



Berkshire & South Buckinghamshire ASA

(Sub regional body of the Swim England South East)

Development Meet 2025

Information for Volunteers

To help the meet run smoothly and safely we need help of volunteers from the attending clubs.

These jobs do not require any prior training, the role will be explained fully when you arrive at the leisure centre.

When you arrive, please report to the registration desk at the time requested and the volunteers' coordinator will show where you will be based and explain what the role requires you to do.

You will also be given a wrist band and sports bib so that you can be identified. The wrist band also acts as a free pass giving you access to the spectator gallery for the rest of the day.

There is no dress code for volunteers and all materials will be provided. If you are performing poolside roles, note it can be warm and you may get wet.

For a list of the roles and where they are located leisure centre, please see the next page. The document then gives a brief description of each role.



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Role	Location	Session 1	Session 2
Registration Desk / Runner / Sweets	Atrium & Poolside	09:40 – 15:10	14:40 – 19:15
Poolside Safety	Poolside	09:40 – 15:10	15:00 – 19:15
Marshalls	Changing Area (Poolside)	10:15 – 15:10	15:00 – 19:15
Changing Area Supervisor	Changing Area (Poolside)	10:15 – 15:10	15:00 – 19:15
Medal Desk	Spectator Gallery (Upstairs)	11:30 – 15:30	15:20 – 19:30
Spectator Entry Desk	At Top of Stairs	10:00 – 15:10	15:00 – 19:15



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Volunteer Role Descriptions

Registration / Runner / Sweets (2 volunteers)

- Report to the registration desk at the time indicated.
- Register the swimmers using the highlighter pens provided
- Handout coaches/TM packs
- Direct officials up to the officials room (upstairs in the studio).
- When registration closes, assist the results manager with posting the hard copies of event results
- Distribute sweets and water to the officials and meet volunteers poolside.

Poolside Safety (2 volunteers)

- Report to the registration desk at the time indicated.
- Ensure swimmers remain outside the changing rooms until 10:15. At this point, swimmers in warm-up 1 will be given priority entry.
- Check fire exits are kept clear
- Ensure swimmers do not bring large bags poolside (they need to use the lockers)
- Ensure the air-conditioning vents by the windows are kept clear.
- If the poolside area become overcrowded, work with the meet promoter to manage numbers and move swimmers / teams around as required.



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Marshalls

(4 volunteers)

- Report to the registration desk at the time indicated.
- Explain the warm-up timetable to swimmers (instructions will be provided)
- Marshall swimmers in the changing area, organising them by event heat and lane (as per the provided start sheets)
- Send out swimmers to the starting blocks in order of heat. 1 heat waiting behind the starting blocks.
- Ensure swimmers are not using mobile phones in the changing area

Changing Area Supervisor

(2 volunteers)

- Report to the registration desk at the time indicated.
- Monitor the changing area. Ensure only authorised volunteers, coaches and TMs allowed inside (check wrist bands).
- Ensure swimmers are properly dry and dressed (including footwear) when leaving the changing rooms.
- Stop any bad behaviour by swimmers (security guard assistance available if required), report any problems to the promoter's team. Use of mobiles/cameras prohibited in the changing area
- If leisure centre members wish to use the sauna, make sure they only use the sauna area and do not mix with the swimmers. If they need to use the toilets, they need to be escorted into the swimmers section of the changing rooms.



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Medal Table (2 volunteers)

- Report to the spectator entry desk at the top of the stairs at the time indicated.
- The medal table will be located upstairs, in the spectator gallery.
- Distribute medals (Gold, Silver, Bronze) based on the official results lists provided by our results team (hard copies will be provided to mark up, please do not use results from the website)

Spectator Gallery Entry Desk (2 volunteers)

- Report to the registration desk at the time indicated
- Located at the top of the stairs
- Collect admission fees and distribute wrist bands (card payments only)
- Ensure only paying spectators access the gallery.
- Volunteers are permitted in this area when off duty (check wrist bands).