



CAC VOLUNTEER REQUIREMENTS

2019 – 2020 SEASON

The following swim meets will be hosted by CAC during the 2019-2020 season and they will require the cooperation of all families to ensure the events are successful.

September 29, 2019
October 19-20, 2019
November 2-3, 2019
February 15-16, 2020
June 21, 2020

To ensure participation from all CAC members, the following volunteer requirements apply to each CAC family independently of the number of swimmers in the team. *Note that each meet session is up to 5 hours. A majority of the meets above average 4 sessions.*

- **Families with Year Round Swimmers** shall volunteer for six (6) meet sessions. A fee of \$50 per missed meet session will be assessed if volunteer requirement is not met by the end of the 2019-2020 season
- **Families registered for Short Course only** shall volunteer for six (6) meet sessions. A fee of \$50 per missed meet session will be assessed if volunteer requirement is not met by the end of the 2019-2020 short course season
- **Families registered for a Swim Cycle (approx. 8 weeks)** shall volunteer for one (1) meet session per CAC hosted meet held during the cycle registered. A fee of \$50 per missed meet session will be assessed if volunteer requirement is not met by the end of the swim cycle

Families won't be charged a penalty fee if they can't complete all required volunteer sessions due to abundance of volunteers fulfilling all positions for the CAC hosted swim meets.

Failure to volunteer for a session you signed up for, will result on a \$50 fee assessed at the end of the month (i.e. next billing cycle)

The volunteer sign-up for CAC hosted meets will be posted on the CAC website and will be available for parents to sign up 2-3 weeks prior to the start date of the meet.



- **There is a "SIGN-UP DEADLINE"** for all CAC hosted meets. Once the deadline passes, you will no longer be able to sign up to volunteer.
- **"SIGN IN AND SIGN OUT"**. There will be a “Volunteer Table” the date of the meet. When it comes time for you to volunteer at a meet session, you will need to locate the volunteer table to **"Sign In"**. Upon completion of the session, you will need to **"Sign Out"**.
- The volunteer signup is a first come first served system. It is not a guarantee that you will be able to volunteer during the same session that your swimmer is racing.

Description of the Typical Volunteer Positions

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| Awards | Ensures that ribbons are awarded to the appropriate competitors, based upon the official results presented by Meet Director. |
| Clerk of Course | Organizes swimmers on the correct Heat & Lane. |
| Coaches & Volunteers Check-In / Check-Out | Manages the Volunteers Table and check-in and out individuals once credentials are verified. |
| Colorado Timing Operator | Operates the Colorado timing computer. Training is required. |
| Concessions | Coordinates the sales of food and drinks. Operates cooking equipment. |
| Head Timer | Manage timer lane assignment and timing equipment. Act as back up time in the event a timer does not start his/her watch, malfunction, etc. |
| Hy-tech Operator | Operates the Hy-tek Meet Manager software to record the meet. Training is required. |
| Meet Announcer | Primary duty is to announce each event, as well as, make any necessary announcements. |
| Referee | Oversees all officials both on and off the deck. This position requires USA Swimming certification. |
| Runner | Primary duty is to assist the deck officials with the proper flow of information. Work with timing/scoring booth to retrieve results from the timers on deck. Post results in designate area |
| Safety Marshal | Ensure the Safety of the event under the supervision of the Safety Director |
| Starter | Manages the conditions of each event start. This position requires USA Swimming certification. |
| Stroke & Turn Officials | Ensures that each competitor performs the appropriate technique. This position requires USA Swimming certification. |
| Timer | Operates plungers and stopwatches for a swim lane |