**2021 Lititz Springs Swim Team**

**Volunteer Job Descriptions**

**We need your help to make this event a success!**

**Parking** – Be at pool by 6:30 a.m. – Direct cars until approximately 9:30 a.m. You will direct people where to park. No parking is allowed in the circle or along the fence in front of the pool, as well as across the street in the high school lot.

**Admissions** – Be at pool by 6:00 a.m. The admissions stand should be ready & open by 6:30 a.m. You will be given a list of the volunteers & coaches who get into the pool free from Lititz Springs, as well as invited teams. You will check off the name of each volunteer as they arrive. You will distribute coach’s packets to visiting coaches. Be responsible for the cash box at all times.

6:00 a.m. to 8:30 a.m.

8:30 a.m. to 11:00 a.m.

**Announcers** – Need to be ready to begin announcing by 7:00 a.m

**Runners** – Need to be ready by 8:00 a.m. Runners will be responsible for collecting the timing sheets from the timers and bringing them to the scoring table so swimmer times can be entered and events can be scored. Runners will also be responsible for posting results and “running” as needed to complete tasks for the scorers and meet director. Runners should decide among themselves what times they want to serve. Rotating is fine.

**Staging** – Need to be at pool by 7:30 a.m. All stagers need to attend the scratch meeting held at 7:50 a.m. at the pool snack bar area. This is where you will mark up your heat sheet so you will know which swimmers are scratching so you are not looking for those swimmers to stage. Head of Staging will let you know when they would like you to work. Stagers are responsible to get the swimmers from all teams on the benches in the appropriate order to swim.

**8, 10, 12 Helpers** – Need to be at pool by 8:00 a.m. Staging will start at 8:15 a.m. 8, 10, 12 Helpers are responsible to get Lititz Springs swimmers ages 8, 10, and 12 up to the staging area to be staged.

**T-Shirt Sales** – Need to be at pool by 6:30 a.m. Need to close by noon. You will be selling Lititz Springs Invitational t-shirts. Display t-shirts and hang/take down signs. Be responsible for the cash box at all times.

**Trash-Bathroom Check** – Need to be at pool by 8:00 a.m. Need to check men’s/women’s bathroom to be certain they are kept clean and orderly. You should see person on Pool staff if items are needed for the men’s/women’s bathroom. Please check trash cans to be certain they do not overflow.

**Candy Gram Sales** – Need to be at pool by 6:30 a.m. Need to close by 12:30 p.m. You will be selling candy grams to deliver to the teams. Be responsible for the cash box at all times.

6:30 a.m. to 9:00 a.m. / 9:00 a.m. to 12:30 p.m.

**Scoring** – Be at the pool by 6:00 a.m. to set up printers, computer, etc.

**8, 10, 12, Heat Ribbons**- Be at the pool by 8:00 a.m. Rotate handing out heat ribbons to winners in the 8, 10, and 12 heats. Check with Finish Judge if you are uncertain who came in first.

**Awards** – Be at the pool by 8:00 a.m. Place award labels on ribbons and medals, then place ribbons and medals in appropriate bags for each team. Will use Lititz Springs mailboxes for Lititz Springs awards.

**Timers** – Be at the pool by 7:40 a.m. to get your stopwatch and assignments. Need to attend Judges and Timer’s Meeting at 8:10 a.m. at the starting block area.

**Concession Stand -** Set-Up – Be at pool by 6:00 a.m. to help set up the snack bar.

**Concession Stand Sales** -

7:30 a.m. to 10:30 a.m.

10:30 a.m. – 2:00 p.m. – Snack bar will close at 1:00 p.m.

**Relief for Sales** – You should check in with the snack bar occasionally to determine if any additional help is needed or if someone needs a break.

**Errand Person for Snack Bar** –

**Water for Officials, Coaches & Timers** – Be at pool by 7:30. Check periodically with officials, coaches, and timers to see if they want water. The concession stand will provide you with water to give to the officials, coaches or timers.

If you have any questions, please contact:

**Eric Yoder**

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