



NATIONAL CHAMPIONSHIPS



INDIANAPOLIS, IN • 2023

VOLUNTEER GUIDE

2023 Phillips 66 National Championships
Indiana University Natatorium – Indianapolis

2023 Phillips 66 National Championships

Volunteer Information & Guidelines

Welcome to the Volunteer Team!

In late June, the eyes of the national and international swimming communities will be on Indianapolis as the host city for USA Swimming's 2023 Phillips 66 National Championships. From June 27 – July 1, here at the Indiana University Natatorium at IUPUI, approximately 600 of the USA's most elite swimmers will be competing for one of the coveted spots on USA Swimming's World Championship Team, the Pan American Games Team, the Junior World Championship Team, and the LEN European U23 Swimming Championships.

Welcome to the volunteer team for this exciting competition! As teammates, we share both a unique opportunity and significant responsibility as the athletes, coaches, families, media, sponsors, and fans from across the nation who will descend upon Indianapolis – many for the first time.

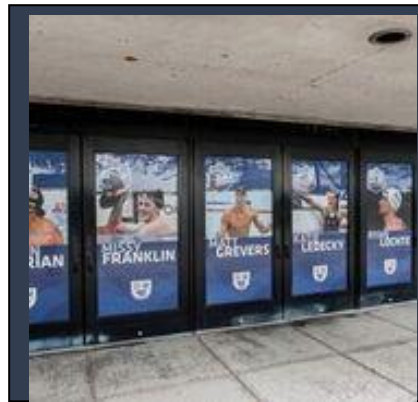
This document, along with the virtual volunteer training session, have been designed to serve as valuable resources to help prepare you to be an outstanding member of our volunteer team. Your becoming familiar with all the details will not only enhance the experience for yourself, but also for our visitors and fans who will quickly recognize the preparedness and friendliness of our volunteer team.

USA Swimming, the IU Natatorium, Greenfield Community Aquatic Team, and your Local Organizing Committee thank you for sharing your time, talents, and energy, all of which will ensure the success of these this elite swimming competition. This certainly would not be possible without your contributions. We're looking forward to working together to create special memories for all who visit *The Nat* this summer – including you.

Sincerely,
The Local Organizing Committee
2023 Phillips 66 National Championships

Phillips 66 National Championships Overview

From Tuesday through Saturday, June 27 – July 1, the Indiana University Natatorium on the campus of IUPUI in Indianapolis will be home to the 2023 Phillips 66 National Championships. Approximately 600 of USA Swimming's most elite athletes will be competing for a coveted spot on Team USA for one of four 2023 international competitions – World Championships, World Junior Championships, Pan American Games, and the LEN European U23 Swimming Championships. A star-studded field of athletes is expected. Early indications suggest that most of the 2020 Tokyo Olympians are training for this competition.



Each competition day consists of a morning preliminary session beginning at 10:00 AM and an evening finals session beginning at 7:00 PM. All sessions will be webcast at usaswimming.org. Televised sessions are as follows:

- Tuesday, June 27 – Friday, June 30 Finals: Live on NBC's Peacock platform
- Saturday, July 1: NBC from 1:00 – 2:00 PM Eastern (Taped)
- Sunday, July 2: NBC from Noon – 2:00 PM Eastern (Taped)
- Sunday, July 2: CNBC from 2:00 – 3:00 PM Eastern (Taped)

Activities surrounding the event include daily autograph sessions beginning at 6:00 PM in the Toyota Aqua Zone located in the gymnasium on the upper concourse of the Natatorium.

The IU Natatorium, conveniently located near downtown Indianapolis, has hosted many elite aquatics events including the U.S. Olympic Team Trials – Swimming in 1984, 1992, 1996, and 2000. *The Nat* has the largest indoor seating capacity of any aquatics venue in the United States with approximately 4,700 spectator seats. The 2023 Phillips 66 National Championships are being co-hosted by the IU Natatorium and Greenfield Community Aquatic Team along with support from the following Clubs-of-the-Day: Carmel Swim Club, Center Grove Aquatic Club, Greater Evansville Aquatic Team, Fort Wayne Swim Team, Mt. Vernon Premier Aquatics, New Palestine Aquatics Club, and Southeastern Swim Club. Visit the local event website at iunat.iupui.edu for more information.

