

City Meet Team Job Descriptions

Ribbons: Responsible team will need to call/email volunteers who have signed up to do awards at city meet. This list will be provided to you by the Assistant City Meet Director. Responsible team will need to sort the awards **prior** to City Meet. Responsible team POCs will need to arrange date/time with Meet Director (Caroline Espy, vp@swimrcsl.org) for sorting awards. During City Meet, responsible team POCs will serve as a volunteers as well as oversee volunteers during their shift for placing labels on awards. Responsible team's POCs will need to meet with Meet Director at the designated time prior to City Meet to review awards procedures.

Clerk of Course: Responsible teams must call/email volunteers for their respective clerk of course. This list will be provided to you by the Assistant City Meet Director. The responsible teams POCs will be required to meet with the Meet Director at the designated time prior to City Meet to review CoC procedures. Each team's POC is responsible for working and overseeing their assigned CoC. This includes checking in all volunteers, explaining CoC procedures to the volunteers, and overseeing/running the CoC for their shift.

Timers: Responsible teams **must provide at least 10 stopwatches/team** for use at City Meet. **Stopwatches must be turned in at Thursday Block Practice to City Meet Director.** Please be sure your watches are marked with your team name to ensure they are returned. Responsible teams must call/email volunteers for their respective sessions. This list will be provided to you by the Assistant City Meet Director. The POCs will serve as Head Timer and are required to meet with the Meet Director at the designated time prior to City Meet to review Timing procedures.

T-Shirt/Heat Sheet Sales: Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible team's POCs will serve as volunteers as well as oversee all other volunteers during their shift. The Thursday morning POC will report to the Meet Director at 7:30am on Thursday's Block Practice in the lobby of Natatorium to help set up tables and heat sheet/Tshirt sales display. The POCs are responsible for working and overseeing T-shirt/Heat Sheet sales on Thursday, Saturday and Sunday and giving accounting report to City Meet Director at the end of each shift. All POCs must meet with the Meet Director at the designated time prior to City Meet.

Concessions: Responsible teams will purchase items for concessions, set up concessions, sell refreshments during the City Meet, and clean up and take down concessions at the end of City Meet. Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. The POCs are responsible for working their shift, checking in all volunteers in their shift and explaining Concessions procedures to the volunteers. Responsible teams' POCs will stay in close contact with the Meet Director to ensure items are ordered/purchased for City Meet. Responsible teams POCs must meet with the Meet Director at the designated time prior to City Meet.

Runners: Responsible team will call/email volunteers for this job. This list will be provided to you by the Assistant City Meet Director. Responsible team's POCs will serve as runners as well as check in all Runner volunteers, explain Runners procedures to the volunteers, and oversee the Runners for the entire day. Responsible team's POCs will meet with Meet Director at the designated time prior to City Meet to review procedures.

Block Practice Monitors/Paint Lines/Recycle: Responsible team POC needs to meet with Meet Director at the designated time prior to City Meet for job instructions.

As Block Practice Monitors, the responsible team will provide the following:

- 1 volunteer in the lobby of the Natatorium to check in each team for their allotted sign hanging time.
- 1 volunteer will need to be by the entrance to the pool area to make sure only approved teams enter.
- 2 volunteers will need to monitor the team/lane assignments in the pool area.
- 2 volunteers will need to monitor the team sign hanging schedule outside the pool area.

For Painting Lines, the responsible team will need to bring the paint and dispenser used for marking fields to paint lines under the tents for marking team areas. White or a bright color paint is recommended. A tape measure or wheel is also needed for marking the areas. 1-2 volunteers will be needed for this job.

For Recycling, the responsible team will need to supply volunteers to remove full plastic recycling bags and replace with empty ones throughout the City Meet weekend. These recycling “stands” are located outside all along the team tent area. Full bags will need to be tied and placed by the south wall of the natatorium. All recycling bins must be emptied and taken down at the end of City Meet.

Responsible teams may assign two POCs to cover the full day (ie. One for morning session and one for afternoon session). If two are assigned, then both must meet with the Meet Director at the designated time prior to City Meet.

ADS and Heat Sheets: Responsible team's POC will collect all ads and submit to designated graphics volunteer, Julie Boykin (jboykin72@gmail.com). The POC will be responsible for collecting ads along with fees for each ad. The POC will need to supply a report of ads/\$\$ collected to the City Meet Director. Please contact the City Meet Director for the report template.

Cards for Clerk of Course/Deck Marshall: Responsible team's POC will need to pick up labels, cards, and boxes for pink and blue Clerk of Course cards from the Meet Director. Labels will need to be put on the cards and then the cards will be sorted into the indexed boxes. POC needs to email Meet Director (vp@swimrcsl.org) to arrange pick up and drop off of cards. Responsible team will need to call/email volunteers who have signed up for Deck Marshall at City Meet. This list will be provided to you by the Assistant City Meet Director. Responsible team's POCs will serve as a Deck Marshall as well as check in all volunteers, explain Deck Marshall procedures to the volunteers, and oversee the Deck Marshalls for their shift. Responsible team's POCs will meet with Meet Director at the designated time prior to City Meet to review procedures.