



## **CAC VOLUNTEER REQUIREMENTS**

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.

Although there will be many events that will require volunteers, the priority is swim meet volunteers. Swim meets require more than 40 volunteers, per session! *Note that each meet session is up to 5 hours. A swim meet can have 1-5 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 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 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 approximately 2-3 weeks prior to the start date of the meet/event.**



- **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

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. <b>Training is required.</b>
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. <b>Training is required.</b>
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. <b>This position requires USA Swimming certification.</b>
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. <b>This position requires USA Swimming certification.</b>
Stroke & Turn Officials	Ensures that each competitor performs the appropriate technique. <b>This position requires USA Swimming certification.</b>
Timer	Operates plungers and stopwatches for a swim lane