Schedule At-A-Glance

Sunday, June 25

IU Natatorium
Team Practice
8:00 AM – 8:00 PM
Team Registration
8:00 AM – Noon
1:00 PM – 6:00 PM

Monday, June 26

IU Natatorium
Team Practice
8:00 AM – 8:00 PM
Team Registration
8:00 AM – Noon
1:00 PM – 6:00 PM
Virtual Technical Meeting
6:00 PM
Virtual Officials' Meeting
After Technical Meeting

Tuesday, June 27 – Saturday, July 1

IU Natatorium
Competition Days
Pool Hours: 7:00 AM – 1 Hour After Finals
Preliminaries: 10:00 AM (Spectator doors open at 8:30 AM)
Finals: 7:00 PM (Spectator doors open at 5:30 PM)



Tuesday, June 27 – Saturday, July 1

IU Natatorium Gymnasium

Toyota Aqua Zone Hours

9:00 AM – 1 Hour After Prelims

5:00 PM – 1 Hour After Finals*

6:00 PM Athlete Autograph Signings in Aqua Zone

*Aqua Zone closes at 8:00 PM on Saturday.

Thursday, June 29

Finals Session: One America Family Night

Saturday, July 1

Finals Session: USA Swimming Community Night



Schedule Summary

EVENT	DATE	OPEN	SCHEDULE
Team Practice Day	Sunday, June 25	8:00 AM	8:00 AM – 8 :00 PM
Team Practice Day	Monday, June 26	8:00 AM	8:00 AM – 8:00 PM
Competition Day Preliminaries	Tuesday, June 27 – Saturday, July 1	Pools: 7:00 AM Doors: 8:30 AM	Pools: 7:00 AM – One Hour After Finals
Competition Day Finals	Tuesday, June 27 – Saturday, July 1	Doors: 5:30 PM*	5:30 PM – End of Finals
Toyota Aqua Zone	Tuesday, June 27 – Saturday, July 1	9:00 AM – One Hour After Prelims & 5:00 PM – One Hour After Finals	

*On Tuesday and Saturday, the spectator doors will open earlier for the distance freestyle sessions based on the event timelines.

Facility: From June 27 – July 1, the Indiana University Natatorium on the Campus of IUPUI will be home to the 2023 Phillips 66 National Championships. The IU Natatorium was completed in 1982 at a cost of \$21.5 million. The facility has three pools (competition pool, instructional pool, and diving well) which combined hold over 2.1 million gallons of water. The Nat is one of the top aquatic facilities in the World and is considered to be one of the premier aquatic facilities in the United States.

In the last 40 years, the facility has been the host to thousands of local, regional, national and international aquatic events and championships. The main competition pool has been proclaimed one of the fastest pools in the world with 19 World Records and 138 American Records. The US Olympic Team Trials – Swimming were held here in 1984, 1992, 1996, and 2000. The names of all the team members who have qualified for an Olympic Team at *The Nat* are inscribed on the south wall of *The Nat*. The Natatorium is also open daily to the public for lap-swimming, aquatic lessons, and classes. A two-year \$20 million renovation was completed at *The Nat* in April of 2017.

CONTRIBUTING ORGANIZATIONS

USA Swimming (USA-S): USA Swimming is the national governing body for the sport of swimming in the United States. USA-S administers competitive swimming in accordance with the Amateur Sports Act and provides programs and services to its members, supporters, affiliates, and the interested public. USA Swimming is responsible for the selection of USA Swimmers for all international events including the Olympic Games and World Swimming Championships. The national headquarters of USA Swimming are located at the U.S. Olympic Training Center in Colorado Springs, Colorado. USA Swimming is responsible for the conduct of the 2023 Phillips 66 National Championships and has provided valuable resources and counsel to the local hosts in the planning and execution of this event.



Local Co-Hosts: The 2023 Phillips 66 National Championships are being co-hosted by a partnership between the Indiana University Natatorium and Greenfield Community Aquatic Team. The Local Organizing Committee (LOC) is made up of 50 volunteer leaders from these two organizations who are co-chairing 19 different committees for this championship.

