



Swimmer Prize Tent Volunteer Plan

Timing & Location Details

- **Shift Time: 5:30am-11:00am**
- **Finish Line Location: Fort Phoenix State Reservation**
 - Green St, Fairhaven, MA 02719

Key Volunteer Roles

- **Swimmer Tent Captain (1)** – Know policies/procedures for swimmer prize 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.

Procedure

- 5:30am: Volunteer Muster with Finish Line Captain
- Assist fellow volunteers unloading BBC Trailer
- Work with Tent/Banner Team to set up 10 x 10 tent
- Set up three 8' tables
- Unload box of supplies (e.g. zip ties, tape, pens, scissors)
- Receive prize lists from Event Manager
- Display swimmer signage on poles (to be zip tied to front legs of tent)
- Organize & display swimmer Swag (along with corresponding printed lists)
- Display swimmer fundraising prizes
- **Important:** Check off name on prize list as swimmers pick up item.

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

Any problems or questions? See your Finish Line Captain.

Thank you for volunteering at the Buzzards Bay Swim!