

# Volunteer Job Descriptions

*Front Range Barracudas Swim Club*

*Updated September 2010*

In upholding the Mission, Vision, and goals of the Front Range Barracudas Swim Club, the effort of parent volunteers is critical for achieving success as an organization. The following descriptions will assist you in deciding which area you can lend volunteer support and/or leadership to our club. We thank you in advance for your time, efforts, and positive contributions!

## **HOSTING HOME MEETS**

**Meet Director** – USA Swimming requires each meet to have a meet director (this can also include two meet co-directors) who oversees the planning, organization, and operation of the meet. This includes but is not limited to obtaining a meet sanction from Colorado Swimming, preparing meet information, overseeing the various functions of the meet (though each function has its own chairperson), smooth operations the day(s) of the meet, and following up with electronic distribution of final meet results. The director oversees smooth meet operations but is not actively involved in the other functions occurring during the meet.

**Head Timer** – You will need to attend the Timer’s meeting at the beginning of the meet. This individual oversees the timers working one or multiple sessions of the meet (one session = 4 hours), makes sure each lane has a clipboard, stopwatches, pencil and a minimum of one timer (two timers per lane is usual), temporarily relieves a timer who needs a bathroom break, and most importantly starts two stopwatches at the start of each heat in case backup times are needed for the electronic timing system.

**Timer** – You will need to attend the Timer’s meeting at the beginning of the meet. Timers work with another individual at their lane for one (4 hours) or more meet sessions starting a stopwatch, pressing a “pickle” watch at the end of the race when the swimmer touches the wall, records the swimmer’s watch time on preprinted papers. Waterproof shoes (and clothes!) are recommended. An enjoyable part of this job is meeting and getting to know other parents.

**Runner** – This is often a swimmer not competing in the present meet session, but parents can also volunteer for this, especially if you want extra exercise in your life! Runners simply collect the sheets

that the timers write stopwatch times on after each heat and give out heat winner prizes if the session includes them.

**Concession Chair** – Plans, prepares for, delegates and coordinates donations and selling of food and drink items to be sold at the meet for team profit. Places donation/drop off signup forms at the two practice pools, ensures enough donations are acquired, obtains the money and money box from the club treasurer, makes signs for food prices, and oversees the workers at the concessions table, and provides relief and assistance as needed. Sets up and closes at the beginning and end of each day with concessions helpers. Works with the hospitality chair to provide food during the event as well.

**Concessions Worker** – Sells food and collects money during a 4-5 hour meet session. Younger/nonswimming children can be around moms or dads volunteering so long as they do not require constant supervision.

**Hospitality Chair/Coordinator** – Works with the concessions chair to provide refreshments for officials, meet workers (timers, etc), and coaches during the meet. Sets up in and breaks down one of the rec center rooms and coordinates volunteers (usually siblings of swimmers and those not swimming in a session) to take food out on trays or carts to the pool area.

**Hospitality** – Restocks hospitality items as needed during the meet, may need to purchase items needed during the meet as directed by the chair.

**Bull Pen/Clerk of Course** – Usually 2-3 individuals work each session as the clerk of course. This is the “engine” that runs the organization, swimmers’ heats & lanes, and pacing of the meet. Depending on the size of the meet, swimmers report to the clerk of course area (gym or pool staging area) which contains several rows of chairs, each row indicating a heat (heat one is row one, heat two is row two of chairs, etc) and lane the swimmer is scheduled to swim in. Assistants lead (“herd?”) younger swimmers to the appropriate heat; older ones know the routine and are simply placed in the chairs. A strong voice, plenty of patience, and effective management of busy little squirming swimmers required.

**Red Shirts** – Two or three individuals per meet session wear our brightly tie-dyed shirts that indicate you’re a “go to” person for directions, answering questions, or directing someone to the person who can assist them. You simply stand and walk around an area in case you’re needed for assistance.

