



Autumn Kappes &lt;autumn.kappes@rochesterswimclub.com&gt;

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**Rochester Swim Club Parent Newsletter - Volunteering and Job Sign Up**

1 message

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**Rochester Swim Club Parents** <parents@rochesterswimclub.com>  
To: autumn.kappes@rochesterswimclub.com

Mon, Dec 3, 2018 at 3:04 PM



## Volunteering

**40 hours of volunteer time....required! Yikes, what?? How do we do that?**

### A parent perspective:

Get those ideas out of your mind. Volunteering for your kid is actually fun.

How better to show your child that you support them, than to be there with your time and skills to be sure the event happens as seamlessly as possible!

When working on deck, you have a great view and you get to be around all the excited kids and their energy! Wouldn't you agree that to be able to wish all of them a good race might give a swimmer that little boost? I was a little intimidated to time, I didn't want to mess it up for someone. Nothing to it!! Deck marshals are mandatory...and couldn't be more simple. Extra people are not allowed on deck for a lot of reasons, almost all of them related to safety. I really enjoy hanging out with the kids

on deck. You can be there to give them a smile or word of encouragement..maybe we can start a trickle down effect...kids wishing each other luck..encouraging after a race. In other words, good sportsmanship. Set the example!

If you like hosting parties and can handle a little KP, go for hospitality. Hospitality is the meals and snacks we provide for coaches and officials. They come upstairs for a quick bite and a quick reprieve from their long hours working. Some cooking and food handling skills are very helpful. Keep the coffee hot and the drinks chilled. It is a pretty well organized system. (And you do get to peek out those windows. Talk about a good view.)

Whatever job you choose, remember we are there for the kids.

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## Why We Host Meets

For our club to maintain its fiscal integrity, we heavily rely on the income that is generated by hosting meets. The cost of renting the Rec Center increased by roughly 40% due to the renovation meaning we pay more for practice time and in turn have less profit at each hosted meet. To keep the club in a stable financial position, we have had to increase the number of meets that we host throughout the year.

The forty hours of your time donated to the club during meets is key to making it possible for our club to operate at a high level without the need for fundraising such as pizza, popcorn, etc.

We have many experienced parents to help you find the right volunteer role. You'll be amazed at how fast you'll catch on and be able to teach the next new parent to come along.

Thank you for all you do to help our program thrive!

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## How Did We Get Such Great Facilities?

We are blessed to have a partnership with Rochester Swimming Inc, which has worked relentlessly to provide state of the art facilities at the Rec Center.

RSI collects a \$5/athlete fee for EVERY meet here (high school, college meets, RSC meets). That money is used to buy the tvs and equipment and keep the money in the Rec Center pool and high school pools. Rochester Swimming Inc is a non profit that serves as a booster club for the aquatic community. RSC has representation on that board of directors (Autumn Kappes)

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## Job Sign Up

### What are the requirements?

In order to host exceptional events, it is critical to have the support and help of our families. We require our families to volunteer their time over the year-long swim season in various roles available at swim meets.

- Each family is required to work 40 hours per year.
- 20 hours in the Fall/Winter and 20 hours in the Spring/Summer

***Families will be charged \$25 per HOUR for uncompleted meet work sessions. This will be charged to your account at the end of the year.***

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## **What are the available meet worker jobs?**

The jobs are broken down into those that need training and those that anyone can do.

### **Jobs that anyone can do:**

- All jobs in the meet prep, set up and tear down
- Meet Manager back up/post results\
- Colorado timing runner
- Program and Awards
- Lane Timers
- Concessions worker
- Concessions ice or food pickup
- Concessions set up of food prep
- Hospitality set up/clean up
- Hospitality worker
- Hospitality ice or restaurant pickup

### **Jobs that require prior training** (many opportunities to shadow to learn the role)

- Announcer
  - Colorado timer
  - Meet Manager
  - Meet Marshall
  - Head Timers
  - Concessions - shift head
  - Concessions - cashier
  - Officials/Referees
  - Safety Officer
  - Head Meet Marshall
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## **How Do I Sign Up?**

The screenshot shows the Rochester Swim Club website. At the top, there is a navigation bar with tabs: Home, About, Meets and Events, Locations, Documents, Records, Calendar, Time Standards, College/Alumni, and Videos. Below this is a sidebar menu with options: Sign Out, TUMoney, My Event Fundraising, System, My Account, Workouts & Videos, TeamFeed, and another TeamFeed section. The main content area is titled 'Events' and includes tabs for 'Current & Upcoming', 'Past & Archived', and 'Reports'. Under 'Current & Upcoming', there is a section for 'Dates of Interest - ACT Test Dates - 2018/19' listing dates from October 2018 to July 2019. Below that, it lists 'Important Dates RSD Students 2018/19' with links to a district calendar and a meet schedule. A banner for 'OnDeck' app is visible with the text 'If you have a swimmer, you need this app.' Below the banner is an 'Event Category' dropdown menu set to '--ALL--' and a search button. A prominent announcement for 'USA Registration Upgrade' is shown for October 16, 2018, to July 16, 2019, with a 'Register Online' button. A note states: 'This registration fee is for House League athletes that want to compete in the USA'.

