

Volunteer Job Descriptions - Includes Meet, Appointed and Board Positions

Role	Description	Prior Requirement
Awards Labeler	At each meet session, the computer operator prints out labels. The labeler places the labels on the award ribbons (on the back) or trophies and then then puts them in pre-marked bags or envelopes. Visiting coaches can then take them home at the end of session or day.	None
Clean-Up	One to two volunteers clean up at the end of the meet. They put chairs back in the closet on deck, collect garbage and help the coaches dismantle the computer and Colorado Timing System.	None
Computer Operator	Runs the computer that seeds the swimmers in their events and runs the meet in conjunction with the Colorado Timing System operator. The computer operator prints outs heat sheets, meet results and award labels. The computer operator requires an assistant to help input scratches and generate printouts.	Must be trained to operate the computer
Concession Helper	Helps the concessions chair run the concessions stand by selling food, drinks and programs or heat sheets.	None
Head Timer/ Volunteer Coordinator	A job that combines two important functions: the volunteer coordinator checks in volunteers before the meet. The head timer checks in timers, assigns watches, and informs volunteers of the timers' meeting. Later, the head timer takes attendance at the timers' meeting, which is run by an official, and fills in on deck if needed.	None
Heat Award Distributor	Two heat award distributors are assigned at every session of 8/Under and Age Group meets. These volunteers should stand at the heat end-side of the pool, give out heat awards to the swimmers.	None
Officials (<i>Stroke and Turn; Starter; Meet and/or Deck Referee; Admin</i>)	USA Swimming Officials are parent volunteers who have been trained in the rules of USA Swimming. Aspiring stroke and turn (entry-level position) volunteer will attend a three hour clinic, take an open-book test online, and then work four meets as a trainee. Clinics are announced on the team website. (One of the YMCAs in Fairfield County usually offers a clinic every fall.) If you are interested in becoming an official, contact one of the Officials co-chairs. You can also ask to shadow an official during a home meet before you do the certification process.	Training in the rules of USA swimming
Runner	One or two volunteers are needed at each session to post and distribute heat sheets to coaches and officials on deck. Runners also provide drinks and food to volunteers and coaches working on deck. They collect the timers' sheets after each event and take them to the computer operator, then post meet results.	None
Safety Marshalls	USA Swimming requires all swim teams to have safety marshals, who are responsible for safety and first aid. At a minimum, safety volunteers must be non-athlete members of USA Swimming. Please note all safety marshals must wear a vest so they can easily be identified. In the event of an accident, the session safety marshal must fill out an Occurrence Report and the meet manager should submit it to USA Swimming.	Must be non-athlete member of USA Swimming
Timer	Timers time swimmers with stopwatches. The Water Rats have a Colorado Timing System but still uses two timers at each lane and two backup timers in case the swimmers fail to hit the touch pads. The 8/Under swim meets don't have touch pads because the children are too light to register a touch. Timers should check in with the head timer/volunteer coordinator during warm up.	None