Indiana University Natatorium: The Indiana University Natatorium is an organizational member of USA Swimming and has been the proud partner with USA Swimming for some of the nation's most elite competitions including the recent 2022 FINA World Cup last November. Collectively, the Natatorium staff has over 100 years of experience in aquatic programming, facility management, and event hosting.



Greenfield Community Aquatic Team (GCAT): Greenfield Community Aquatic Team, the club co-host for this championship, is located in Greenfield, IN, just east of Indianapolis in Hancock County. GCAT is a year-round competitive swim team offering high quality professional coaching and technique instruction for all ages and abilities. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor. As the club co-host, GCAT is responsible for identifying co-chairs for the LOC committees and providing valuable volunteer support from its membership. Greenfield Community Aquatic Team has previously served as a club co-host for Indiana Swimming's Senior State Championships as well as multiple Tyr Pro Swim Series events at the IU Natatorium.



COMMUNITY PARTNERS

IUPUI iupui.edu	Indy Ambassadors indyambassadors.org
Visit Indy visitindy.com	Clubs-of-the-Day Carmel Swim Club Center Grove Aquatic Club Greater Evansville Aquatic Team Fort Wayne Swim Team Mt. Vernon Premier Aquatics New Palestine Aquatics Club Southeastern Swim Club
Team Indiana indianasportscorp.org	
Indianapolis International Airport Ind.com	
One America oneamerica.com	
IU Health luhealth.org	



ORDER OF EVENTS



Heats Begin at 10:00 AM		Finals Begin at 7:00 PM
Women's Events	Day 1 – Tuesday, June 27	Men's Events
1	200 Butterfly	2
3	100 Freestyle	4
5	Women's 800 Freestyle*	-
-	Men's 1500 Freestyle*	6
	Day 2 – Wednesday, June 28	
7	200 Freestyle	8
9	200 Breaststroke	10
11	200 Backstroke	12
13	50 Butterfly	14
	Day 3 – Thursday, June 29	
15	400 Individual Medley	16
17	100 Butterfly	18
19	50 Breaststroke	20
21	50 Backstroke	22
	Day 4 – Friday, June 30	
23	400 Freestyle	24
25	100 Breaststroke	26
27	100 Backstroke	28
	Day 5 – Saturday, July 1	
29	Women's 1500 Freestyle*	-
30	200 Individual Medley	31
-	Men's 800 Freestyle*	32
33	50 Freestyle	34

*On days 1 & 5, the 800 and 1500 freestyle events will be swum slowest to fastest, alternating women's and men's heats, with the fastest heat of each race swum during the evening session. All other heats will be scheduled so that the second fastest heat of the men's event finishes approximately one hour prior to the start of the evening session.

GENERAL VOLUNTEER INFORMATION

Volunteer Conduct

As a Phillips 66 National Championships volunteer, you are a hospitality ambassador for the State of Indiana, the City of Indianapolis, and the sport of swimming. High service levels and appropriate conduct are expected from each volunteer. Your professionalism, positive attitude, and friendly smile are crucial to the success of this championship and the city's continuing ability to attract elite sporting events. This may be the first visit to Indianapolis and the IU Natatorium for many of our guests; the impressions and memories they take home with them are largely dependent on the

local volunteers with whom they interact during their visit. Please be courteous, helpful, and friendly to all participants, officials, and fans.

Volunteers are expected to be immediately responsive to guests and to handle all situations calmly and reasonably. In being helpful to our visitors, you are not expected to know all the answers. The information in this document, the volunteer training during the virtual orientation session, the pre-event briefings by your Committee Leaders, and the following guidelines will assist in your preparation

as a volunteer for this championship. For answers to questions you do not know, please contact your on-site Committee Leader. Thank you for your support of and enthusiasm for the return of our 2020 Olympians and America's fastest swimmers to the IU Natatorium!



Please follow these volunteer guidelines at all times. Thank you!