On the RSC website you can sign up for meet worker shifts in the same section as you sign your child up for the meet.

1. Meets and Events
2. Then select the **JOB SIGN UP** tab.

The screenshot shows a website event page. On the left, there is a date selector for 'April 20 2019'. The main heading is 'Pentathlon' with the date 'Apr 20, 2019'. Below the heading is a 'Job Signup' button.

| Job Name/Notes  | Time Periods Signup  |
|---|--|
| <b>Administration-Announcer</b><br>Announce for the meet over the PA System       | 02/15/2019 12:30:00 PM - 02/15/2019 04:30:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/15/2019 05:00:00 PM - 02/15/2019 09:00:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/16/2019 07:30:00 AM - 02/16/2019 11:30:00 AM(4.00 Hrs.)<br>1 Roth, Ronald ((651) 402-4200)<br>02/16/2019 12:15:00 PM - 02/16/2019 04:30:00 PM(4.25 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/16/2019 05:00:00 PM - 02/16/2019 07:30:00 PM(2.50 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/17/2019 08:00:00 AM - 02/17/2019 12:30:00 PM(4.50 Hrs.)<br>1 Roth, Ronald ((651) 402-4200)<br>02/17/2019 01:30:00 PM - 02/17/2019 05:30:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----   |
| <b>Administration-CO Timing System</b><br>MUST HAVE PRIOR TRAINING AND EXPERIENCE | 02/15/2019 12:15:00 PM - 02/15/2019 04:15:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>2 <input type="checkbox"/> -----<br>02/15/2019 05:00:00 PM - 02/15/2019 09:00:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/16/2019 07:30:00 AM - 02/16/2019 11:30:00 AM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>2 <input type="checkbox"/> -----<br>02/16/2019 12:15:00 PM - 02/16/2019 04:30:00 PM(4.25 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/16/2019 05:15:00 PM - 02/16/2019 07:15:00 PM(2.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/17/2019 08:00:00 AM - 02/17/2019 12:30:00 PM(4.50 Hrs.)<br>1 <input type="checkbox"/> -----<br>02/17/2019 01:30:00 PM - 02/17/2019 05:30:00 PM(4.00 Hrs.)<br>1 <input type="checkbox"/> -----<br>2 <input type="checkbox"/> ----- |
| <b>Administration-Meet Manager</b>  | 02/15/2019 12:15:00 PM - 02/15/2019 04:15:00 PM(4.00 Hrs.)<br>1 Joyner, Teri (Teri Joyner 258-0348)<br>02/15/2019 05:00:00 PM - 02/15/2019 09:00:00 PM(4.00 Hrs.)<br>1 Bannon, Darlene (5072616590)<br>02/16/2019 07:30:00 AM - 02/16/2019 11:30:00 AM(4.00 Hrs.)<br>1 Bannon, Darlene (5072616590)  |

A selection of available roles and time slots will be listed.

Place a check mark in the box and click on the green plus sign to add your name to the shift.

The screenshot shows a web interface for job sign-up. A modal dialog box titled "Please Supply Your Volunteer's Information" is open, asking for "Optional Contact Info:" with a text input field. Below the dialog are "Go Back" and "Sign Up" buttons. The background shows a table with columns "Job Name/Notes" and "Time Periods Signup". The visible row is for "Administration-Meet Manager" with a note "Prior training and experience needed" and a time slot of "12/15/2018 09:30:00 AM - 12/15/2018 02:00:00 PM(4.50 Hrs.)".

The advertisement features a swimmer in a pool. Text reads: "If you have a swimmer, you need this app." Below this, it says "Download Today! OnDeck". Contact information: "Signup Job for Account: Joyner, Teri (507-287-9774)", "Event: Vince Herring Invitational (Feb 15, 2019 - Feb 17, 2019)", "Registration Deadline: 01/07/2019", "Job Signup Deadline (till midnight): 02/13/2019". A button labeled "Print My Job Signup Summary" is present.

How to signup Event jobs:

Click on **Print My Job Signup Summary** to get a print out of you shifts for the meet.

