



Hello Swim Chairs and Coaches,

Please find attached the 2023 County Volunteer assignments for each club. Please note that each position must be filled for the entire meet.

All volunteers must always display lanyards with credentials. No one will be allowed on the pool deck without credentials. All lanyards should be returned at the end of the meet to the volunteer table.

All volunteers should sign in at the volunteer sign in table which will be located at the far side of the starting blocks.

Please have your volunteers report at the following times:

Sign-in Table for Volunteers, Program sales	7:15 am
Deck Marshalls	7:20 am
Timers and all other volunteers	8:00 am

If a volunteer does not sign in, the coaches and swim chairs will be responsible for filling the slots and the meet will not start until all positions are accounted for.

Also every club needs to provide "clean - up" volunteer. This person will be responsible for making sure your team's area is left the way you found it when you arrived. Coaches and swim chairs are ultimately responsible to see that this happens.

Please note that Deck Marshalls are gender specific (M or F) as part of the responsibility requires entry to the male and female locker rooms. Also a few of the assignments already have names of club members who will be filling those roles.

Thank you and please let us know if you have any questions about the responsibilities of any of the volunteer roles.

Dana Charette
FCSL President

TIMERS –We have 18 timers (3 people per lane) and 2 back up timers. Individual clubs oversee shifts to cover their lanes, should they choose to break it up.

BULL PEN HELPERS – Six lanes will have 3 people. This job consists of a volunteer helping behind the blocks to make sure swimmers are in the right place before their race. Each volunteer will oversee two lanes. They will be given heat sheets to follow and to confirm with the swimmers and timers.

RUNNERS – These volunteers will take the heat sheets from each head timer after the conclusion of each event and run them to the scorer's table.

RIBBON TABLE – Four volunteers will work this table They need to be able to stay after the meet (approx. 15 mins) to finish sticking the labels on the ribbons and handing the ribbon bags to all the coaches.

PROGRAM SELLER –This will be two volunteers to sell programs to the meet. The program is a main source of income for the league.

DECK MARSHALLS – These parents will be stationed around the pool to make sure that everything is running smoothly, and there are no parents on the pool deck or in coaches area. They will also work the spectator area to make sure parents rotate to see their kids.

VOLUNTEER CHECK IN – This roll will make sure every role is checked in and accounted for.