

# 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. **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 copy machine in the pool 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, renewal instructions, and welcome letter; gives a brief talk about the MDSA and beach rules, and suggests volunteering.

**B. Greeter (Team Member): ALL APPLICANTS MUST FIRST SEE THE GREETER** who welcomes them and initiates the process with verification of all required documents. THE APPLICANT RECEIVES 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 by applicant, but if NOT, use a blank form to complete.

**3**—Lap counter check-list.

**4**—Two membership ID cards to be signed by applicant.

**5**—2 headshot photos brought by applicant, but if NOT, make 1 or 2 copies and charge \$3 or \$5 as applicable

**6**—Cash or check for test fee of \$20, plus photo fee \$3 or \$5 if applicable.

**C. Photographer/Copier (either Greeter/Proofreader; Team Member):** Prints copies of applicants’ photo IDs for those who have not brought their own photos.

**D. Banker (Team Member):** Collects payment via cash or check; signs off on application as “PAID”. 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.

**E. 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 Treasurer. Places 2nd card in “alphabetical box.”

**F. Proofreader:** Checks hand written applications for completeness and clarity; checks that ALL applications show PAID, PASSED, and checks that RISK&RELEASE Forms are signed.

**G. Lap Counter (Team Member):** holds clipboards, ensure that applicants swim the test completely, and signs off on applications for tests passed.

**H. 3 Minute Tread Monitor (Team Member)**

—Continued on Back—

# MDSA SWIM TEST PROCEDURES—KEEP WITH SIGNS

## Applicant Should Proceed as Follows AFTER signing in with Greeter:

1. **Applicant signs** 2 ID Cards & Risk&Release Form on clipboard; holds application & 2 photos.
2. **Pay Banker:** Banker initials as **Paid**; Banker also signs off on Banker's Log.
3. **Over to Laminator** (who should be next to the Banker).
  - (a) The laminator initials application for receipt of signed Risk&Release;
  - (b) **On the applicant's clipboard:** places **application** under the **Checklist** for the Lap Counter and Tread Monitor to sign off on (this Checklist is for MDSA internal use and not part of the application). **Directs applicant to poolside for Swim Test.**
  - (c) Glues photos on both **signed** ID cards;
  - (d) Laminates cards with self-adhesive pouches;
  - (e) Staples one ID card to **signed** Risk&Release Form, sets aside alphabetically in folder;
  - (f) Places the other ID card in the "alphabetical box".
4. **Lap Counter** monitors laps and can use Checklist for keeping track; initials application.
5. **Tread Monitor (NEEDS A WATCH OR TIMER WITH A SECOND HAND):** Times the applicant for 3 minutes treading. **Directs applicant to Proofreader.**
6. **Proofreader** takes clipboard with application, checks for PASSED test and completed and clear handwritten applications; ensures Risk&Release Form is signed; directs applicant to Team Leader.
7. **Team Leader** gives Membership Card, Welcome Letter, and renewal instructions; gives brief talk about beach rules and suggests volunteering. (Supply of Welcome Letters and Renewal Instructions should be kept near the signed cards "alphabetical box.")

## Closing Out Procedures

1. At the end of the night the clipboards need to be set up for the next week's test with 2 blank cards on each and placed in numerical order with non-numbered clipboards in the back. Put used sign-in and treasurer sheets to back of books so blank sheet is first sheet in each loose leaf book.
2. Put paper applications and printouts in alphabetical order in assigned folder for DB Manager; put Risk&Release forms with stapled cards in alphabetical order in assigned folder.
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, copier, and station signs at 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.
6. Help carry equipment back to parking lot for return to MDSA Co-coordinator.

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