Timing System Operator	Runs the Colorado Timing System. (An outside contractor at both the Westport Weston Family YMCA and Wesleyan University frequently fills this position.) The Colorado Timing System consists of the touch pads, a timing control board and a laptop computer, which integrates the CTS to the main computer.	An outside contractor is used
Appointed Volunteer Positions		
The Co-Presidents of the Parents' Club shall appoint club members annually to the following volunteer positions. These are non-Board positions that report to the Parents' Club.		
Meet Manager	Meet Managers shall plan and organize all USA and YMCA Swimming meets sponsored by the Club working with the Water Rat Swim Team Head Coach. The Meet Managers shall be registered at the Club's expense as a non-athlete member of USA Swimming. A Meet Manager and an assistant Meet Manager will be appointed for each home meet. They shall work on a committee of Meet Managers with the Meet Coordinator and shall work with the various chairpersons such as Safety, Team Head Timer, Officials, Computer, and Timing System/Scoreboard Operations to ensure that all meet positions are staffed.	None
Team Safety Coordinator	The Team Safety Coordinator shall recruit safety marshals for all meets sponsored by the Club. The Team Safety coordinator shall ensure that those Club members serving as safety marshals during the year are registered at the Club's as non-athlete members of USA Swimming. The Team Safety Coordinator shall keep apprised of safety policies promulgated by CT Swimming and USA Swimming and shall update the Team's Safety Policy as necessary.	None
Computer Chair	The Computer Chair shall coordinate all meet related computer operations for all swim meets sponsored by the Club, shall ensure entries are completed before each meet, shall arrange for appropriate computer staffing at each WRAT sponsored meet and shall ensure all post meet data is generated such as results and necessary documentation required by Connecticut Swimming. The Computer Chair will arrange for appropriate training of volunteers on meet software.	None
Y Nationals Coordinator	A Senior Team parent member of the Club will be designated to work with the Senior Coach to facilitate planning for the teams' participation at the YMCA National Swimming & Diving Championships each year. Working closely with the Senior Coach, this individual shall be responsible for travel planning, for fundraising activities for the National team, coordinating apparel for the National team swimmers and coaching staff, meal planning, and other activities as deemed necessary to support the National team.	None
Concessions Chair	A Concessions Chair shall organize a committee to operate concessions at each meet sponsored by the Club. The Concessions Chair will ensure the purchase of necessary items for sale at the food concessions by organizing volunteers, will oversee the donations of items/baked goods in compliance with the regulations of the Westport/Weston Health District, shall ensure adequate staffing at each meet for concessions set-up, sales, and cleanup, shall ensure appropriate equipment (hot dog cooker, coolers, etc.) and supplies as well as start up cash for food sales are on hand the day of the meet, and assumes responsibility for monitoring funds generated through meet concessions and forwarding those funds to the Co-Treasurers at the conclusion of each meet.	None
Awards Distribution Manager	The Awards Distribution Manager shall organize the on-going distribution of swim meet and personal best awards to all WRAT swimmers.	None

Board of Directors of the Parents' Club

The Parents' Club has a Board of Directors that are nominated and voted on annually, depending what positions need to be filled.

Co-Presidents	The Co-Presidents shall be responsible for the overall running of the Club. This includes the following but not limited to: developing initiatives that support the WRAT team on a yearly basis; setting the agenda for monthly Board meetings and directing these meetings; monitoring the work of their colleagues on the Board to ensure that duties and responsibilities are carried out; ensuring that the Board and the organization adhere to the Club's Bylaws; acting as liaison for the Club membership with the WRAT Coaching staff, the Westport Weston Family YMCA and other organizations as necessary. Co-Presidents, working collaboratively with the Nominating Committee, shall appoint members to fill the appointed volunteer positions as laid out in Article IX and any additional ones deemed necessary. The Co-Presidents will ensure a slate of officers is presented to the Club at its Annual Meeting for election. The Co-Presidents with majority support of the Board of Directors may appoint committees from time to time as necessary to complete special projects or policy reviews as needed by the Club. The Co-Presidents serve a two-year term with staggered office terms.	Served on the Board previously in a different role
Co-Treasurers	The Co-Treasurers shall be responsible for the preparation of and accounting for the Club's annual budget, shall maintain appropriate financial records for the Club, shall be responsible for the collection and deposit of all Club funds, shall disburse all Club funds as authorized by the Board of Directors, shall present a financial report at each monthly business meeting of the Club, shall present an Annual Financial report to membership at the Annual Meeting, shall ensure that all necessary tax reports are compiled and filed as required by law and to safeguard the not for profit status of the Club. The Co-Treasurers will be the primary signatories of each and every financial account maintained by the Club. The Co-Treasurers serve a two-year term with staggered terms of office.	None
Secretary	The Secretary shall be responsible for the recording of minutes for all official meetings held by the Club. The Secretary shall maintain a permanent copy of the records of all meetings and business correspondence in the swim team office or on the swim team's website. The Secretary shall serve as the Club's Parliamentarian. The Secretary has a two-year term.	None
Ex-Officio	The Ex-Officio member will serve in an advisory capacity to the Board of Directors and will be responsible for mutually agreed upon special projects as approved by the majority of the Board of Directors. The first right of refusal for this position will be to the outgoing Co-President. Should the outgoing co-president decline to serve as the Member-At-Large, an active Club member with previous WRAT Board of Director experience may be selected for this position. If no active member of the Club with previous WRAT Board experience accepts this position, then the position shall remain vacant for the current year. The Ex-Officio member serves a one-year term.	Prior Co-President or former member of the Executive Board (Treasurer, Secretary, Meet Coordinator, Officials Coordinator)

