



**2023**

## **Swimmer Tent Volunteer Plan**

**Key volunteer roles:** *3 volunteers*

**Swimmer Tent Captain (1)** – Know policies/procedures for swimmer tent, oversee attendees and assist swimmers with their needs.

**Swimmer Tent Attendants (2)** – Distribute swimmer prizes and swag according to list. Help swimmers locate their belongings, race times, and answer questions.

**Swimmer Tent Crew** – (all) set up be ready by to receive swimmers by 7:30 am.

**Instructions for unloading the trailer. To be done *prior* to setting up area . . .**

- Transport supplies from the trailer to the appropriate areas

**Instructions for *after* the trailer is unloaded . . .**

- 10 x 10 tent will be assembled by the tent team
- Set up three 8' tables (will be delivered by table moving team)
- String yellow caution tape along the back of the NORTH WEST side of the tent to designate the area for swimmers' belongings
- Unload box of supplies (e.g. zip ties, tape, pens, scissors)
  - Receive prize lists from Event Manager (Three will be available so volunteers can multi task).
- Display swimmer signage on poles (to be zip tied to front legs of tent)
- Organize & display swimmer Swag (along with corresponding printed lists) and kayaker tees
- Display swimmer prizes
- **PHOTO OPP – all volunteers will be asked to pose @ 10 am!**

**Post Swim** – Reverse Order packing up supplies and load into trailer