## Event Job Signup Summary

|                        |   |
|------------------------|---|
| <b>Account</b>         | Joyner, Teri  |
| <b>Event</b>           | Vince Herring Invitational (Feb 15, 2019 - Feb 17, 2019 ) |
| <b>Signup Deadline</b> | 2/13/19   |
| <b>Printed At</b>      | 11/20/2018 11:55:31 AM                                    |

### Administration-Meet Manager

02/15 12:15 PM - 02/15 04:15 PM (4.00 Hrs.) : Teri Joyner 258-0348

02/17 08:00 AM - 02/17 12:30 PM (4.50 Hrs.) : Teri Joyner 258-0348

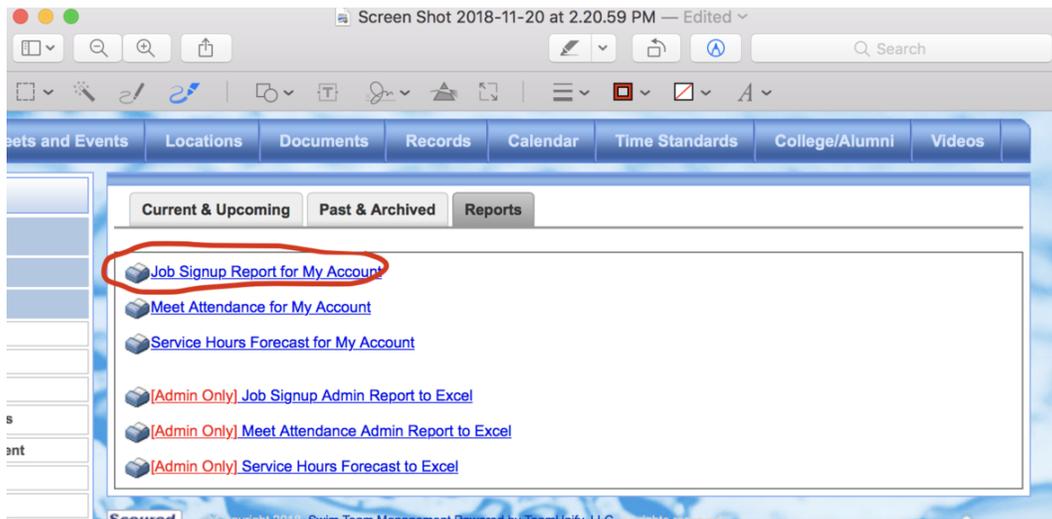
## How Do I Check My Balance of Hours Work

From the main page of the RSC site:

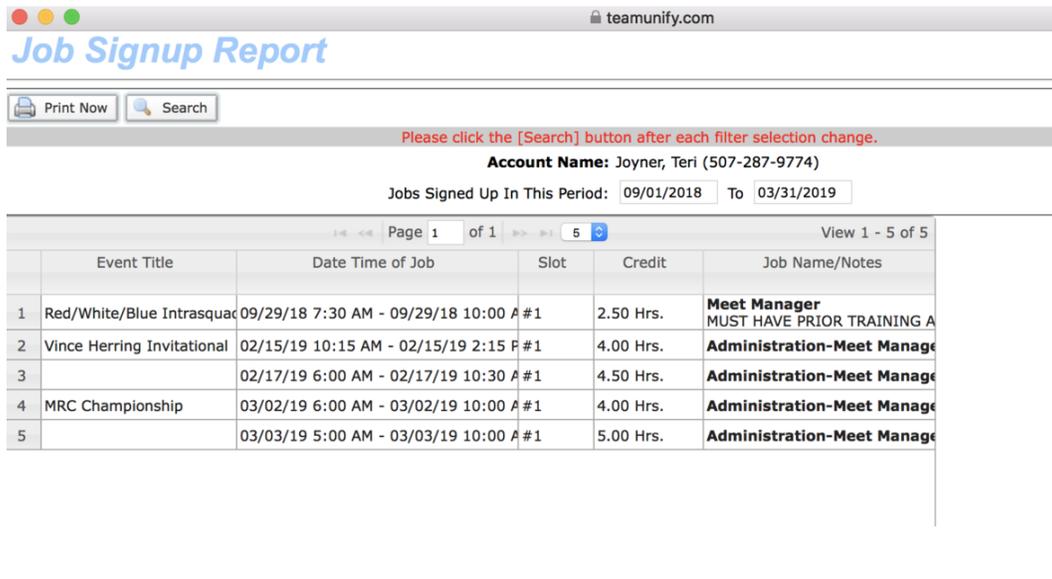
1. Under **MY ACCOUNT**, select **MY REPORTS**



Select the top option "JOB SIGNUP REPORT FOR MY ACCOUNT"



Click on the calendar dates to make sure that you are searching for the correct time frame. Short course season will run from September through March. Click SEARCH to get a listing of your shifts and hour balance.