- Be respectful of all individuals.
- Always do your best to accommodate our guests. Never respond to a question with, "I don't know." Instead say, "Let me find the appropriate person who can help you." Then immediately follow up by finding the person who can provide the answer, which in most cases will be your Committee Leader or the chair staffing the Volunteer Services Desk.
- It is **NEVER** appropriate for a volunteer to approach an athlete or coach to either engage in conversation or solicit an autograph. Athletes have been preparing for months to maximize their performances at this event; they deserve to have that opportunity in a professional environment free of distractions. Any volunteer who approaches an athlete or coach for an autograph will be escorted from the venue and be required to turn in his/her credentials for the remainder of the championship. We appreciate your cooperation in this important area. (Remember: There will be daily autograph signing sessions from 6:00 – 6:45 PM at the Toyota Aqua Zone in the Natatorium gymnasium.)
- Children, friends, and family members are not to accompany you on your volunteer shift.
- Alcoholic beverages are not to be consumed by volunteers in uniform at any time..
- Smoking is not allowed. IUPUI is a tobacco-free campus.
- While on duty, all cell phones should be turned off and stored; no text messaging please while on duty.
- No cameras are allowed while working as a volunteer; this includes smart phone cameras. Any volunteer observed taking pictures while on duty will be escorted from the facility and be required to turn in his/her credential for the remainder of this championship. Photos can be taken from the spectator stands during times you are not on duty as a volunteer.
- Please do not chew gum or eat while working on your shifts. Volunteers should confine their eating to the volunteer hospitality area while on a break.
- To learn more about this event, please visit the local event page at iunat.iupui.edu.
- Smile, smile, smile☺!

Personal Items

Please do not bring any personal items with you during your scheduled volunteer shifts unless they can be kept inconspicuously on your person. Fanny packs and small over-the-shoulder purses are recommended. We ask that you do not talk on cell phones or text while you are on duty. It is advisable to leave all personal electronic devices at home or locked safely in your car or elsewhere. Unfortunately, there is no secure location in the venue to store volunteer belongings. The Local Organizing Committee and IUPUI are not responsible for personal items brought into the venue by volunteers.

Volunteer Hospitality

On competition days, three scheduled meals will be served each day. On practice days, meals will be ordered out in the late morning and late afternoon for any volunteers in the venue.

Hospitality for volunteers will be available during breaks in the hospitality room behind the diving towers. It is advised to use the east back hallway into the hospitality room rather than walking across the pool deck so as not to disturb the competition. Your Committee Leaders will schedule breaks during posted meal hours.

Volunteers are not to take any food outside of this area. Volunteers are permitted to drink sodas or bottled water during their shifts, but are asked to be discreet in their consumption of these beverages while on duty. If you have special dietary needs, it is advised to bring your own food. Refrigeration will be provided in the hospitality area as well as a microwave. Thank you!

Volunteer Parking During the Event

All volunteers will receive complimentary parking on floors 5 & 6 of the Riverwalk Garage which is just south of the Natatorium Sports Garage. Please be sure to park only on floors 5 & 6, or you will be subject to a parking violation fee. Volunteers should pull a ticket upon entering the garage and keep this ticket in a safe location. When signing out from his/her volunteer shift at the Volunteer Services Desk, each volunteer will be given a voucher to use as payment when exiting the garage. First insert the ticket you pulled upon entry; then insert the voucher for payment instead of a credit card. To view a campus map, visit iunat.iupui.edu and click on 2023 Phillips 66 National Championships at the top left on the home page. The Riverwalk Garage is designated as XP on the campus map.

Checking In and Out for Duty

After parking, all volunteers should report directly to the Volunteer Services Desk located in the Natatorium Pro Shop at the bottom of the stairs that lead to the east deck. Please report for duty at least 15 minutes prior to the start of their assigned shifts. The only exception to this is the basket kids who will meet in the specific area as instructed by their Committee Leaders. If you are an airport volunteer, please see the Airport Volunteer section below. As per Indiana University policy, all volunteers must present a government issued, photo ID when signing in to volunteer. At check-in, volunteers will receive their volunteer t-shirt, their event credential, and instructions on where and to whom to report.

At the end of each volunteer shift and after being released from duty by the Committee Leader, each volunteer must check out at the Volunteer Services Desk. At that time, the volunteer will turn in their event credential in exchange for a parking voucher that will grant free exit from the Riverwalk Garage.

Volunteer Attire & Distribution

Upon check-in at the Volunteer Desk prior to his/her first assigned shift, each volunteer will receive a complimentary shirt to wear while on duty as a volunteer at these championships. Please wear something that you can easily pull a t-shirt over as there is no place to store clothing. The required bottom is a self-supplied, clean, and pressed pair of black slacks, capris, or skirt. To maintain a professional environment, volunteers are asked not to wear shorts.



