

DESCRIPTION OF VOLUNTEER POSITIONS

Part I – Full Season Commitment Jobs

VOLUNTEER COORDINATOR- The volunteer coordinator is the head of the volunteer coordination committee. The volunteer coordinator works closely with the president of the board.

The volunteer coordination committee will:

- Determine which volunteer positions exist for season long jobs and jobs per meet.
- Fill all volunteer positions.
- Maintain a list of volunteers and assignments.
- Remind volunteers of their assignments (by having the volunteer assignment list available at the Splash, or through emails or phone calls, if necessary)
- Track volunteer assignments throughout the season

MEET COORDINATOR – The meet coordinator is responsible for communicating between the coaches and the head official making sure the meet is running smoothly. This position is traditionally filled by the president of the board.

POOL AREA SETUP SUPERVISOR – Supervises the pool area before home meets. This experienced person ensures that the Pool Perimeter and False Start Drop Down Ropes are placed correctly, that the Heating Area chairs and Lane chairs are placed correctly, and assists with the tent setup for the Computer Area, Concessions, and Team Tents. This position is traditionally filled by the vice-president of the board.

HEAD OFFICIAL – Officials include stroke and turn judges, and event starters. The head official coordinates and takes responsibility for all officials. The head official's jobs include:

- Contact returning officials to confirm their availability
- Recruit new officials
- Make sure all officials attend required training
- Schedule officials for meets
- Needs to be at all home meets to serve as meet referee in case of disputes or problems, side-line decisions or sudden changes in weather.
- Be a backup-official for meets in case of sudden problems with availability of other officials.

STROKE AND TURN JUDGES –Judges must have successfully completed the certification class and be very familiar with the proper execution of all strokes and turns. At the end of each race it is his/her responsibility to write up any disqualifications on the swimmers card and to tell the disqualified swimmer the reason for the disqualification. All of the Judges need to be certified before they can participate at a meet. We need 9 judges per season.

EVENT STARTERS – Event starters are certified as stroke and turn judges and must have successfully completed the same certification class as the Stroke and Turn Judges.

- Year round: stores electronic starter.
- Before meet: charges electronic starter batteries (takes 24 hours).
- Before meet: makes sure all equipment is working.
- Morning before meet: transports electronic starter to Splash
- During meet: announce the starts for the swimmers.
- During meet: operate the electronic starter.
- During meet: judge for false starts

Equipment:

- *Electronic starter (Marlins property). Stored at Head Officials or Starter's house, because electronic equipment should not be subject to temperature changes in shed.*

HEAD TIMER

- Organize the timers for every meet.
- Instructs timers at beginning of meet.
- Works closely with volunteer coordinator and equipment manager.
- Makes sure that all stop watches are collected at the end of a meet.
- Purchases stop watches if necessary.
- Labels all stop watches.
- Has spare batteries on hand for stop watches.

Equipment:

- *Stop watches*
- *Spare batteries*

MEET ANNOUNCER – The Meet Announcer announces the swim events, first and last calls, etc. for all home meets. This person sits next to the heating area and works closely with the Heaters and the Starter.

Equipment:

- *Announcing microphone (Splash property). Stored in Rec Manager's office at Splash.*
- *9 volt batteries (Marlins property). Should have some on hand as backup for microphone.*

COMPUTER MANAGER– Needs to attend training in use of “Meet Manager” software.

- Provides own laptop to run “Meet Manager” software.
- Responsible for computer hardware and software for use in meets.
- Sets up computer before meets and takes down after meets.
- Contact returning computer people (trained in “Meet Manager” software) to confirm their availability
- Recruit new computer input people, if necessary and train in “Meet Manager” software

- Oversees and participates in input of swim times during home meets into computer for result calculations.
- Oversees print out of results and volunteer to hang up results.
- Oversees print out of labels and ribbons volunteers to put labels on ribbons.

