MDSA SWIM TEST PROCEDURES—KEEP WITH SIGNS

MDSA SWIM TEST VOLUNTEER "JOB" DESCRIPTIONS and GENERAL FLOW of PROCEDURES

All Volunteers please arrive at the upper parking lot at Moriello Pool no later than 11:30AM, in order to help bring the equipment to the picnic tables at the pavilion. **Register the time you arrived and your name on the Volunteer Sign-in sheet.**

Volunteers will receive a bright orange visor designating them as MDSA Volunteers (to be supplied my MDSA). Moriello is storing a card table and the two supply bins in their office. **Note:** please be flexible, as duties may vary.

Job Descriptions

The following "job" descriptions have been clarified to accommodate online preregistration ability of volunteers. Please note if you have signed up to be a Team Member in previous years especially, this may be different from what you're used to.

A. Team Leader: Oversees and troubleshoots operations; assigns volunteer responsibilities. Team leader directs setting up all equipment in proper flow order and ensures all is returned properly. Team Leader is the last person applicants see—gives out membership card and welcome letter; gives a brief talk about the MDSA and beach rules, and suggests volunteering. TIme permitting, second checks hand written applications for completeness and clarity.

B. Greeter (Team Member): ALL APPLICANTS MUST FIRST SEE THE GREETER who welcomes them and initiates the process with verification of all required documents. Checks hand written applications for completeness and clarity. Requests the applicant to sign in and **GIVES THE APPLICANT A NUMBERED CLIPBOARD (same number as on the sign-in sheet) ONLY AFTER ALL DOCUMENTS ARE COMPLETE.**

The numbered clipboard (same number as on the sign-in sheet) the greeter gives to the applicant should have the following items:

1—Application Form prepared online, but if NOT, hand a blank application to complete.
2—Risk/Release Form printed online and signed by applicant, but if NOT, use a blank form to complete.
3—Lap counter checklist.
4—Two membership ID cards to be signed by applicant, and full name printed clearly.
5—2 headshot photos brought by applicant, but if NOT, provide the list of nearby places (provided) where copies (of license photo) can be made.
6—Cash or check made out to MDSA for test fee of $20.

C. Banker (Team Member): Collects payment via cash or check; signs off on application as "PAID" (time permitting, second checks hand written applications for completeness and clarity). Collects signed cards, photos, and signed Risk/Release Forms to turn over to **Laminator.** At closing, Banker will also write up a deposit slip for the checks and cash received.

D. Laminator (Team Member): Glues photos to signed ID cards and seals both cards using self-laminating pouches; staples 1 card to the signed Risk/Release Form and places in folder next to Banker. Places 2nd card in "alphabetical box", to be given to respective applicants after passing the test.

E. Lap Counter (Team Member): holds clipboards, monitors laps using checklist for keeping track, ensures that applicants swim the test completely, and signs off on applications for tests passed.

F. 3 Minute Tread Monitor (Team Member): using a timer or watch with a second hand, times applicants for 3 minutes treading water. Directs applicants with his/her clipboard to the Laminator to collect his or her ID card.

—Continued—

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Applicant Should Proceed as Follows AFTER signing in with Greeter:

1. **Applicant signs** 2 ID Cards & Risk/Release Form on clipboard with application & 2 photos.
2. **Pay Banker:** Banker initials as **Paid**; Banker also signs off on Banker's Log. Drop off cards, photos, NYS RIsk/Release form for Laminator.
3. **Goes to poolside and gives clipboard to a Lap Counter; awaits for his/her number to be called to take the swim test and tread water**.
4. **After passing test, is given his/her clipboard with application indicating that test was successfully completed and is instructed to go to the Laminator.**
5. **Drops off application and picks up Membership Card and Welcome Letter**.
6. **Listens to Team Leader** who gives brief talk about beach rules and suggests volunteering.

(Supply of Welcome Letters should be kept near the signed cards in the "alphabetical box.")

Closing Out Procedures

1. At the end of the test the clipboards with (only) a blank Swim Test Sheet are placed in the bin in numerical order with non-numbered clipboards in the back.
2. Put hand written applications and online printouts in alphabetical order in assigned folder for Data Base Manager; put Risk/Release forms with stapled cards in alphabetical order in assigned folder. Make sure for each application there is a signed RIsk/Release form.
3. When test processing is complete, assist with breakdown and setting up for the next week's test, such as making sure the clipboards are set up and in order, and all materials are packed up. Leave card table, station signs, and 2 supply bins in the pool office.
4. Notify Team Leader if any supplies need to be replenished to let Judy know.
5. Banker should ensure money is secure and given to Team Leader for Judy to deposit.
6. SIGN OUT.

Thank You! Thank You! Thank You Volunteers for Your Time and Talents!