



YMCA OF SOUTH FLORIDA YSF BARRACUDAS SWIM TEAM



Volunteering Committees

Swim meets are organized and run by volunteer parents, and we simply could not function without your support. The host team and visiting teams contribute volunteers and officials to staff each and every meet. If your child is swimming, at least one member of your family is expected to volunteer in some capacity. Volunteering is a great way to meet other families, and get to know the swimmers. Job signup for each meets and social events can be located in the "Event's detail" when event is scheduled and must be fill-out for every scheduled event in order to track the hours. In addition, volunteering committees are in place for you to join. You can contact our PAC board and let them know which committee you want to be part of.

Following is the list of committees:

New Members Welcome and Support: Follow-up with all new members to make sure that they are fully informed about YMCA and team policies and procedures. We need parents from each site who are daily at the pool deck waiting for their kids while they practice, to meet and greet new parents, welcome new swimmers, brief them on YSF Barracudas website registration and procedures. Introduce the new members to coaches, existing team members and their parents. Periodically touch base to make sure they don't have any unanswered questions. Invite members to a Swim Parent 101 session to inform and update about the competitive swimming activities. Swim Parent 101 sessions will be scheduled the same dates and time as team's Association practices while practice is on-going. This is a yearlong commitment. *One or two people needed for committee per each location*

Apparel - Part of our swim team's branding and team building is for our swimmers and our parents to proudly wear their gear at swim meets. Research and communicate with apparel printing and embroidery providers; places team orders and distributes merchandise to swimmers; responsible for volunteers to sell apparel during home meets. *One or two people needed for committee*

Awards Coordinator - Works with PAC and coaches to research acquire end of season swimmer awards, Seniors awards, and home meets awards; ensure awards are received prior to end of season banquet; prepare awards for presentation at the banquet. For home meets, coordinate with meet director and coaching staff the medals and ribbons ordering and distribution for year-round home meets. *One or two people needed for committee*

Photography - Do you like to take pictures? You can TAG YSF BARRACUDAS in your social media pictures, or copy them into a CD and give it to any PAC member. We would like to have a nice collection for the end-of-season slide show, as well as in our social media accounts. This material could be use by the YMCA organization for aquatics program advertisement.



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Publicity - Generate and manage publicity for our team. Manage campaigns and performs other public relations functions to attract potential swimmers to join our team. This will be our main advertisement method. This position requires advance advertisement, graphic design, and imagination. *One or two people needed for committee*

Fundraising - Works with the PAC. Responsible for planning and coordinating swim team fundraising activities. *Two or three people needed for committee*

Sponsorship Coordinator - Works with the PAC. Understand sponsorship levels and goals for the season. Contact previous and potential/new business sponsors. Assists sponsors in signing up, submitting payments and reports status to Parent Board. Ensures sponsors receive their level benefits for the season. Follows up with sponsorship thank you letter at the end of the season. *Two or three people needed for committee*

Traveling Coordinator - Responsible for team's travel arrangements. Team participates in different away activities that require hotel reservations, flight reservations, etc. Our two major away meets are YMCA States & Nationals. *One or two people needed for committee*

Social Events: Responsible for organizing: social events calendar; team breakfasts, lunches, dinners; team parties; any special team events; medals & trophies. *Several people needed for committee*

Media Liaison: Responsible for: photos of meets/events; communication about team accomplishments, publicity, sports commentary etc.; coordinate annual team photos. *One or two people needed for committee*

Swim Parent Coach: Responsible for regular communication between coaches and parents/families. These parents will work with the PAC on regular basis as a representative for the age group they represent. *One or two people needed for each age group*

Volunteer Hours tracking (will work with Webmaster) - 1-person Yearlong commitment. Must be computer savvy and able to learn the website application.



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Home meets volunteering positions

The YSF Barracudas swim team will host home swim meets every year. Each member is expected to participate in one or many of the following volunteering activities. Following is the list of minimum required positions in order to efficiently manage a home meet. Required positions will be detailed in the "Job Signup" section for each home meet, and will be controlled as per volunteering standards.

Home meets coordinator – Will work directly with Meet Director and team head coach and staff to coordinate all home meet volunteering positions listed below.