Equipment:

- *Laptop with Meet Manager Software*
- *Printer*
- *Printer Supplies: white paper (for results), Labels for ribbons (to be purchased by computer manager, reimbursed through Marlins treasurer)*
- *Long extension cord*
- *Power strip with multiple outlets*
- *Two tables (Property of Golden Lions Club)*
- *Several chairs (Property of Golden Lions Club)*
- *Two shade tents (Property of Marlins)*
- *Two or three small tarps, to provide extra shade, attached at the front of the tents. (Property of Marlins)*
- *Duck Tape (to attach tarps to tents)*
- *Masking Tape (to post results)*

COMPUTER INPUT PERSONNEL

Three additional volunteers to work the whole meet for all home meets to help the computer manager with entering swim times during a meet into the computer. Having these volunteers be the same throughout the season helps with training and consistency of data entry.

CLERK OF COURSE AND HEATING

- Organize swimmer entries into heats and lanes from the event listing provided by the Computer Team, and the Home and Away Coach's entries.
- Must attend the coaches' meeting prior to the meet to make last minute changes to the event listing. This meeting usually takes place in the heating area.
- Update the event board and coordinate with the Meet Announcer to inform the swimmers and parents about events being currently heated.
- Organizes swimmers in the heating area: inform swimmers of correct heat and lane.
- We need seven people to all work for each home meet.

Equipment:

- *One table (Property of Golden Lions Club)*
- *Rope to rope off area (Property of Marlins)*
- *Two wooden heating slot boards (Property of Marlins)*
- *Heating file boxes to store pink and blue cards (Property of Marlins)*
- *Event board and numbers (felt board with numbers with Velcro stickers on back) (Property of Marlins)*
- *Several chairs for heating volunteers (Property of Golden Lions Club)*
- *24 chairs (3 rows of 8 chairs) to seat heated swimmers in heating area (Property of Golden Lions Club)*

- *Two shade tents to set up above heated swimmers in heating area (Property of Marlins)*
- *24 chairs (3 rows of 8 chairs) to seat heated swimmers in behind starting blocks (Property of Golden Lions Club)*
- *8 laundry bins to be set up behind starting blocks, for swimmers to deposit their towels etc. before start.*

CHAIR TRANSPORTATION – We borrow brown metal folding chairs from the Lions Club for each home meet.

- This position requires a pickup truck or similar means of transportation.
- Chairs need to be picked up from Lions Club before meet and returned after meet.
- Chairs need to be at Splash before the meet starts, at the start time of warm-up.
- Set-up volunteers will help with unloading and setting up chairs at Splash, and tear-down volunteers will help with reloading chairs after meet.

TENT TRANSPORTATION – The Tent Transporters pick up the tents from the storage facility prior to the meet and return the tents to storage after the meet. This requires two people for roughly 10 meets, both home and away. The tent transporters also track the condition of the tents and communicate any necessary repairs or replacements with the Board and arrange for any approved repairs or replacements.

STARTER/STOPWATCH/RADIO EQUIPMENT MANAGER – This gadget person stores and transports the electronic equipment for all the meets. The equipment must be stored in your home in a secure and climate controlled environment. You deliver this equipment to every meet and assist setting it up and handing out stopwatches. If you cannot personally transport this equipment to a meet, you must arrange for a substitute. This job includes tracking the condition of the equipment and any necessary battery replacements and communicating any necessary repairs or replacements with the Board – and seeing to any approved repairs or replacements. (This position is frequently filled by head timer)

CONCESSIONS MANAGER/PURCHASER – Concessions are an important fundraiser for the team. For the three home meets we need two people to coordinate the “menu”, purchase and store the food and drink items, set the price and supervise the setup and tear down of the concessions area.

BAGEL DAY COORDINATOR– Friday is Bagel Day and we need at least four people to coordinate Bagel Day.

- Contact potential bagel donors in February/March about donating bagels (in the past Einstein’s Bagels)
- Arrange bagel pickup every week during summer season (**2009: bagels need to be picked up on Wednesday and Thursday around 3:45 pm at Einstein’s Bagels, Denver West**).
- Arrange purchase of cream cheese or other spread.

- Set out bagels and spread and knives every Friday prior to the end of the 13&older practice (7:30 am).
- Supervise bagel area (and use of knives).
- Clear the area after the end of the 8&under practice (9:30 am).

