



Hampton Woods Hammerhead Swim Team Volunteer Duties

Bullpen

Hammerhead Bullpen Responsibilities

We will need 3 check-in sheets for 1st shift volunteers to ensure all swimmers show up

Purpose

This area of responsibility includes signing in all swimmers; writing/confirming swimmers events on arms; ensuring swimmers are ready and waiting for their races; standing at blocks on time.

Before the Meet

- Plan to arrive 1 hour prior to the meet.
- Verify bullpen setup – roped off area, chairs in proper places, sign up.
- Check in all swimmers and ensure they are properly marked up using the guidelines below:
 1. Swimmer's right arm (information facing them) includes his/her races, heats, lanes and event names. If race information is missing, ask the swimmer for his/her individual meet sheet so you can mark up the swimmer's arm with a black sharpie marker (see next page for an example).
 2. Swimmer's last name written on back right shoulder with a black sharpie marker to help quickly identify them.
- Once all swimmers have been checked in, notify coaches of any swimmers who have not arrived. Coaches will then advise bullpen volunteers of any changes to specific events.



Hampton Woods Hammerhead Swim Team Volunteer Duties

Figure 1
Individual Meet Entries Report Example
There are 86 events. See last page for order of events.

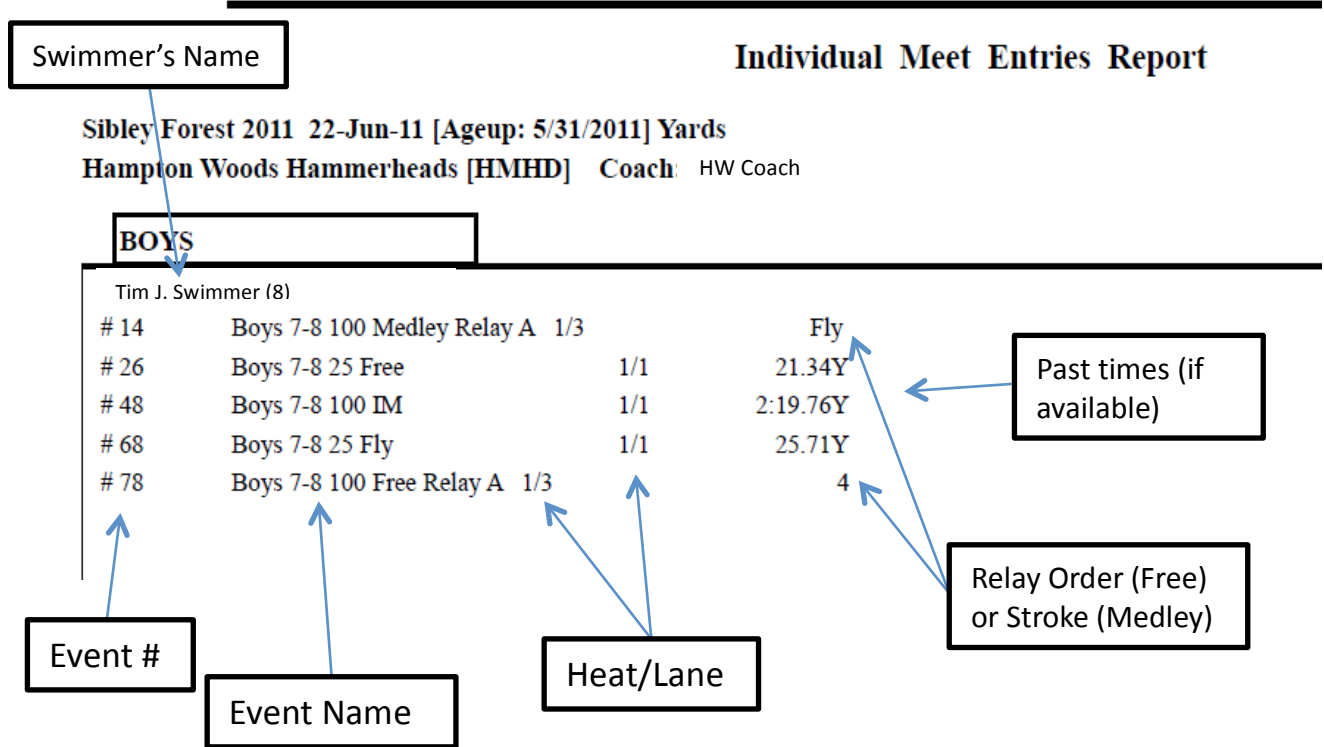
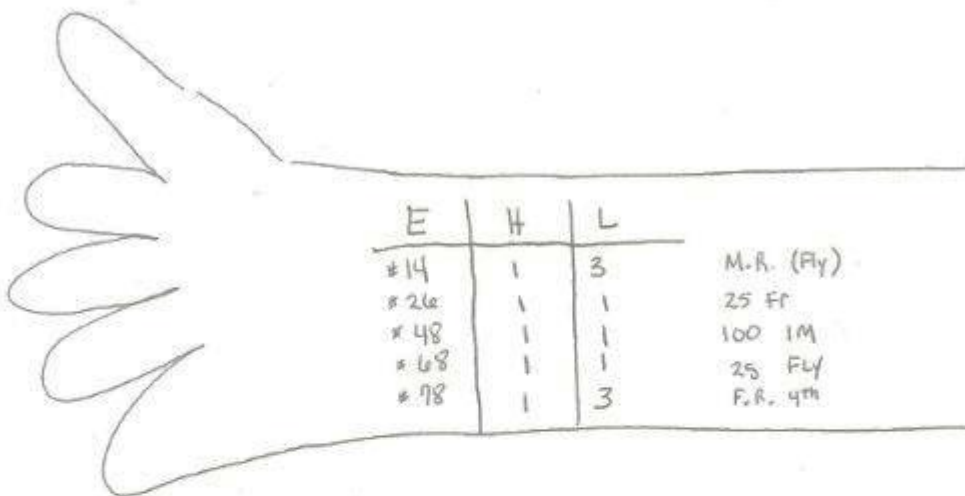


