

EMAC Meet Volunteer Positions

When EMAC hosts a meet, it is our responsibility to provide all the meet workers, including officials. The following descriptions should help explain specific roles. Any questions may always be directed to Lisa Wimmer(610-351-1359, tlcwimmer@rcn.com or Sue Primelo(610-965-6758, rprimelo@gmail.com). We will help any volunteers with assignments that may be unfamiliar to them. During a meet, questions can always be directed to the Meet Director, John Kline or our Meet Referee.

Stroke & Turn Official: These officials observe starts, turns, and strokes and notify the referee of any witnessed violations of a swimmer's strokes & turns. In order to be able to officiate at a meet as a Stroke & Turn Official, volunteers have to have attended a Stroke & Turn Officials clinic held by Middle Atlantic Swimming. The next two places/dates are as follows:

Sunday, October 5-1:00pm at Jersey Wahoos SC (Mt. Laurel, NJ)

Sunday, October 12-1:00pm at the Middle Atlantic Office, New Castle, DE

After attending the training session the volunteer needs to complete on line tests and join USA Swimming. Once they have done that, the MA Swim office gives them training cards which allow them to train with experienced judges at a meet.

Hytek Computer Operator(2 persons per session)-This position operates the computer/software that maintains the swimmers and meet entries as well as scores the meet. During a meet, the operator enters deck entries, pulls times from the Colorado Timing Console and prints results.

Colorado Timing Console Operator-This position operates the Colorado timing system which records times from the touch pads. During a meet, the operator advances the heats and adjusts for no finish/no swimmer lanes.

Volunteers interested in learning the Hytek &/or Colorado operator positions could sign up to train with an experienced volunteer at the Sprint Meet on Oct 11. These are positions down on deck at the scorers table, which gives an exciting vantage point for viewing the races, and are often filled by individuals familiar with computer work.

Awards(2 persons per session)-Our awards workers will receive labels from the scorers table and will apply the labels (stickers) to the backs of ribbons & medals and place them in their respective team bags. The awards volunteers are also responsible for posting the meet results as they are made available by the Computer Operator (usually in two places, one for the swimmer on deck, and one for the spectators out in the lobby on the wall near the ramp by the trophy cases).

This is a great job for someone who likes to be sitting down, but also wants to be on deck "where the action is"! Award workers should arrive by the start of the meet. The awards table is adjacent to the computer table by the pool.

Hospitality(2 persons per session)-These volunteers will be responsible for the hospitality room for the officials and coaches. This includes offering drinks to the volunteers during the meet. Hospitality works with the snack bar to ensure food service for the officials & coaches, & drinks for the volunteers. They are responsible for the set up of the hospitality room in the morning session before the meet begins and for clean up towards the end of the meet in the afternoon session. Periodically they also need to check the locker rooms for safety issues and general locker room condition. Any problems noticed in the locker room should be referred to the Meet Director. Morning Hospitality volunteers need to arrive one hour before the start of the meet(at start of warm ups). Afternoon Hospitality can clean up before the end of the meet. This volunteer position definitely gives you the best on deck seat to view the meet!

Snack Bar-(4 persons per session)- The snack bar is a great fundraiser for EMAC. They sell various hot & cold food items and drinks throughout the meet. The snack bar is set up in the lobby of the Sports Complex at the high school. The morning session volunteers should arrive at least one hour before the start of the meet, with one or two volunteers arriving 2 hours before the meet to set up. The afternoon session can close and clean up before the end of the meet. At least 4 volunteer positions per session are needed so that the volunteers can take turns going into the pool viewing area to see their child swim their event. Not only is this a great fundraiser for our club, but it also provides a very necessary service to all of the swimmers and families for nutrition. Many visiting teams, as well as our own team, are at the meet for the entire day and we all need to eat!

(Sue Primelo would like to start a Snack Bar Committee this year, where the ordering, purchasing, pickup, and transport of all of the snack bar items can be shared by a number of individuals. All of the snack bar equipment will now be kept at the EMAC office on Millrace Rd, and leftover non-perishable items will need to be returned to the EMAC office the following week. The storage area will be in the small room off of the lobby at the EMAC office, on the shelves. Please call or email Sue Primelo if you would like to be on this committee. We will be starting our planning for the Sprint & Mini Meets very soon. Look for an announcement soon for a snack bar planning meeting during an upcoming practice.)

Admissions(2 persons per session)- Arrive at least 20 minutes before the **start** of warm ups during your scheduled session. Your responsibility is to sell programs and collect admission fees. A sheet will be provided to record the amount of money that is collected, and the cash is placed in a provided zipper bag and turned in to the scorers table when done. The cash box and money sheet and programs will be at the snack bar on your arrival. Admission fees are collected for approximately the first two hours of a 4 hour meet session. Once done and the cash box and cash are turned in, you are free to watch the rest of the meet!

Timers(12 people per session)- two timers are needed for every lane, for each session of a meet. They time the race (we provide the watches), record the results for their lane,

and submit their timer sheets to the runner at the conclusion of each event. Timers need to arrive on deck 20 minutes before the start of the meet.

Back-up Timer (2 persons per session)-Runs a separate set of watches in case one of the lane timers watch doesn't start, and relieves lane timers for breaks. Arrive on deck 20 minutes before the start of the meet.

Runner(1 person per session)-Collects timers sheets from each lane at the conclusion of every event, and gives them to the scorer. Assists Officials and Computer Operators as needed when trying to resolve meet issues. Arrive on deck 20 minutes before the start of the meet.

Announcer(2 persons per session)- Announces each event and the swimmers who are rostered to swim. They will also announce scoring throughout the meet as scores are made available. Arrive 30 minutes before the start of the meet.