PARTY PEOPLE – Party people are outgoing and creative people who assist the Marlins Social Director with such activities as planning two “fun days” for the swimmers and coaches, the end of season banquet and awards presentation, the beginning of the season potluck kickoff, the family relay night, etc. Four party people are needed.

RIBBON FILING/FOLDERS – Two people are needed to file the Ribbons on the Monday after a meet and to file any information from the Coach or Board into the swimmers folders. This person also sets up folders for all swimmers and maintains the folders during the season.

LOST & FOUND – This person collects and tracks the various “left-over” items from all the practices and all the meets and attempts to reunite them with their owners.

NEWSLETTER – Along with the Coach, this person puts together a periodic Newsletter that is posted on the Marlin’s Web site. This position is traditionally filled by the Marlins Communications Director.

PICTURE PERSON - This person is in charged with documenting the Marlin Summer Season with digital pictures and videos. The images should be organized onto optical discs or jump drives for the board and coach and, if possible, some images should be placed on a picture sharing website for viewing by the team.

PICTURE DAY COORDINATOR- This person organizes the team picture by coordinating with the coaches and the photo studio.

SPIRIT WEAR COORDINATOR

- Orders and designs spirit wear with the approval of the board.
- Sets price for spirit wear with approval of the board.
- Keeps track of spirit wear inventory
- Keeps track of spirit wear costs and income
- Coordinates spirit wear sales during meets or practices.

ADVERTISING COORIDNATOR

Advertises the beginning of the spring, summer and fall practice season in area schools and/or newspapers. Works under the direction of the Communications Chair.

TROPHIES/AWARDS COORDINATOR

Orders trophies and awards for swim team members to be handed out at the end of the season. Works under the direction of the social chair, in coordination with the Head Coach.

Part II – Swim Meet Volunteer Positions

May be filled by different people for each meet

8 & UNDER LIAISON – This person helps the 8&Under swimmers get organized and lined up for their events. We need two people to work the entire meet - one person for the girls and one person for the boys. Ideally this person is adept at cat herding.

9-10 LIAISON – This person helps the 9-10 age group swimmers get organized and lined up for their relays. We need two people to work the entire meet - one person for the girls and one person for the boys. Ideally this person is adept at cat herding.

BACK UP STAFF – Backup people help with any of these listed positions as necessary during the course of the meet.

CONCESSIONS/HOSPITALITY – Concessions are an important fundraiser for the team. We need six people for each home meet. Three people work the first half of the meet (from warm up till 9a) and three people work the second half of the meet (9a till end of meet). The Concession staff also hands out drinks to the timers and judges during the meet.

SPIRIT WEAR SALES – Sell spirit wear during home meets.

MEET RIBBONS – Volunteers use the computer generated labels showing the swimmer name, place, and event and affix them to the appropriate ribbon, generally starting toward the end of the meet. Three to four people are needed to get it done quickly at the end of the meet

RUNNERS – A runner picks up the swimmers' cards from each lane and takes them to the Computer Table for entry. There are two shifts, with each person working one-half of the meet.

POOL AREA SETUP – Prepares the pool area before meets by setting up Heating Area chairs, Computer Area, Concessions, Tents, and any other small tasks required to put on a meet. The home meets require more setup people than the away meets.

POOL AREA TEARDOWN – **Tear down** people are responsible for getting the Splash cleaned up for public use after our home meets. This includes breaking down the chairs, Heating, Concessions, Computer areas and help put those items in the appropriate cars/trucks in order to get them back to where they belong. Tear down help is also needed with tents at the away meets. These Volunteers are usually parents of the older swimmers since they are there for the end of the meet.

TIMING – All timers use watches provided by the club to time each event. They follow instructions given by the Head official prior to the meet. There are two to three timers per lane. The timers write the swimmer's name and times on the swimmer's card or heat

sheet. The home team provides two people per meet plus one backup timer, and the away team provides one person.

EVENT BOARD AND HEATING AREA HELP – Update the swim event numbers on event board and help out with heating if necessary.