

		2009-2010 Hours for Participation	
	JOB NAME	Hours Earned	Requirements
		Swim Meet Operations	
		Meet Technical-Deck	
	Meet Director	Annual Job	USA Non-athlete Membership & Certification
	Meet Referee	3-5 Hours per session	Training Required. USA Non-athlete Membership & Certif.
	Administrative/Deck Referee	3-5 Hours per session	Training Required. USA Non-athlete Membership & Certif.
	Starter	3-5 Hours per session	Training Required. USA Non-athlete Membership & Certif.
	Stroke & Turn Judge	3-5 Hours per session	Training Required. USA Non-athlete Membership & Certif.
			(All Training Hours will also be credited)
		Meet Technical- System	
	Clerk of Course	3-5 Hours per session	On the Job Training required
	Clerk Of Course Assistants	3-5 Hours per session	On the Job Training required
	Computer Entry - Results	3-5 Hours per session	On the Job Training required
	Computer Entry - Assistant	3-5 Hours per session	On the Job Training required
	Swimmer 6 Manager	Annual Job Responsible for Coordinating Swimmer 6 Operator per Meet	MUST LEARN/KNOW SYSTEM!
	Swimmer 6 Operator	3-5 Hours per session	MUST LEARN/KNOW SYSTEM!
	Swimmer 6 Assistant	3-5 Hours per session	MUST LEARN/KNOW SYSTEM!
	Announcer	3-5 Hours per session	No training required

		Meet Session Jobs	
	Head timer	3-5 Hours per session	No training required
	Lane timers	3-5 Hours per session	No training required
	Runner & Posting	3-5 Hours per session	No training required
	Course Marshal	3-5 Hours per session	No training required
	Award Label & Sorting	3-5 Hours per session	No training required
	Heat awards	3-5 Hours per session	No training required
	Program Sales	1-2 Hours per session	No training required
	Supply Runner	3-5 Hours per session	No training required
	Program Cover Design	1 hour per meet	No training required
	Meet Marshal (Splash Meets)	1-2 Hours per session	No training required
	Meet Starter (Splash Meets)	1-2 Hours per session	No training required
	Lane Timers (Splash Meets)	1-2 Hours per session	No training required
	Hospitality Manager	Annual Job Responsible for Coordinating Chairperson for Meets	No training required
	Hospitality Chairperson - per meet	3-5 Hours per session + Hourly for shopping	No training required
	Hospitality Servers (2-4 people per meet depending on size of meet)	3-5 Hours per session	No training required
	Concessions Manager	Annual Job Responsible for Coordinating Chairperson for Meets	No training required
	Concessions Chairperson -per meet	3-5 Hours per session + Hourly for shopping	No training required
	Concessions Server (2-4 people per meet depending on size of meet)	3-5 Hours per session	No training required

		Swim Meet Equipment	
	Equipment/Meet Set-Up Manager	Annual Job Responsible for Coordinating Assistants for Meets	On the Job Training, 2 Hours Before Meet Start
	Equipment/Meet Set-Up Assistants (2-4) depending on meet size	2 Hours Per Swim Meet	2 Hours Before Meet Start
	Equipment/Meet Take Down - Manager	Annual Job Responsible for Coordinating Assistants for Meets	On the Job Training, 2 Hours After Meet Finish
	Equipment/Meet Take Down Assistants (2-4) depending on meet size	2 Hours Per Swim Meet	2 Hours After Meet Finish
	Maintenance	Hourly as Needed	Per repair or preventative task
	Shade Transport To/From Away Meets	1.5 hours	Per trip
		Club Support	
		Administrative Positions	
	Group Manager - 1 per Swim Group	Annual Job	Must be email proficient and Scrip proficient
	Grocery Scrip	Hourly	Per scrip pick up
	Mail Order Scrip Chairperson	Annual Job	Per Year
	Scrip sales, office help	Hourly	Per Hour
	Awards inventory & ordering	Hourly	Per Month
	Safety Coordinator (Annual)	Hourly	USA Non-athlete Registration Required
	Travel Manager - Age Group	Annual Job Responsible for Coordinating Travel	Per Year
	Travel Manager - Senior	Annual Job Responsible for Coordinating Travel	Per Year
	Travel Chaperone	3 Hours Per Day	Per Trip

	Swim-A-thon Director	Annual Job	August-November
	Swim-A-thon Assistants	Hourly-report to Director	August-November
	Social Committee Manager	Annual Job	April banquet and others as/if needed
	Social Committee Assistants (2-4)	Hourly-report to Director	April banquet and others as/if needed
		Club Operations	
		Board of Directors	
	President	Annual Job	Per Year*
	Vice President	Annual Job	Per Year*
	Treasurer	Annual Job	Per Year*
	Secretary	Annual Job	Per Year*
	Fundraising Director	Annual Job	Per Year*
	Communications Director	Annual Job	Per Year*
	Volunteer Coordination Director	Annual Job	Per Year*
	Swim Organization Liason	Annual Job	Per Year*
			* = elected by SAC Membership
		Administrative Positions	
	Bookkeeper	Annual Job	Per Year **
	WEB Master	Annual Job	Per Year
	Special Events	Hourly	As Needed
	Media Relations	Hourly	As Needed
	Legal Counsel	Hourly	As Needed **
	Fundraising Volunteers	Hourly - report to Fundraising Director	As Needed
	Parent Education and Support	Hourly	As Needed
	SAC Office Display Case Volunteer	Hourly	As Needed
			**= Professional Background Required