Figure 2
Mark Up Example on Right Forearm – BEFORE SUNSCREEN!



KEY

- FR = Freestyle
- BK = Backstroke
- BR = Breaststroke
- FLY = Butterfly
- M.R. = Medley Relay
- F.R. = Free Relay



Hampton Woods Hammerhead Swim Team

Volunteer Duties

Bullpen, Continued

During the Meet

There are 86 races in each meet with generally 4 heats per race. Meets start around 6:00 p.m. and end around 10:00. There are two groups of volunteers:

- 1st shift: covers events 1 – 43
- 2nd shift: covers events 44 – 86

Each shift will consist of 3 volunteers in the bullpen:

- Two people to organize swimmers by race and heat – never leaves the bullpen
- One person escorts swimmers to blocks

To keep the races running smoothly, it is imperative to keep at least 5 races ahead. (Note: Certain volunteers are more familiar with the girls or the boys or age groups. Divide and conquer the different groups of swimmers among volunteers.)

Concessions

1. Arrange for food, drink and snacks for families of both teams at HOME meets.
2. Team will divide into following duties for home meets
 - a. Purchasing drinks, candy, etc. in bulk, icing down drinks
 - b. Coordinating families to contribute fruit and sweets
 - c. Setup
 - d. Posters/advertising
 - e. Selling/checkout
 - f. Cleanup

Clean Up

1. Ensure all debris cleaned up, put away swim team supplies, pool furniture in place, take trash bags to dumpster.

Holding Area/Starting Blocks

1. Make sure children know what stroke they are swimming and that the correct child is in the right line (both ends of the pool when necessary). **Communicate with Timer.**
2. Encourage children to do their best; help calm any fears.

Ribbons

1. Produce and distribute ribbons following each meet.
2. Create/maintain swimmers' files in ribbon box.
3. Attach label to ribbon and file in swimmers' files for celebration day after meet.

Runners

1. Arrange for two shifts of runners for all meets (1 runner for 1st half; 1 for the 2nd half of each meet)
2. Collect tickets from Timers as well as place ticket from judges and deliver to scorekeeper.



Hampton Woods Hammerhead Swim Team

Volunteer Duties

Set Up

HOME MEET SETUP CHECKLIST

- **Set-up (2-3 volunteers)**
- Get the flags out of the attic and set them up
- Get the posts out of the attic and rope off both sides of the pool for the referee area
- Turn the lawn chairs sideways against the wall
- Set up lane ropes
- 12 kickboards, one for each lane on each end of the pool
- Tables for swimmer check-in, late mark-ups, scorekeeper and volunteer check-in
- Set out markers, volunteer nametags, clipboards, pens, stopwatches, scorekeeper sheets, touch judge sheets and event flip board
- Signage for swimmer check-in, mark-ups, volunteer check-in, and bullpen
- Set up Bullpen Area, mark off with masking tape, align chairs around edge
- Get the heat/lane signs
- Hang concession sign off upper deck railing
- Bullhorn and air horns
- Set up lights (3 in the pump house)
- Set up reserved parking signs (3 in the pump house)
- Set up non-parking sign on mailboxes along one side of Chestnut Lake Drive
- Confirm trash cans are empty
- Stop watches ready? Clip boards?

Volunteer Check-in (1 Volunteer)

- Watch for any gaps in volunteer coverage
- Ensure supplies are distributed

AWAY MEET SET UP CHECKLIST

Set-up (2 volunteers)

- Immediately report and absences to the coaches
- Help coaches mark changes to swimmer line-ups
- Mark off Bullpen area with signs and masking tape

Volunteer Check-in (1 Volunteer)

- Watch for any gaps in volunteer coverage
- Ensure supplies are distributed



Hampton Woods Hammerhead Swim Team

Volunteer Duties

Scorers

1. Bring score sheets
2. Bring pencils
3. Bring team laptop
4. Record the points from each event, runners will hand you cards, enter into computer.

Starter/Announcer

1. Bring bull horn
2. Verify fresh batteries
3. Attend starter clinic by Cobb County

Timers

1. Verify the following is ready (check Swim Team box)
 - a. Clipboards
 - b. Pens
 - c. Stopwatches
2. Time swimmers using stopwatch and record times accurately on pink/blue ticket. Pass ticket to runners. Make sure you have the correct ticket and work with speed.

Touch Judge

1. Sit at side of each end of the pool with opposing team judge to determine and record the place of each swimmer at the finish of each race.

Post Season Party

1. Order and distribute trophies after season and plan post-season party.
2. Coordinate food, send out invitations and collect money for end of year party.