



## VOLUNTEER POSITION DESCRIPTIONS

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### POSITIONS FOR BOTH WINTER AND SUMMER SEASONS

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#### **CHIEF VOLUNTEER MARSHAL** - *Required for Heats and Finals*

*Key responsibilities to include:*

- Supervising the volunteer work force
- Providing leadership
- Liaising with the SNSW Event Co-ordinator to deal with arising issues
- To rotate volunteer positions and provide breaks if and when necessary
- To cover toilet breaks etc
- Must be able to attend all sessions

This volunteer should be confident, exhibit initiative, and be willing to direct and control any issues. The Chief Marshal will be the first point of contact for volunteers within their team and will pass on any serious issues to the SNSW Event Co-ordinator.

#### **MEDAL PRESENTATION ASSISTANTS (Medals Table)** - *Required for Finals only*

*Key responsibilities to include:*

- Assisting the SNSW Event Co-ordinator in the production of medal ceremonies
- Assisting in the co-ordination of the VIP medal presenters
- Preparing the required medals for each medal presentation
- Assisting in co-ordinating the order of medal presentation proceedings
- Presenting the medals to the VIP medal presenter during presentation

These positions would ideally be performed by the same volunteers each evening of the event. This position requires the ability to work to strict deadlines and handle stressful situations. Knowledge of swimming and results would be an advantage.

#### **RESULTS RUNNERS** - *Required for Heats and Finals*

**\*\*** Volunteers for this position must be at least 15 years of age and physically capable

*Key responsibilities to include:*

- Distribution of results to areas and people in various locations during **both heats and finals sessions**
- Photocopying of results
- Be responsible for the marking up of finals results when withdrawals are received
- Report directly to the SNSW Chief Recorder

Physical fitness is key to this position due to the large area of the complex that needs to be covered whilst carrying out the posting of results. Result runners will work in closely with the Chief Recorder and Results area.

### **CHECK POINT MARSHALS** - *Required for Heats and Finals*

#### *Key responsibilities to include:*

- Ensuring that pool deck personnel continue moving through the correct areas
- Ensuring that the Field of Play area is kept clear at all times
- Assisting and directing patrons to their seats
- Maintaining a smooth flow of traffic in your designation area
- Ensuring that only personnel with appropriate accreditation are allowed access to the pool deck

Checkpoint Marshals will be allocated a checkpoint to monitor each session. This role involves significant people skills as you will be in direct contact with the general public, coaches and athletes for the majority of the shift.

### **ALL PURPOSE VOLUNTEER** - *Required for Heats and Finals*

#### *Key responsibilities to include:*

- To be able to cover any position listed above
- To be able to effectively carry out the roles of any position required
- To assist the Chief Volunteer Marshal in ensuring that all positions are filled during the running of the meet
- To assist the Chief Volunteer Marshal in any capacity required

This position requires the volunteer to be physically capable and to have a basic knowledge of the conduct of swimming events and the various roles carried out by the volunteer personnel.

### **TRAINING POOL MONITOR** - *Required for Heats and Finals*

#### *Key responsibilities to include:*

- Monitoring the MC training lanes throughout the duration of the meet to ensure no able-bodied swimmers are using this lane
- Liaising with swimmers to ensure they are MC swimmers
- Asking able-bodied swimmers, when necessary, to vacate the designated MC lanes

There have been an increasing number of able bodied swimmers using the MC designated lanes at our meets and it provides an unfair disadvantage to the MC swimmers when trying to warm up/warm down during competitions.

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## **POSITIONS FOR SUMMER SEASON ONLY**

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### **MEDAL WINNER CHAPERONES** - *Required for State Open Finals only*

\*\* At least 3 female volunteers will be required for these positions

#### *Key responsibilities to include:*

- Chaperoning the medal winners from the time they leave the pool until they arrive at the medal presentation area
- Ensuring that athletes arrive in the presentation area with sufficient time for briefings etc prior to their victory ceremony
- Ensuring that all athletes are clothed and presentable for presentation, *e.g. not just in their swimmers*. That athletes have some form of footwear (thongs are acceptable). This is a requirement for all Swimming NSW Championships

#### *Uniform Requirements:*

- Black knee length skirt or slacks
- White blouse/business shirt
- Black shoes

Chaperones will work closely with the SNSW Event Co-ordinator and other presentation area volunteers. Knowledge of swimming and results is an advantage for this position.

**BASKET HANDLER OFFICER - Require for State Open Finals Only**

**\*\*Volunteers for this role must be at least 18 years of age and physically capable**

*Key responsibilities to include:*

- Chaperoning the Basket Handlers on pool deck
- Keeping all Basket Handlers in line as they enter and exit pool deck
- Ensuring all Basket Handlers behave in a professional and friendly manner, keeping out of the way of athletes and officials both on and off pool deck

We require at least 1 volunteer for this position for every evening session. This position is fast paced and best suited for someone with no physical limitations as there are no rest periods during the session for this position.

**BASKET HANDLERS - Require for State Open Finals Only**

**\*\*Volunteers for this role must be at least 12 years of age and physically capable**

*Key responsibilities to include:*

- Working well in team environment
- Collecting athletes clothing/footwear left on pool deck in a fast, efficient manner
- Running from one end of the pool to the other

We require minimum 10 volunteers for this position per night. Each team of Basket Handlers are to wear their club t-shirt/uniform and be physically fit, as this position involves fast paced walking and sometimes running. The baskets when full of athlete clothing and footwear can become heavy so please keep this in mind when nominating for this position. Each team will work under the directive of the Basket Handler Officer and any Handlers seen not performing, will be asked to leave pool deck.

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**FROM TIME TO TIME, IF VACANCIES OCCUR AND WE HAVE MORE VOLUNTEERS THAN NEEDED FOR A PARTICULAR MEET, VOLUNTEERS MAY BE CALLED UPON TO CARRY OUT TIMEKEEPING DUTIES.**

**IF YOU DO NOT WISH TO DO TIMEKEEPING DUTIES, PLEASE COMMUNICATE THIS TO THE CONVENOR WHEN APPLYING FOR POSITIONS.**