

Volunteer Position Descriptions and Where to Report

Timer (Monday, Tuesday, Wednesday) – Timers need to *report to the pool deck* prior to their shift. If you are working the first shift of the day, you'll be required to attend the timer's meeting that will occur ~15-30 minutes prior the start of the meet.

Backup Timer (M, T, W) – The *backup timer will also report to the pool deck* and if working the first shift, attend the timer's meeting. The timers need to see who the backup timer is so that they can get your attention if they need a new watch.

Clerk of Course (M, T, W) – *Clerk of course workers will report to the large tent* adjacent to the pool deck entrance (there will be chairs lined up). Once there, you will be given instruction by the clerk of course coordinator.

Hospitality (M, T, W) – *Hospitality workers will report to the officials tent* on the pool deck. They will be responsible for setting up and breaking down breakfast and lunch, refilling drink coolers and passing out drinks and snacks to timers and deck officials.

T-shirts/Heat Sheets (M, T, W) – T-shirt sales are usually set up *adjacent to the Tiki Hut*. Most t-shirts were pre-sold, so will involve passing out purchased merchandise and selling heat sheets. This position ends at 1 PM each day.

Runner (M, T, W) – *Runners will report to the officials tent* on the pool deck. Runners will be responsible for laminating and posting results and collecting lane timer sheets. One runner will be specifically assigned to our administrative officials who will provide specific instruction. On Wednesday, one runner will be solely responsible for running results and labels to the medal/ribbon group under the pergola in the dive well.

Heat Winner Distribution (M, T Only) – Those distributing *heat winner ribbons will report to the pool deck* 10 minutes prior to the start of the meet or at the start of the next shift. You will hand out ribbons to the heat winner for each race.

Dive Well Attendant (M, T, W) – *Dive well attendants need to report to the dive well* 10 minutes prior to the start of the meet/start of their shift. Spindletop has specific rules that need to be followed if they are to allow warmup/warmdown in the dive well. The lifeguards and/or Spindletop officials will provide guidelines for monitoring.

AWARDS

Medals/Ribbons (W only) – *Medal/ribbon workers will report to the pergola in the dive well*. Medals and ribbons will be out on a set of tables under the pergola. Results and labels will be brought to the tables to be placed on the medals/ribbons. Once all medals and ribbons have been labeled for an event, the medals, ribbons and a page with the results will be run over to the group distributing the medals/ribbons.

Award Line-up (W only) – Those lining up award winners *will report to the awards stand* in the grassy area adjacent to the Tiki Hut and the Signature Club tent. They will receive results from the award distribution team that will facilitate lining kids up in order to stand in front and on top of the awards stand. After the kids are lined up, the results will be provided to the person announcing the awards.

Award Distribution (W only) – Those distributing awards *will report to the awards stand* in the grassy area adjacent to the Tiki Hut and Signature Club tent. The labeled medals and ribbons will be handed off to this team and the awards will be presented to kids as they are announced.