## Meets We Host

These are the meets we host here at the Rec Center that are eligible for your volunteer requirements.

### Note

Only House League parents can volunteer at the House League Meets.

| Meet Date             | Meet                       | Swimmer Qualification                       | Job sign Up deadline |
|-----------------------|----------------------------|---|----------------------|
| 11/30/2018-12/2/2018  | SCSU Invitational          | No RSC Swimmers -College Level Meet         | 11/28/2018           |
| 12/15/2018-12/16/2018 | Bad Birthday Championship  | All RSC Swimmers                            | 12/13/2018           |
| 2/8/2019              | Mini Meet                  | AAU/House League Only                       |                      |
| 12/15/2019-12/17/2019 | Vince Herring Invitational | All RSC Swimmers                            | 2/13/2019            |
| 3/1/2019-3/3/2019     | MRC Championship           | All RSC swimmers with MRC qualifying times  | 2/27/2019            |
| 4/14/2019             | Special Olympics           | No RSC Swimmers - Special Olympics swimmers | 4/11/2019            |
| 4/20/2019             | Pentathlon                 | All RSC Swimmers (? House League)           | 4/18/2019            |
| 5/5/2019              | Distance Meet              | Unknown                                     | 5/3/2019             |
| 5/17/2019             | Mini Meet                  | AAU/House League Only                       |                      |
| 6/7/2019              | LC Senior Series           |   | 6/6/2019             |
| 7/19/2019             | MRC LC Championship        | All RSC swimmers with MRC qualifying time   | 7/18/2019            |
| 7/31/2019             | Mini Meet                  | AAU/House League Only                       |                      |

## Interested in roles that need training?

### Who To Contact:

If you have questions about any of the roles that need training, please don't hesitate to ask those you see doing the roles. It is beneficial to the club to have many trained volunteers to fill these roles.

Many members of the advisory committee have served in these roles and are happy to share their experiences with you!

### Head Timer and Meet Marshall

Michelle Brodin

### Meet Manager/Colorado

Shawn Sprow  
 Quentin Oeltjen  
 Teri Joyner  
 Dale Magnuson  
 Dar Bannon

### Officials

Betsy Ogren

## Officiating

Here are a list of highlights to the officiating role from a current volunteer!

1. Literally the best seat in the house. (No more crowded bleachers.)
2. You don't have to be a former swimmer, (just willing to learn the rules.)
3. The club pays for all application fees and the first name badge
4. Collection of White Polo shirts. (Usually you have to pay for the first but you get free polo shirts at the bigger meets).
5. Access to the coaches hospitality room (free snacks!)
6. Easy way to get you volunteer hours in. (last year I racked up almost 100 hours with the meets I remembered to write down)
7. You can be an official at almost any meet you go to. (The more officials, the more fun and

easier shifts)

8. Free Programs!
9. Being part of a great bunch of volunteers that care about the success of swimmers.
10. We are NOT the veil monsters in white. We are the parents that help them make great and happy swimmers

The initial process is filling out paperwork, some studying for a test and shadowing for several sessions but after that it truly is a lot of fun!

If you're interested, please contact [TR Wheeler](#).



## STROKE & TURN APPRENTICESHIP FORM

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Email: \_\_\_\_\_

Although it may seem a lot to learn, experienced Officials will work with you over the course of five shadow sessions to cover everything you need to know to become a USA Swimming Stroke & Turn Official -- this form will guide you through the process. Note: Additional copies of this form can be downloaded from the [www.mnswim.org](http://www.mnswim.org) under the "Hosting Meets" tab, "Officials" page.

| STEPS TO STROKE & TURN CERTIFICATION              | DATE COMPLETED |
|---|----------------|
| A. Stroke & Turn Clinic / Info Session (optional) |                |
| B. Complete your first Shadow Session             |                |
| C. Watch the USA Swimming Stroke & Turn Videos    |                |
| D. USA Swimming Non-Athlete Membership            |                |

*click for more info*

## Parent Advisory Group

This group has been created to be a liaison between the coaches and parents of RSC. This group will be a resource for parents and an avenue to provide feedback, share ideas, and request information with the coaches and admin staff of Rochester Swim Club. We will be providing resources to new and veteran parents and communication on various topics of interest.

Michelle Brodin - House League and 11/12

Teri Joyner - 8U and 9/10

Kati Bargfrede - 9/10 and 13/14

Julie/Quintin Oeltjen - 11/12 and 13/14

Dale Magnuson 9/10

Betsy Ogren - 15&O, 13/14

Dar Bannon - 11/12 and 13/14

Shawn Sprow - 15&O

Sunny Chee - 15&O

Ursela Miller - 13/14

Contact us at [parents@rochesterswimclub.com](mailto:parents@rochesterswimclub.com)



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