results team, the runner assists with consolidating meet paperwork and delivers each session's paperwork to the chief referee and heat sheets to each competing club's team managers and coaches.



Your role is important and valued by swimmers and parents eager to confirm times and places as the role is also responsible for distributing the confirmed results sheets which will be available from the meet office once all the heats are completed and the winners have been determined. Your role is to collect four copies of the results for the awards table, the announcer and to be posted on the wall poolside for swimmers and on the wall in the gallery for parents.

Runners are also available to relieve volunteers if required throughout the session. Typically these are 3 hour slots covering a warm-up and a session.

So if you enjoy being in amongst the action and enjoy being *active* then these might be the roles for you

Recorder- 3 hour slots coinciding with a session

The recording team are responsible for running the computer package, Meet Manager during the meet. Meet Manager is preloaded onto a club laptop. The laptop is connected to the timing system



laptop, which is run by an independent contractor employed by the club for each meet. This individual is an experienced meet-manager operator and is happy to assist if required,

Key activities for the recording team include, prior to the start of a session, actioning any on the day withdrawals, re-seeding heats and printing/managing the specific paperwork needs to run each session. During the session the team “pull” the results data from the timing system onto Meet Manager software and validate the data against the referee’s approved results, provide the referees with any data required to inform queried decisions, file each heat’s paperwork, consolidate and print the finalised results sheets and “encourage” data flow to Meet Manager. After each session the team support the referee with any data or paperwork that may be required as part of any challenge on the day.

If you wish to help in this capacity we suggest that you shadow the current team to gain an insight into what is involved.

Medals Desk/General Information/Club & Volunteer Sign In - 3 hour slots coinciding with a session

In this role, you look after the medals table, handing out Gold, Silver & Bronze medals, according to event results sheets. The results sheets arrive at the medals table once an event has concluded, and any immediate queries have been resolved by the referees. The medals desk is set up by the first pair of volunteers before the first session. Medals are collected from the Meet Manager at the beginning



of the meet. It is important to mark off swimmers as they or their coaches collect medals and make a note at the end of day of who hasn't collected medals. All remaining medals (uncollected or spare) should be given back to the Meet Coordinator, along with the results sheets, at the end of the event.

As well as having the pleasure of handing out medals to winners, this role requires sensitivity when dealing with swimmers who haven't won and/or have been DQ'd but have presented erroneously.

As the medals table has a prominent position during the meet, it often becomes the focal point for general enquiries and the club and volunteer sign in is sited alongside it. Club packs are collected by the respective coaches and volunteers are asked to meet at this location as it is near the meet office.

The job may also include helping swimmers through the sign-in process for races that have a dedicated sign-in requirement e.g. 800m and 1500m freestyle as well as being the location for recording withdrawals prior to the start of warmup sessions.

So are you organised, patient and supportive then this may be the volunteer role for you?

Set up Support/Pack up Support

We require a number of volunteers prior to the start of an event to help set up the pool/pool area/equipment. This involves ensuring the pool and the surrounding pool areas are ready for competition and allows the meet to start promptly.

Similarly at the end of the meet everyone likes to finish on time and get home, so help from volunteers to pack up is greatly appreciated.

Summary

In conclusion it requires 20 volunteers per session covering 9 key roles to run the City of Bristol Swimming club Open Meets efficiently, effectively and safely.

Without the goodwill of volunteers such as yourselves Open Meets would not be possible. The consequences of not holding these competitions for the City of Bristol Swimming Club are varied including the financial impact of loss of earnings, the damage to the reputation of the Club but most importantly the loss of a valuable opportunity for our swimmers to compete in a first class facility demonstrating to themselves that hard work pays,