PET-WRAT Volunteer Coordinator	<p>The PET-WRAT Volunteer Coordinator shall be the custodian of all PET-WRAT account information and ensure all PET-WRAT payments are received in accordance with the deadlines and fee schedules established by the Board of Directors. The Coordinator shall coordinate receiving and recording of PET-WRAT credits, work with the Co-Treasurers to ensure the disbursement of PET-WRAT refunds, maintain PETWRAT records in good order, submit a PET-WRAT report at each monthly Club business meeting, and track the volunteer efforts of each family and monitor fulfillment of the minimum commitment and issue annual disbursement payout. The Coordinator serves a two-year term.</p>	None
WRAT-USA Swimming Manager	<p>The WRAT -USA Swimming Manager shall ensure the collection and disbursement of all USA Swimming funds, shall maintain in good order a USA Swimming account for each swimmer, shall ensure each swimmer's USA Swimming account has a positive account balance, shall submit a USA Swimming Account Report at each monthly business meeting of the Club. The USA Swimming Manager can be filled by a parent or the Y's Swim Team Administrator and serves a two-year term.</p>	None
Meet Coordinator	<p>The Meet Coordinator shall coordinate and train existing and prospective Meet Managers in the intricacies of running a home meet. This shall include but not be limited to ordering and coordinating delivery of awards; develop volunteer sign-up lists, ensure the lists are accurate and consistent from meet to meet; recruit volunteers; work with meet concession coordinator on food procurement and set-up for the season; work with Safety coordinator to ensure pool safety; and generally ensure that all Home Meets are run effectively, efficiently and within budget. The Meet Coordinator serves a two-year term.</p>	None
Co-official Coordinators	<p>The Co-Officials Coordinators shall arrange for appropriate staffing by certified officials at all swim meets sponsored by the Club and/or the Water Rat Swim Team. In conjunction with the Water Rat Swim Team coaching staff and the Club's Board of Directors, the Co-Officials Coordinators shall recruit Water Rat Parents and train them to become certified, or re-certified, USA Swimming Officials. Co-Officials Coordinators shall encourage Water Rat officials to move up the ranks, so that the Club always has the officials required to host a swim meet. The Co-Officials Coordinators shall serve as liaisons to Connecticut Swimming and keep a current list of certifications for all Water Rat officials. The Co-Officials Coordinators is for a two-year term with staggered terms of office.</p>	No training for the position but should be an official certified by USA Swimming
Practice Group Representative for Each Practice Group	<p>The Reps shall serve as the Club's liaison for the WRAT Swim Team's 8/Under, Age Group and Senior Team practice groups. Practice Group Representatives shall share appropriate information with Club members in the practice groups they represent from attending monthly business meetings of the Club and shall provide input to the Board of Directors regarding issues and concerns raised by their practice groups. The Practice Group Representatives will help coordinate social activities for their practice groups in conjunction with the WRAT staff and the Club. If two or more Club members choose to share this position, there will only be one vote per practice group. The Reps serve a one year term.</p>	None
Athlete Representative	<p>Shall serve as the Club's liaison to the swimmers. One or two Athlete Representatives shall be nominated to serve a one-year term during the swimmers' junior or senior year in high school. The Athlete Representatives shall disseminate appropriate information to Water Rat Swim Team members and they will share their opinions at the monthly business meetings of the Club and shall provide input to the Board of Directors regarding issues and concerns raised by their fellow swimmers. If two athletes share this position, then one or both will be expected to attend all monthly meetings of the Club. If both Athlete Representatives attend a Board meeting, they will share one vote. The Athlete Reps serve a one-year term.</p>	Senior Team WRAT member

