



Check-In Volunteer Job Description

Your role is to greet the swimmers, ensure that they have everything needed to swim, note if they are using any swim aids (fins, floaties, etc.) and – only then – give them their swim cap and let the body marking begin!

Set Up

- A check in station consists of two small tables from Cisco Kitchen & Bar, and two chairs. There are four stations overall with 12 check-in staff members.
 - 1 check in volunteer/table
 - 1 body marker/table
 - 1 check in spreadsheet, organized alphabetically
 - Laminated instructions for Check In and Body Marking, taped to the table
 - Wave schedule, taped to the table

Process

- Welcome and greet swimmers, thank them for participating!
- **FIRST QUESTION: Are you swimming with a kayak escort?** If so, they need the Kayak Inspection Form completed before they can check in. The Kayak Inspection Station is over on the beach, they should meet their kayaker there to confirm inspection and receive form, then come back to check in to complete process.
- Escorted and unescorted swimmers will be on separate spreadsheets
- Ask for their name, then – **check the “ALERT!” columns** on your spreadsheet. Anything outstanding should be collected before you give out their swim cap.
 - Have they signed their **event WAIVER** or **parental waiver**?
 - If No, have them (or parent) sign the event waiver, and retain the original
 - If they are an unescorted swimmer, do we have their qualifications?
 - They need qualifications on file to swim.
 - If they are an escorted swimmer, is their kayak escort registered?
 - If No, take down their escort’s name and contact info.
 - If **EMERGENCY CONTACT info** is missing, please request it and write it in on the sheet: we need a name and number of someone we could call should the swimmer experience a health emergency during the event.
 - Only when ALL information is confirmed and collected, then note their **swim cap color** and send them over to the Swim Cap volunteer, telling the Swim Cap Volunteer which color cap the swimmer will need.
- Swim Cap Volunteers grab the cap that corresponds to their swimmer wave, **located in the box next to the tables.**
 - **Write their swimmer number on their Swim Cap, above the BBC SWIM Logo.**
- **Send them to the Body Marking** volunteer when they have received their cap
- **ANYONE WHO IS UNDER 21 MUST HAVE AN “X” ADDED TO THEIR NUMBER.** Make sure your body marker knows if a swimmers is under 21.

When the area is cleaned up and all swimmers have embarked feel free to join us over at the finish line at 8:30am for pancakes, the award ceremony, and to celebrate another successful Swim!

Any problems or questions? See your Check-in Team Leader, Beth McDermott.

Thank you!