



Attendance Volunteer Job Description

Your role is to greet the swimmers and mark them “here” on the attendance list. These swimmers have attended an Advance Pickup for Caps and will already have their swim cap & number.

Timing & Location Details

- **Shift time: 5:00am-8:00am**
- **Start Line Location: Cisco Brewers Kitchen & Bar**
 - 1482 E Rodney French Blvd, New Bedford, MA 02744

Set Up

- The Attendance & Body Marking station consists of two small tables from Cisco Kitchen & Bar, and two chairs.
 - 1 ATTENDANCE volunteer per table
 - 1 BODY MARKING volunteer per table
 - 1 check-in spreadsheet, organized alphabetically
 - Laminated instructions for Body Marking, taped to the table
 - Swimmer wave schedule, taped to the table

Check-In Process

- Welcome and greet swimmers, thank them for participating!
- **FIRST QUESTION: Are you swimming with a kayak escort?**
 - If so, they need the Kayak Inspection Form completed before they can check in.
 - If they are swimming with a Kayak Escort, and have already had their escort’s kayak inspected, collect the Kayak Inspection sheet from them.
 - If they are, but have not had their escort’s kayak inspected, let them know the Kayak Inspection Station is over on the beach - they should meet their kayaker there to confirm inspection and receive a completed form, then come back to check-in to complete the process.
- **SECOND QUESTION: What is your name?**
 - When you locate them on the sheet, **check off as here.**
- **Once you have checked off their name, they will proceed to Body Marking.**
 - **ANYONE WHO IS UNDER 21 MUST HAVE AN “X” ADDED TO THEIR NUMBER.** Make sure your body marker knows if a swimmer is under 21.
 - Swimmers proceed to the Body Marking volunteer once they have received their cap.

When the area is cleaned up and all swimmers have embarked, feel free to join us over at the Finish Line for pancakes, the award ceremony, and to celebrate another successful Swim!

Any problems or questions? See your Check-in Team Leader.

Thank you for volunteering at the Buzzards Bay Swim!