

## Security / Swimmer Traffic

Purpose: Volunteer monitors are needed to assist with controlling access to the pool deck and to manage the flow of swimmers as they exit from the pool deck.

Volunteers needed: There are five (4) volunteers needed **per session**

Specifics:

1. See the “Security and Swimmer Traffic Positions” layout sheet for Positions 1 through 5 as outlined below.

Position 1 prevents unauthorized access to deck from locker rooms and monitors the bulkhead to remove swimmers and coaches. (Coaches and Swimmers are not allowed on the bulkhead)

Position 2 prevents unauthorized access to Clerk of Course from the exterior door.

Positions 3 and 4 prevent unauthorized access to deck from Clerk of Course and direct swimmer traffic. Swimmers entering the pool deck from Clerk of Course are given priority over those who have completed their swims.

2. Access to the pool deck is restricted to swimmers, properly marked meet officials / volunteers, coaches, and CSA executive committee members. Coaches and volunteers can be identified by the CSA issued colored wristbands. Officials and CSA executive committee members are identified by badges / credentials.
3. At no time may a person without a wrist band, executive committee badge or official’s credentials be allowed on the pool deck or in the Clerk of Course area. Swim coaches are not permitted in Clerk of Course nor are they allowed behind the starting blocks.\*\*\*

Shifts: Volunteers should be in place at the end of warm ups for each session (see Master Schedule for warm up end times) and remain on duty until the end of the session.

\*\*\*Coaches are permitted to assist an 8&U swimmer behind the blocks if necessary.

## POOL MONITORS

This job requires two (2) people to watch the warm-up / warm-down pool throughout each session of City Meet. The warm down pool will be set up with lane lines to promote back and forth swimming for the sole purpose of warm up and/or warm down.

Swimmers have the tendency to use this pool for socializing and playing which creates distractions for meet officials and swimmers on the competition side of the pool venue. When swimmers gather and socialize, it is the pool monitor's responsibility to ask them to swim laps or exit the pool.

Absolutely no diving is allowed. Entry is feet-first only! Swimmers may NOT hang on the lane lines in the middle of the pool or at the ends. They are either swimming laps, or they are to be on the way to their team area or COC. Swimmers are not allowed to congregate to socialize at the warm down pool.

Swimmer ages 8 & under will not be allowed to use the warm up / warm down area on any day of City Meet.

## Parade Set-up

This assignment requires your club to coordinate the annual parade of teams on Saturday afternoon July 8. A minimum of five (5) volunteers who are not shy about giving directions to rowdy swimmers are required. See below for specifics.

The parade will assemble in the order below. The first team (Forest Oaks) will be at the SEC door with the others falling in behind and lining up through the Team Area in the SEC. The last team in line will be Green Valley. A copy of the order should be given to coaches/ reps so that teams can use to line up. Reps and coaches should advise their swimmers to wear shoes/sandals as the pavement between the SEC and the GAC will be hot!

At 4:05, the parade will proceed to the GAC lobby and to the warm pool / COC area. Each team will stop at the double doors leading into the competition pool and await the signal from the Parade Director to enter the competition pool area.

As teams enter they will parade in front of the Grandstands and will be placed in their final position by a Parade Escort. Have coaches compact their team into a small area as deck space is limited. Once teams have been placed, the 2016 Golden Swimmers should make their way to their assigned block.

**New.** "Bumper Music" and a technically proficient device operator to be provided to play music as each team enters the venue. Music to be energetic / upbeat and "G" rated subject to Meet Director approval. You must provide the device (I-pod) with music already on it and be ready to preview and practice at 3PM meeting.

### **Parade Order 2017**

Forest Oaks CC	Hammerhead	1
Sedgefield CC	fins	2
YMCA	Bears	3
Pinetop	Piranhas	4
Henson Forest	Hammerhead	5
Southeast	Tigersharks	6
Starmount Forest CC	Stingrays	7
Cardinal	Cardinals	8
Elks GSO	Stampede	9
Grandover	Griffins	10
Oakridge	Orcas	11
High Point Elks	Elks	12
Ridgewood	Riptide	13
Lawndale	Lizards	14
Adams Farm	Aqua Dragons	15
Greensboro CC	Blue Dolphins	16
Lake Jeanette	Lightning	17
Bur-Mil	Marlins	18
Sherwood	Raiders	19

Hamilton Lakes	Hornets	20
Friendly	Frogs	21
Green Valley	Gators	22

We will use two way radios to communicate between the announcers and the parade coordinator.  
Please report to the scoring table at 3:00 P.M. for a planning meeting with the meet director.