The official uniform must be worn during all shifts a volunteer is on duty. Please wear comfortable, clean shoes. The venue is large, and many positions require a significant amount of walking.

Airport Volunteers

Airport volunteers should park on level 5 in the airport parking garage directly across from the terminal building. Please plan to meet your Committee Leader fifteen minutes prior to the start of your shift assignment at the event Welcome Table in front of escalators in the baggage claim area on the lower level of the airport. If an airport shift is your first volunteer experience, your Committee Leader will have your volunteer shirt for you upon arrival. At the completion of your volunteer shift, please report to the Guest Services Desk on the second level of the airport to receive a pass to exit the airport garage free of charge. If you have a long shift at IND, you are advised to bring your own snacks and drinks.

Communication

The members of the Local Organizing Committee will be issued radios for communications within the venue. Any use of in-house phones must be restricted to official event business or emergency calls. Please remember: Use of cell phones to talk or text while on duty as a volunteer is not permitted.

Volunteer Scheduling Problems

The success of this event is dependent on the efficiency and demeanor of our volunteer team. It is crucial that all volunteers honor their volunteer commitment, arrive on time, and be ready to perform their duties for the duration of their scheduled sessions. If an emergency prevents you from fulfilling your volunteer obligations, it is imperative that you contact the event volunteer chairpersons as outlined below:

- If the scheduling problem occurs prior to June 25, please email our event Volunteer Chairs at natswimmingvolunteers@gmail.com
- If the scheduling problem occurs during the days the venue is open (June 25 – July 1), please email natswimmingvolunteers@gmail.com as that email will be monitored throughout the event.

Venue Hours of Operation

Listed below are the venue hours of operation for the 2023 Phillips 66 National Championships. This schedule includes the two pre-competition days (Sunday and Monday, June 25 & 26) as well as the competition days (June 27 – July 1). Our volunteer team will be on site during all these hours.

- Sunday, June 25: 8:00 AM – 8:00 PM
- Monday, June 26: 8:00 AM – 8:00 PM
- Tuesday, June 27 through Saturday, July 1: 7:00 AM – 1 hour after finals

Other Useful Event Information

- When moving around the venue during your shift, please use the back hallways instead of walking across the pool deck.
- Time trials will be conducted between prelims and finals on Tuesday through Saturday. Athletes can register for time trials during the designated times at the clerk of course located on the pool deck.
- Tickets for the event are on sale at usaswimming.org. All tickets are electronic. It is advised to purchase tickets prior to arriving at the Natatorium. Tickets will be scanned at the entrances to both the East and West spectator seating galleries.
- Volunteers will be granted admission to the spectator seating areas free of charge while off-duty on breaks during the sessions they are working as a volunteer. The volunteer credential will serve as the admissions pass.

- Volunteers are encouraged to purchase tickets for other sessions. This once-in-a-lifetime opportunity to witness fast swimming should not be missed!
- Plan a visit to the USA Swimming Toyota Aqua Zone located in the Natatorium gymnasium on the concourse level of the facility. Unique event merchandise can only be purchased there. Don't miss the daily athlete autograph sessions from 6:00 – 6:45 PM on Tuesday through Saturday.



SAFE SPORT

USA Swimming Safe Sport for Volunteers

The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. As a volunteer, it is important to know, understand and abide by all USA Swimming rules and policies. Here are key things you need to know:

- The Minor Athlete Abuse Prevention Policy prohibits you from having a one-on-one interaction with a minor athlete that is not within an observable and interruptible distance from another adult. In your role you will interact with minor athletes, therefore you are required to abide by this policy in full during your time volunteering.
- Remember, you have an active role in keeping swimmers at this meet safe.
- Thank you for attending our meet. The IU Natatorium and Greenfield Community Aquatic Team want a successful and safe event for all teams, coaches, and athletes. If you have any questions about the meet, please contact a Committee Leader at any time.
- As we ask all our volunteers and staff, if you see something suspicious or something that makes you uncomfortable at the meet, please immediately report this to the Meet Referee or Meet Director.

*Thank you for being on the Volunteer Team for the
2023 Phillips 66 National Championships!
We are looking forward to a fast week of swimming filled
with fun and fellowship.*

