

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 by 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 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—One membership ID card to be signed by applicant, and full name printed clearly.
 - 5—2 headshot photos brought by applicant, but if NOT, suggest the Library as a place to obtain copies of their ID or license photo.
 - 6—Cash or check made out to MDSA for test fee of \$25.
- C. **Banker (Team Member):** Collects payment via cash or check; signs off on application as “PAID” (time permitting, second checks applications for completeness and clarity). Enters payment in Banker’s Log. At closing, Banker will count money received (for both checks and cash), write total on Log, place in an envelope labeled with total amount, hand to the Team Leader. Banker returns payment to an applicant who fails the swim test and indicates it on the application.
- D. **Laminator (Team Member):** Glues one photo to signed ID card and seals card using self-laminating pouch. Attaches second photo to signed Risk/Release of Liability by placing tape over entire photo. Stores Risk/Release forms alphabetically in folder and laminated membership cards alphabetically in box until applicant has completed the swim test. At closing, Laminator hands all Risk/Release forms to Team Leader.
- 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; initials application next to Lap Counter initials that the test is passed. Directs applicants with their clipboard to the Laminator to collect their ID card.

—Continued—

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Applicant Should Proceed as Follows AFTER signing in with Greeter:

1. **Applicant signs** 1 ID Card and signs Risk/Release Form on which they clearly print full name and mailing address. Application, Risk/Release form, two photos are attached on the clipboard.
2. **Pay Banker:** Banker initials application as Paid and enters amount on Banker's Log. Banker sends applicant with all paper work to Laminator station.
3. **Applicant** goes to poolside and gives clipboard to a Lap Counter; awaits for their number to be called to take the swim test and tread water.
4. **Applicant**, after passing test, is given their clipboard with application indicating the test was successfully completed and is instructed to go to the Laminator.
5. **Applicant picks up membership card and is instructed to go to the Team Leader.**
6. **Team Leader takes clipboard** from applicant and hands them a Welcome Letter (kept near membership cards), gives a brief summary of key points in the Welcome Letter about both Park and beach rules, and suggests volunteering.

Closing Out Procedures

1. **At the end of the test** the clipboards are set up for the next week's test by attaching a blank Swim Test Sheet and 1 card and placed in numerical order in the bin.
2. **Completed applications and Risk/Release forms**, both in alphabetical order, are placed in a large envelope (there's usually one in the bin).
3. **When testing is complete**, all volunteers should sign out and supplies returned to the bins; bins are then brought back to the Pool Office.
4. **Notify Team Leader** if any supplies need to be replenished.
5. **Team Leader** should recount money in envelope from Banker and drop off money, applications, release forms at Judy Mage's vestibule, top right MDSA drawer, and inform Co-coordinators if any supplies need to be replenished.

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