**Safety Marshall**– wears a bright orange vest that indicates you're the safety marshall for warmup lanes, procedures (no hand paddles, feet first, three point pool entry for warmups, etc), and traffic control lanes in the pool area for spectators. You typically cover an am or pm session of 4 hours.

**Swim Official (USA certified)** – All meets require host teams to have USA Swimming certified officials overseeing meet management. Officials must first take a training course and maintain certification through hours volunteered at meets run not only for our club but others that we attend as well. You may commit to a minimum amount of involvement(meets only your child swims in) all the way to state, sectional, zone and national levels of involvement as a stroke and turn judge, starter, or referee. These are some of the levels of officiating that are needed to keep meets running fairly, smoothly, and according to USA Swimming rules and regulations.

**Awards** – These individuals get race results from the computer table and stick preprinted labels on the backs of ribbons or medals for swimmers' awards. This involves sit down work.

**Computer/Timing System** (training required) - Using a software program called Hy-Tek, 2 individuals per session man the electronic results fed in from the timing system (touch pads and "pickle" watches) while the meet is running. Prior to the USA/CSI meets we host, teams' entries must be entered into the software program to print heat sheets, but for Silver Circuit or developmental meets all work is done the evening of the meet. This position requires training and a couple opportunities to shadow under another trained/experienced individual. If you are comfortable working with computers, this may be the perfect job for you!

**Announcer** - This person takes care of all announcements needed during the course of warm-ups and the meet, including but not limited to first and last call for events, coaches' or officials' meetings and other important events.

**Set up and Take down** – A vital part of meet operations, this job takes a short amount of time the more individuals that sign up and pitch in. Set up is needed for the timing system, clerk of course chairs, timers' chairs, timing table, call board, and signs around the facility. Take down takes approximately the time your kids are in the locker room at the end of a session.

**Check-In Person** – This person will need to be at the meet

30 minutes prior to the meet. This person will be the one who ALL volunteers will report to 15 minutes prior to the start of their session. You will check the person in by placing a check mark next to their name and verify what job they signed up for. If there is a “NO SHOW” and the job is not filled prior to the start of the meet, it will be your responsibility to notify the Head Coach IMMEDIATELY so that the slot can be filled.

## **TEAM ACTIVITIES**

**Swim-a-thon Chair** – One or two co-chairs facilitate the major fundraising event of the year, typically held in April, in which swimmers receive packets for soliciting donations from businesses, relatives, neighbors, and friends for the swimmer’s participation in a swim-a-thon or CUDA challenge practice. This job entails overseeing all administrative aspects of the event, including paperwork, accounting, volunteers.

**Team Trips/Parties** – We provide several opportunities per year for our swimmers to experience travel trips or team parties at other locations (meets in distant cities, restaurants, bowling, The Bay, etc) that require planning, reservations, and administrative responsibilities. If you can plan a birthday party you can do a great job in this capacity!

**Fundraising** – We have other miscellaneous and painless fundraising opportunities available to us (or maybe you know a unique and easy one yourself) that require planning. Examples include manning a Starbucks cart at the Mini Ha Ha triathlon, restaurant nights out, etc.

**Volunteer Coordinator** – This can be a co-chair position that simply insures we have enough parents signed up for manning different events, or making phone calls when we don’t.

**Board Membership** – Our club is operated by a group of dedicated parents who take on a leadership position (president, vice president, secretary, treasurer, etc) for 18 months to insure our club mission, vision and goals are constantly met through our efforts as a well-run organization. The board oversees hiring and evaluation of coaches, managing team business, and the club operations through monthly meetings and administrative assistance per the job’s responsibilities. Leadership with vision and action is critical for our short and long term success, so we rely on interested parents who wish to make positive contributions to our children’s competitive swimming experience and success through the Front Range Barracudas Swim Club.

**Parents: Thank you for carefully considering where you can assist our club best in meeting its goal of excellence in competitive swimming. Your interest in one or more of these areas is appreciated and valued!!**