

National Aquatic Therapy Conference

Course Crew Volunteer Instructions

National Aquatic Therapy Conference courses typically have between 5 and 40 attendees. Some courses have one volunteer, rather than two. In that case, the Course Monitor and Equipment/Speaker Assistant positions are combined. Please read over Course Monitor Procedures as well as Equipment/Speaker Assistant Procedures, familiarize yourself with them as both of these procedures may be your responsibility. When there are two volunteers in a course, also read over both sets of procedures, you will be expected to help each other with your volunteer responsibilities.

All Sanibel Volunteers will have one additional job, which is to assist staff in meal ticket checking during a few meal times. These times will be divided among the volunteers and a schedule will be given during the volunteer meeting prior to the start of the conference.

Course Monitor (CM) Procedures

Before the Course Begins

1. Pick up your Course Volunteer Envelope (CVE) at our Registration Office prior to each course you're assigned to. Envelopes are filed numerically by course number and chronologically. Look through everything in the envelope. Notice that you have Speaker/Course Evaluations, Course Roster, Announcements, and pen. Sometimes additional information such as lunch forms or handouts are included as well.
2. Review the CVE label carefully. You'll need to be familiar with all of the course specifics. For example, it tells what times the course breaks to move from classroom to pool or vice versa. Some courses start in one lecture room, move to the pool, then move to a different lecture room. Know where your course moves and how to get there.
3. Report to the room or pool for your course 15-20 minutes before the course is scheduled to begin. Your volunteer start time is always 15 minutes before the course begins.
4. If instructor wants to change the meeting room set, politely remind them that they have to request changes through us.
5. Do not allow anyone into the classroom until participants from the previous course are out.

As Each Person Enters the Room

1. Check each person's Itinerary. It is a blue sheet attached to their Registrant Envelope. Their Itinerary will have the course listed. If their Itinerary does not have the course listed, they must have a ticket. If the course is not on their Itinerary nor do they have a ticket, send them to Registration. Speakers and ATRI staff members do not need an itinerary or ticket. (Those designations are noted on their name tag.)

2. Each registrant must sign-in on the Course Roster as they enter. If they have a ticket, and their name is not on the Roster, they can print their name on the Course Roster and sign it.
3. Courses that have a pool portion that is full will have two Rosters; one for the pool and one for Deck.
4. Allow Pool attendees in the pool and show attendees on the Deck Roster the seating area.
5. If space permits, allow attendees who are on the Deck into the pool. The speaker will help determine if space is available for additional attendees.
6. Each person must also be wearing a nametag. If it is missing, send the person back to Registration.
7. Give each person a Speaker/Course Evaluation form. If you begin in the pool, wait until the classroom to distribute speaker/course evaluations.

During the Course

1. Process any Attendees who arrive late.
2. Notice the room temperature, if it is not quite right you can call or go to the Registration Office and an ATRI staff person will take care of the situation.
3. If you run into any problems, there will be an ATRI staff person available at all times at Registration.
4. Collect Speaker/Course Evaluations from registrants as they leave, and put them in the Registrant Envelope.

After the Course

1. Return your Course Volunteer Envelope with completed Speaker/Course Evaluations, Course Roster and pen, along with any registrant tickets you may have collected to the Registration Office. Also turn in lost and found items here. Please note that the only way we know if someone has attended the course is if you make sure they have signed the Course Roster. These are also used for CEU/CEC verification if certifying organizations do an audit. Please be meticulous in returning the Envelope to the Registration area.

****Time permitting; please assist Equipment/Speaker Assistant with any of their responsibilities.***

Equipment/Speaker Assistant (ESA) Volunteer Procedures

Before the Course Begins

1. An ATRI staff person will have made sure the Audio Visual equipment is in the room/pool and operable before classes begin. If there are any AV needs/problems call or go to Registration and we will get the AV Tech to come to your classroom or pool.
2. Introduce yourself to the speaker and verify that you will give them a signal when it's 10 minutes prior to the end of the class. They may prefer more or less time, so please confirm this with them.
3. Course handouts will be distributed in each course. The speaker will have them, you should help distribute. If the speaker wants something copied, refer them to the hotel business center OR suggest that he/she circulate a sign-up sheet and mail or email additional information to the people on the list.
4. Make sure water and glasses are in the meeting rooms or foyer outside of the room. If more is needed, ask the nearest ATRI staff person.

During the Course

1. Call the room to order at the scheduled time. Read the announcements (they are included in the Course Volunteer Envelope picked up at Registration.) Introduce yourself, the Course Monitor Volunteer if there is one, and the Speaker.
2. Be ready to assist the presenter by adjusting light, handing out materials or any other requests.
3. Be aware of the class locations and times, and be able to advise the speaker of when the class moves from pool to classroom. Keep the speaker on schedule. The speaker can break whenever they feel it necessary. Make sure the course starts and ends on time. For pool times, you can arrive late without affecting anyone but your own group, but you CANNOT stay late. This infringes on someone else's pool time.
4. Notify the speaker 10 minutes before the presentation is scheduled to end. Also, notify the speaker at the scheduled ending time. Speakers are told this is their cue to wrap up and end.
5. You should assist in distributing pool equipment to attendees when the speaker is ready to use it. Have registrants restack the equipment, according to type of equipment, when they are done using it. Make sure the equipment is all returned. An ATRI staff person will change the equipment for the next course.

After the Course

1. *Remind registrants that the pool equipment is for sale at the ATRI Registration Area.
*Remind participants to turn in their evaluation to you at the door or take them to Registration anytime throughout the conference time.
*Encourage those with questions to talk with the presenter at the speaker's table (which is near Registration) or outside of the room rather than in the room so the next course can come in.
2. Pick up any items left behind by registrants for the lost and found at our Registration Office. Return pool equipment to where you found it and stack it neatly. Generally straighten the room and pool area.

Instructions for the Equipment/Speaker Assistants (ESA) Pool Portion of Course

1. The Equipment/Speaker Assistant job is to assist the speakers by handing out the pool equipment needed for the assigned courses. Then collect and restack by type of equipment (i.e. collars together, gloves together, etc.) before leaving the area.
2. If your course starts in the pool, report to the pool at least 15 minutes before the course begins.
3. Occasionally speakers request equipment and then fail to use it. Remind the speaker that suppliers paid to have the equipment available for their use, and that the speaker is obligated to use the requested equipment.
4. Both volunteers should be the last to get into the pool so you are available to assist the speaker with Audio Visual needs, pool equipment, late arriving attendees, etc.
5. Before getting into the pool, identify yourself to the speaker and let them know where you will be in the pool should they need your assistance.

****Time permitting; please assist the Course Monitor with any of their responsibilities.***