



The Port Moody Aquarians Summer Swim Club Frequently Asked Questions (FAQs)

Golden Spike Meet Volunteer Roles

In addition to Swim Officials, to host a swim meet, there are several volunteer roles that need to be filled throughout the day. Other clubs attending our meet will be the timer so that our club families can ensure the meet runs smoothly for the swimmers. Here are descriptions of the the many roles:

ANNOUNCER

The Announcer works in the lifeguard room and announces warmups, first, second and final calls for events and any other public announcements our swim community needs to hear about. A basic script is provided; as well as they take direction from the Clerk of the Course and Starter to keep the meet running quickly and smoothly.

CLERK OF THE COURSE (CoC)

The CoC is the first point of contact for swimmers before they race. The CoC ensures swimmers are marshalled to the starting blocks for each event. The CoC:

- checks in each swimmer by calling out names, events and heads for ages 6 and under and Divisions 1-3 (Divisions 4+ self-marshall, the clerk can provide swimmers' their lanes and heats when asked)
- communicates (when necessary) with the Meet Manager, and Meet Referee, Starter, Marshals and Announcer regarding combining heats where possible.
- maintains quiet and order in the marshalling area

MARSHAL

Marshals work with the CoC by arranging swimmers (ages 6 and under and Divisions 1-3) in order of their heat and lane assignment by seating them on benches once they have checked in with the CoC. You will ensure the swimmers are in their correct lanes and heats and seated in the correct spots on the benches. Marshals may assist younger swimmers with caps and goggles and by making sure they get to the timers.

ELECTRONICS

Experience and training is required. The Electronics volunteers run the Colorado Timing System and work with the office volunteers to print results, add/scratch swimmers names into the computer. Located under the tents by the dive tank. If you have taken the BCSSA electronics course please sign up for this duty. Located on deck beside the dive tank.

OFFICE

These positions require some experience, but it is also a great opportunity to learn from one of our more seasoned Office volunteers. The Office volunteers set up the office by ensuring there are office supplies. They print heat sheets in the morning and before relays start and then provide the sheets to officials, coaches, timers, CoC and Marshals. You will work alongside the Electronics volunteers and enter DQs and relay teams, including the individual names of swimmers, into Meet Manager. You will print out the results by Division as they come in and hand those to a runner or another office volunteer to post. And you may also print the labels that will be affixed (by the AWARDS volunteers) to the placement ribbons for swimmers.

AWARDS

These volunteers place labels on corresponding ribbons as the results come in. Labels are to be affixed to the correct placement ribbons. The goal is to have the ribbons completed by the end of the meet on Sunday so coaches can collect them for their swimmers before they head home.

CONCESSION

Concession volunteers sell concession food and work with the BBQ team. This role (dependent on shift) includes concessions set-up and take down, taking orders and payment and communicating orders to the BBQ team. To communicate accurate orders to the BBQ Team, the concession volunteer writes the BBQ order on the back of a plate that the customer takes to the BBQ volunteer to be filled.

BBQ

BBQers work the grill ensuring swimmers and families receive their orders in a timely manner. The three roles work together with one volunteer at each of the three stations: grill, deep fryer and front table. The front table volunteer receives orders from the customers (on the back of plates) and communicates it to the cooks. It's a FANTASTIC job if you love to BBQ!

DECK FOOD

Deck food volunteers ensure officials, volunteers and coaches are fed. These volunteers prepare the food, decide which snacks to serve first (by considering what can sit or may need refrigeration), and deliver it to the deck in set intervals. This is a great starter role for volunteering.

RAFFLE BASKETS

There will be two tables set up on deck (near showers) for raffle baskets display. Raffle basket volunteers sell raffle basket tickets and encourage purchase of the online 50/50. Customers place half of their tickets into the marked container(s) in front of the basket(s) they wish to win. This is a great starter role for volunteering.