**Supply a US Flag , City Of Greensboro Flag and an NC Flag to the scoring table by 1:30 PM Saturday.**

## DROP OFF LANE CONTROL

Two (2) volunteers will manage the swimmer drop off area between the GAC and the ACC Hall of Champions. Volunteers should be in place at the swimmer drop off area 45 minutes **before** the warm-ups begin for each session. The volunteers manage the traffic flow (act as traffic cops) through drop off lanes. They also maintain the integrity of the barricades set up for the drop off lanes. The Assistant Meet Director will dismiss these workers before the competition begins.

**Safety of swimmers is of the highest importance!** Please assist swimmers who will be passing in front of vehicles that are parked for drop off.

Two (2) volunteers are needed at each of the times listed below. Report to the Assistant Meet Director to pick up vests and last minute instructions.

Thursday, AM	11:15
Thursday PM	3:00
Friday, AM	7:00
Friday PM	3:15
Saturday, AM	7:00
Saturday PM	2:00

## Clerk of Course

Lake Jeanette has been assigned the responsibility to manage the Clerk of Course. They have an experienced core group of workers that will make the function run smoothly with help of the great volunteers being sent by your club.

Workers need to report to the Clerk of Course 45 minutes prior to the start of each session to assist with paperwork and set-up duties. Each Club is responsible for providing workers for the entire session. See breakdown on page two of this form.

Workers should report to the Head of Clerk of Course (located in the SEC) at times shown below for pre-session instructions. The SEC is the building adjacent to the GAC - the classroom on the left of the entrance will be the meeting place

**Session #1 Thursday, July 6 (workers report at 11:55 AM)**

**Session # 2 Thursday, July 6 (workers report at 4:15 PM)**

**Session # 3P Friday, July 7 (workers report at 7:45 AM)**

**Session # 3F Friday, July 7 (workers report at 4:00 pm)**

**Session # 4P Saturday, July 8 (workers report at 7:45 am)**

**Session # 4F Saturday, July 8 (workers report at 4:00 pm)**

Clerk of course is the most critical area for running City Meet. The work can be hard, but it is rewarding. Please send volunteers who fully understand that they will be WORKING, and not watching their kids swim. Please send us your best and brightest people to work in Clerk of Course. Thanks!

## Swimmer Area / COC Announcer

**Purpose:** To provide clear and understandable PA announcements calling swimmers in the Special Events Center / Swimmer Area to the Clerk of Course

**Important Note:** This job will **NOT** be required for finals sessions on Friday and Saturday evenings. All other sessions are needed.

### **Specifics:**

- 1) Arrive 30 minutes before start of session and seek out Clerk of Course manager for instructions. Request a two-way radio and a Heat Sheet from the manager.
- 2) Station yourself at the podium just inside the entrance to Swimmer Area in the Coliseum Special Events Center. Upon arrival, check the microphone to see that it is working properly. Also check your radio by calling the COC manager.
- 3) The COC head will alert you via the radio as to what event is to be called over the PA. You will announce "First Call Event # X. Event # X please report to Clerk of Course".
- 4) Wait 2-3 minutes and repeat the announcement leaving out the "First Call" wording.
- 5) On your heat sheet, check off the events as you go.
- 6) The COC may ask you to make a "Last Call" announcement for a particular Event
- 7) If you are asked by swimmers/parents where it is that swimmers should report, the initial point of COC entry is a conference room. See Swimmer Area schematic provided. This will show you where swimmers should go. Thursday COC location is based upon age/gender. Friday and Saturday will be a single location.

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## Volunteer Parking Lot Operation

Purpose: The volunteer parking lot (Parking Lot # 9) is designated to provide free parking to Pass Holders that are volunteering in a **particular session** of City Meet. CSA is charged a fee for each car parked in this lot. An attendant is needed to ensure that only vehicles with the appropriate pass are allowed to park in this lot.

Number of volunteers required: One (1) volunteer **per session**

### Specifics:

1. Parking attendant to report to City Meet director 1 hour and 15 minutes before scheduled start of warm ups for EACH session (see Master Schedule). City Meet director will provide an example of each parking pass that allows entry to the volunteer parking area. City Meet director will also provide a vest and clicker counter.
2. Upon arrival at the lot, parking attendant will make note of the number of vehicles already in the lot at his/her arrival.
3. Parking attendant will allow only those cars with valid passes to enter the lot and record each entry on the manual counter provided by City Meet director.
4. Parking attendant will remain at the lot until twenty (20) minutes past the scheduled start of the session (see Master Schedule) at which time coliseum parking staff will arrive to receive the count of vehicles parked as well as vehicles present before the count started.
5. After meeting with Coliseum parking staff member, bring the manual counter along with the count of cars already in the lot to the City Meet director on the pool deck at the GAC.

### Note:

This volunteer position must be prepared to work in adverse weather conditions. An umbrella for shade or rain is strongly suggested. Also, since this person will be at their post for more than two hours, a folding chair is suggested.

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