Home Meets Set-Up/Clean-Up – We expect every parent with swimmers attending the home meets to help set-up and clean-up the facility. We encourage everyone to commit to this position to help to install and put away metal benches and chairs in the pool deck, tents/canopies for head table and concession stand, the electronic equipment (touch pads, timing equipment, lap counters, etc.) used during the meet, and anything else you can imagine. This job requires about 30 minutes at the conclusion of the swim meet. We typically start to set-up 1 hour before the start of a meet.

Bull Pen – Help the kids make sure they don't miss a race. Bull Pen volunteers stage and seats swimmers in their events according to the event cards. Bull pen volunteers must check-in 15 minutes after start of warm-ups.

Concession Stand – Organizes concession volunteers at each home meet. Manages/ensures the purchase of food items for the concession stand, and contacts food vendors to order specific items. Buying and making sure there are enough paper products. Buy and price all of the food/drinks to be sold. Concession team will set up concession area before the meet. Help set up concession area before the meet.

Gate keeper – Responsible for all sales transactions at the gate. Entry fee collection, heat sheet sales, etc.

Hospitality – Help keep energy levels high for the pool deck volunteers and officials. Coordinate with concessions stand the buying of the supplies, and provide beverages and snacks to officials, coaches, timers, and other workers on the deck. Two volunteers are needed per meet. One person goes around the pool deck to offer refreshments, while the other stays attending the stand.

Meet Marshal – Responsible for all safety issues in the conduct of the warm-up period for a meet as well as the during actual competition. The Marshal's jurisdiction includes, but is not limited to: the competition pool, warm-up facilities, locker room, grounds, and common areas normally found at a

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swim meet. The Marshal have the authority to remove from the deck any person who is in violation of safety guidelines. The Meet Marshal will work with Meet Director and facility staff to set the control access perimeter.

Heat Winner Awards - Give out heat ribbons to ALL heat winners immediately after the heat finishes.

Runners - These volunteers pick up the completed event slips from the timers and take them to the scorekeeping table. Pick DQ slips from official who made a disqualification call. Post results as events when completed, and assist officials and timing console operator as needed.

Head Timer - Arrive to pool deck at least 30 minutes prior to the start of the meet and check in with the Meet Director. Responsible for the entire shift that you signed-up for, regardless of when your swimmer has finished their events. • The Head Timer will be in charge of all lane timers. He/she will distribute watches and clipboards and assign lanes to all timers. • The Head Timer must not leave the area until coverage is provided or until excused by the meet referee. If you need to take a brief break, please contact the meet director so you can be temporarily replaced. Organize Lane Timers in to groups of 2, pairing new timers with an experienced timer. • Distribute watches, clipboards and pencils. • Assist as needed at the Timers' Meeting, typically 15 minutes prior to the meet start time. • During the meet, operate 2 stop-watches for each event. • Watch for Lane Timers raising hands indicating a possible watch malfunction, and bring one of your watches to the Lane Timer. If time permits, you can replace the malfunctioning watch with one of yours; if not, you may need to finish timing the race for that lane. • Replace Lane Timers for bathroom breaks as needed. Remember...your role is equally important as the Lane Timers.

Timers - Work on deck recording the swimmer's times from a stop watch and writing it on a clip board. Ideally this is a shift position. The number of timers needed depends on the number of lanes run during the meet. Additional timers are a plus to give volunteers relief halfway through the meet.

Timing System Operation and Support - Home meets are conducted using an Omega timing system. Learning scoreboard operation requires training. Classes will be offered. This position requires computer skills and high alert during the entire meet. Volunteers must arrive 60 minutes before the meet start for setup, and stay 30 minutes for teardown.

Officials - Certified Stroke and Turn Judge & Administrative Official - As a parent of a swimmer you have the opportunity to be involved with your child and their sport in various ways. One very instrumental way is by being trained, certified, and work as an Official. Stroke and Turn Officials ensure that the strokes, turns and finishes comply with the rules applicable to each stroke. Admin Officials work with Meet referee on every administrative aspect of the swim meets. Officials attend clinics, receive training and are certified by USA Swimming. These positions might require to officiate at developmental and championship level swim meets hosted by other teams in the area to support Florida Gold Coast.

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