



## CGAC Volunteer Requirements and Information

Part of CGAC's success is a result of the efforts and support the club receives from its parent and family members. We recognize the valuable time investment to watch our child work toward his/her personal best and participate as a member of a fun and exciting team. **We truly appreciate the contributions of our CGAC swim parents and family members.**

It takes a lot of energy and time for the Coaches to plan seasonal training regimens and daily practices, not to mention the actual time and energy spent on the pool deck for workouts and competitions. CGAC wants its coaches to continue to focus their efforts directly on the athletes, which creates a need for parents to help out behind the scenes with planning/running our hosted swim meets and non-pool events.

To ensure that the extra effort needed for the success of the club is made, CGAC requires that all families fulfill a certain number of volunteer hours on an annual basis.

There are a variety of jobs and roles ranging in their size and responsibility level. Please remember that anyone can train in a position at any home meet. If you have any special talents or experience you would like to share with the club, we would love to hear about them!

Each family will be required to fulfill 6 (SIX) volunteer credits during the Short Course Season (Sept-Feb) 1 (One) volunteer credit during the Long Course season (Apr-July). One credit = One meet session, One Bonus Volunteer Opportunity that has

been pre-approved by the Meet Coordinator, or 1 (one) \$30 Walmart or Sam's gift card donation. Gift card donations are used to purchase concession and meet/team supplies. Volunteering at middle school or high school meets does not fulfill club volunteer requirements unless pre-approved by the Meet Coordinator. If a family is not available to work, it is their responsibility to find someone to work for them.

You can have family and/or friends help you meet the volunteer commitment. Family members aged 14 or older can volunteer for pool deck positions only. If you cannot find a replacement, you should send an email to our CGAC Meet Coordinator at [meetcoordinator@cgacswim.org](mailto:meetcoordinator@cgacswim.org) as soon as possible to determine if there are other qualifying volunteer/donation opportunities available to fulfill your credits.

This requirement must be fulfilled regardless of whether your swimmer is competing in the home meet or not. In order to encourage participation from team members, there is a penalty of **\$60 fine per missed/unfulfilled session** for failing to meet one's volunteer obligation. If the assigned family member leaves prior to the end of their shift, **a \$30 fine** will be assessed for that session. Serving as a Certified USA Swimming Official (affiliated with CGAC) throughout the course of the season will fulfill all required volunteer credits for that season.

We do not want your money - we need your help and support by working at our home meets.

The job list below is a brief description of positions available for CGAC's home swim meets. Families are asked to volunteer for a session or two during our three day meets. An email will be sent out requesting additional help if necessary.

**Meet Coordinator:** This volunteer(s) is responsible to ensure the meet runs smoothly. They are also responsible for overseeing the Hospitality and Concessions areas. Also responsible for setting up the volunteer (job) positions on the CGAC website and ensuring jobs are filled for all sessions of the CGAC meets.

**8 & Under Ready Bench Coordinator:** Individuals responsible for lining up the swimmers according to the lane assignments. The Clerk of Course is responsible for taking the swimmers to the blocks for their races. Bleachers are used to seat the swimmers before taking them to the blocks.

**Admissions Table:** Responsible for collecting admission fees and selling psych/heat sheets.

**Meet Announcer:** This individual must be comfortable speaking in public. This job involves making several announcements throughout the meet, including calling swimmers to the blocks, events, results and other general announcements.

**Computer Operator/Timing Verification:** CGAC runs each meet with a computer program called Meet Manager. This position needs to be filled by someone familiar with the program. Those who are interested in learning this job are welcome to train at any of our home meets. This job includes pulling the times into the computer from the timing system, scoring events, and printing results. An experienced person will assist all operators each session to ensure that the meet is run properly and to troubleshoot any problems that arise.

**Pool Deck Monitor:** Responsible for monitoring safety and control of our pool deck, diving well, doorways, and observation areas.

**Concessions:** There is a concessions area where we sell food and drink items. The concessions coordinator will purchase food and drink items, or arrange for food donations, and set up the concessions area. Volunteers are needed to help set up and sell items starting at the beginning of the first warm-up session each day of the meet. Typically, another volunteer will manage the cash box/ipad.

**Runners/ Floater:** Responsible for reporting to the Volunteer Coordinator to fill in or help in needed areas. This is a good assignment if you have no job preference.

**Hall Monitor:** This position is responsible for announcing the event and calls for the swimmers camped out in the lobby/Hall of Excellence.

**Head Timer:** This position is usually held by someone who has experience as a timer. This person runs two stopwatches for each race in case a timer's watch fails on a race. If at any time a Timer does not start a watch at the start of a race, they will quickly notify the Head Timer and trade a running watch.

**Heat Sheet Sales/Runner:** This position usually requires 2 people. These volunteers sell printed heat sheets to spectators. The runner collects all the lane timer sheets from each lane after the completion of each EVENT and delivers them to the computer table. The Runner will post printed results of each race in the designated areas.

**Hospitality:** This area is for the officials and coaches. We provide breakfast, lunch and snacks throughout the meet. The hospitality coordinator will purchase/prepare food and drink items, or arrange for food donations, and set up the hospitality

area. Two other workers will be assisting in the hospitality area during each session. In addition, the workers will be providing waters to our timers and officials on deck. The workers in the last session of the meet will be responsible for break down at the end of the meet. We also provide water for our volunteers from this area.

**Meet Chair:** This volunteer(s) is responsible for writing Meet Invitation, setting up the meet, and other tasks. This person will be present at the meet to ensure that it is run within the guidelines set forth by USA Swimming and Indiana Swimming.

**Meet Timers:** CGAC run meets with 8 lanes with 2 timers assigned to each lane. We need to have more timers than lanes that are used as relief timers are also needed. The timers are responsible for operating the stopwatch and backup plunger connected to the timing system. Timers are also responsible to check that the right swimmer is in the right lane. For each event, swimmers names will be on the lane timer sheet. The primary time for each swimmer will be the touchpad and we use the other two as backups. Each timer is to collect the time from the stopwatch and write it on the lane timer sheet for the swimmers. There is a timer's meeting with the Head Timer before the start of each session.