



Pre-Check Volunteer

Swimmers attend Pre-Check to drop off donations and pick up their swim cap. This is a chance to get to know our swimmers, who have dedicated their time and athletic talents to support clean water in Buzzards Bay. We want to start their SWIM experience off on the right foot with **enthusiasm** and **gratitude!**

- **Greet swimmers as they arrive**
 - **Welcome:** Great to see you!
 - Name please?
 - Is this your first time swimming with us? (First time swimmers may have additional questions about how it all works)
- **Alert Checklist**
 - Alerts will be highlighted on the check-in sheet
 - Anything outstanding must be collected **before** they receive their swim cap
 - **Have they signed the Event or Parental waiver?**
 - If NO, have them (or parent) sign the event waiver, retain the original, and update check-in spreadsheet
 - **Have they provided emergency contact info?**
 - If NO, collect name/phone number and enter into check-in spreadsheet
 - **If they are an Escorted Swimmer, is their kayak escort registered?**
 - If NO, provide them with the registration link and request that they send it to their escort
- **Have they brought any additional donations with them today?**
 - **Cash or checks:** record amount, donor name, and swimmer name into donation tracking spreadsheet
 - **Credit card:** send them to a BBC staff member to complete their transaction
- **Event Reminders**
 - **AM Shuttle:** Departs Fort Phoenix at 5:45 am, all riders must be registered in advance
 - **Kayak Inspection:** All Escorted Swimmers must have their escort's kayak inspected **before** they can pick up their timing chip on the morning of the Swim
 - **Day-of Pre-Check:** even though a pre-checked swimmer will have their swim cap, they **MUST** check-in with the **Pre-Check Greeter** before they can pick up their timing chip on the morning of the Swim (Pre-Check Greeter location will be clearly marked)
- **Swim Cap**
 - Write the swimmer's cap number on the check-in sheet before handing over to them
 - Swimmers **must** wear this swim cap during the event
 - Non-latex caps are available if a swimmer has an allergy
- **Thank them and tell them, "HAVE A GREAT SWIM!"**

Thank you for volunteering at the Buzzards Bay Swim!