



2025 VOLUNTEER ORIENTATION
REGISTRATION COMMITTEE

Welcome to the Volunteer Team for 2025 USA Swimming Toyota National Championships being held at the IU Natatorium in Indianapolis. This document will serve as a convenient reference for your duties as a member of the Registration Committee.

Please read it carefully so that you are prepared to greet and assist our guests in Indianapolis in June.

Thank you for donating your time and talents to the 2025 Toyota National Championships!

Sincerely, The Local Organizing Committee – Registration Committee

COMMITTEE NAME: Registration

CHAIRPERSONS: Jessica Bridges, Dina Clark, Doug Rowe, Kaitlin Smith, Cindi Tunnicliffe, Mary Ellen Tynan

CHAIRPERSONS	EMAIL	MOBILE PHONE
Jessica Bridges	Jbridges0107@gmail.com	317-363-1395
Dina Clark	clarkdina@outlook.com	980-322-5130
Doug Rowe	summitshasta@yahoo.com	317-650-4838
Kaitlin Smith	cgacfundamentalcoach@cgacswim.org	317-850-3100
Cindi Tunnicliffe	cjtunnicliffe@hotmail.com	815-546-6773
Mary Ellen Tynan	meswimoffice@gmail.com	978-996-9655

DESCRIPTION OF REGISTRATION COMMITTEE VOLUNTEER DUTIES

This is the designated area where the coaches and athletes check in when they arrive at the Indiana University Natatorium. First impressions are important, so it is essential that all volunteers be friendly and helpful. Venue access must be strictly controlled, and this happens through Registration.

- **COACH MEMBERSHIP STATUS** - Only coaches who are current coach members of USA Swimming in good standing can be issued team packets and credentials at Registration. Coach membership and good standing must be confirmed by showing their membership card through the USA Swimming App. Screenshots are not acceptable. If a team is eligible and has applied for more than one coach deck pass, each coach must check in individually and verify his/her registration status.
- **ATHLETE MEMBERSHIP STATUS** - Only athletes who are current athlete members of USA Swimming in good standing and registered in the meet can be issued a credential at Registration. Athlete membership and good standing reconciliation will be done and a list of athletes with alerts will be on file. All athletes with alerts must be confirmed and in good standing by showing their membership card through the USA Swimming App. Screenshots are not acceptable.
- **WAIVERS** – USA Swimming and USOPC waivers will be electronically collected. No one can receive a credential without waivers on file.

- **SWIMMER ASSIGNMENT FORMS** - If a swimmer arrives at Registration without a coach already checked in, he/she cannot get his/her credentials. These swimmers must have a previously completed the Swimmer Assignment Form or find a coach who is willing to serve in a supervisory capacity and complete a Swimmer Assignment Form for the athlete before any athlete credential can be issued.
- **TEAM PACKETS** - The team packets will be prepared after entries close. The packets will contain important event documents as well as the team credentials and parking permits. If teams have outstanding fees, those fees will be listed on the packet label and those coaches should be directed to the on-duty Natatorium staff for payment of outstanding fees by credit card only.
- **CREDENTIALS** - This is the official event “badge” that all athletes and coaches must have to gain access to the venue and will be in the team packets.
- **PARKING PERMITS** – Pre-purchased parking permits are included in the team packets. The number of pre-purchased parking permits will be designated on the packet label. Not all teams will have purchased parking permits in advance; those teams will pay \$7 on entry by credit or debit card only. Pre-purchased permits are good in the Permit Section of the Natatorium Sports Garage at the 2nd and 3rd entrances. Permits should be swiped upon entry. At Registration, please direct all coaches who have pre-purchased parking permits to move their vehicles to the Permit Section of the garage within 15 minutes to avoid any additional parking charges or parking violations.

VOLUNTEER CHECK-IN/CHECK-OUT

Upon arrival at The Natatorium all volunteers should report directly to the Volunteer Services Desk located in the Natatorium Pro Shop at the bottom of the NE deck entry stairs. There you will receive your event credentials and meet your Registration on-duty Committee Chair. Your Committee Chair will direct you from there.

At the completion of a shift and after checking out with your Registration Committee Chair, volunteers will return to the Volunteer Services Desk to check out and receive a parking voucher to exit the Riverwalk Garage free of charge.

If a scheduling problem occurs during the event, please email natswimmingvolunteers@gmail.com
This email will be monitored during all venue hours of operation from June 1 – 7.

COMMITTEE SHIFT TIMES, SUPERVISOR LOCATIONS, & MEALS

2025 USA Swimming Toyota National Championships			
VOLUNTEER SHIFT TIME	SUPERVISOR LOCATION CHECK-IN	SUPERVISOR LOCATION CHECK-OUT	ANY INCLUDED MEAL(S)*
6:45 AM-12:00PM	Volunteer Desk	Registration	Breakfast & Lunch
7:45 AM-12:00 PM	Volunteer Desk	Registration	Breakfast & Lunch
1:00 PM-4:30 PM	Volunteer Desk	Registration	Lunch
3:00 PM-7:00 PM	Volunteer Desk	Registration	Dinner
4:30 PM-8:00 PM	Volunteer Desk	Registration	Dinner

*Volunteer meals will be served in the Hospitality Room at the southern end of the Natatorium behind the diving towers. Committee Chairs will release volunteers at designated break times during each session to eat. Volunteers with special dietary needs are welcome to pack their meals; refrigeration will be provided.

ADDITIONAL COMMITTEE INFORMATION

- Volunteer parking will be on floors 5 & 6 of the Riverwalk Garage. The Riverwalk Garage is adjacent to the Natatorium Sports Garage and connected by a bridge on the 3rd floor. Volunteers should pull a ticket upon entry and proceed to floors 5 & 6 to park. You will need the ticket that you pulled upon entry to exit the garage after your shift, so be sure to keep the ticket in a secure location.
- There is no secure place to store personal belongings while you are on duty. Please do not bring any personal belongings other than those that can be kept on your person. Waist packs and small over-the-shoulder bags are permitted.
- Assigned shirts black pants/capris, and black shoes are required of Registration volunteers.

Thank you for volunteering!

We look forward to working together with you to create lifetime memories for everyone visiting Indianapolis during the 2025 Toyota National Championships
– including you!