

Greater Pensacola Aquatic Club

Volunteer Positions

The following is a list of the various jobs required to host a meet and a brief synopsis of what they entail.
Please realize that we need every family to help with the running of our meets.

Position	Immediate Need	Description	Training Required
Awards Chair	No	Order trophies three weeks before a meet. Pick up trophies and bring to the meet. During the meet, post results as they are made available, place labels on ribbons and sort them by team.	No
Awards Worker	Yes	During the meet assist with posting and labeling. Two volunteers needed.	Yes @ Meet
Bull Pen	Yes	Assist with lining up 8 & Under swimmers behind the blocks for their events. Minimum of 4 volunteers needed.	Yes @ Meet
Clerk of Course	Yes	Prepare coaches packets prior to meet. Day of meet, enter late entries swimmers into the meet. This position handles all necessary paper work to run the meet. Minimum of 3 volunteers needed.	No
Computer Entry	Yes	Enters information from the console into the computer and prints the results. Minimum of 3 volunteers needed.	Yes
Console	Yes	Operate the machine responsible for storing the swimmers time. Minimum of 5 volunteers needed. (Two at each end of the pool for Short Course meets and one for relief)	Yes
Heat Sheets	No	Take heat sheet to printer on Monday prior to the meet. Pick sheets up on Friday and take to the meet to sell.	No
Heat Sheet Ad Coordinator	No	Receives ads from members and makes sure they are included in the heat sheet	No
Hospitality Chair	Yes	Plan food to be served to Officials, Coaches, Timers & Volunteers at the meet. Position comes with a complete notebook outlining procedures.	Yes - Minimal
Hospitality Worker	Yes	Assist the Hospitality Chair with setting up meals and snacks; help with serving officials. Minimum of 6 volunteers needed.	No
Meet Set Up & Tear Down	Yes	Assist with setting up and taking down tables, chairs, touch pads etc.	No
Meet T-Shirts	No	Design T-shirt and contact a vendor to make order. Pick up shirts and bring to the meet to sell.	No
Sales	No	Staffs table to sell Heat Sheets, T-Shirts and other items. Minimum 2 volunteers needed.	No
Stroke & Turn Officials	Yes	Ensure that the swimmer is performing the correct stroke and turns during the meet. People applying for this position need to be registered with USA swim, take their open book test, attend a clinic, and apprentice 6 swim sessions. Extra perks: tax deduction for hotel room, mileage, and meals. Minimum of 6 volunteers needed. If interested, contact John Molchan.	Yes
Timer Drivers	No	Pick up Navy timers before the meet on Saturday and Sunday and return them to the base at the end of the meet each day. Minimum of 5 drivers needed who can transport at least 6 timers	No
Timers Organizer	No	Contact Navy or other service members for their timing serves 4 to 6 weeks prior to a meet.	No
Timers Relief	Yes	We typically have timers from the Navy on Sat & Sun, however we need 16 volunteers for Fri nights and for relieving the Navy timers on Sat and Sun.	Yes - Minimal

All of the above positions need to have multiple people who know how to perform the duties. If you have not done one of the positions above please learn one of the skills and volunteer! Having members who know how to perform multiple jobs makes running a meet much smoother.

Please contact our Vice President in Charge of meet Operations to learn more about Volunteering!