

# SHERWOOD SHARKS SWIM TEAM

Sherwood, Arkansas

## ***JOB BOOK***

The Sherwood Sharks Swim Team is a ***VOLUNTEER*** managed and operated non-profit swim team. With the exception of our *Professional Swim Coach Staff*, all of the positions and duties required to operate and manage the team, raise necessary funding, maintain website and email systems, and prepare and run swim meets for the children are filled and performed by ***Volunteer Workers***.

Who are these workers? Who fills these positions? By necessity, these volunteer positions **MUST** be filled by Moms, Dads, Guardians, Grandparents, Siblings, Aunts and Uncles. In other words, the families and friends of our swimmers must step up to provide the organizational functions that allow our children to practice, compete, and excel as swimmer athletes.

The purpose of this ***JOB BOOK*** is to provide you with the information that will allow you to select the volunteer position that is just right for you. Volunteering is a mandatory requirement for the Sherwood Sharks; but it should not be a daunting or stressful obligation. Even if you are new to swimming, there are positions that you can fill that require little time, little or no previous experience; that will help the team better serve your swimmer.

***Please be there for our swimmers – Please Volunteer.***

## How to understand requirements of the positions in the **JOB BOOK**

**There are three (3) categories of Jobs. They are “Per Meet”, “Per Season”, and “Permanent” jobs.**

1. **Per Meet**: These are jobs that are very *short-lived*. You sign-up for these jobs one (1) meet at a time and only for one (1) session at a time during the meet. The two (2) sessions during each meet are typically the 2-hour sessions: **8:00am-10:00am** and **10:00am-12:00pm (these session times are close estimates & may not be exact)**.
2. **Per Season**: These are jobs that are volunteered for that last for the entire season. The amount of time required varies by job. Many of these jobs are taken by the same person season-after-season. But even if the job is filled, if you are interested in the job, additional workers are always welcomed by the person filling the position.
3. **Permanent**: These are jobs that are volunteered for until the person in the position resigns or withdraws from that position. Again, even if the job is filled, if you have an interest in the job, please let us know. We can always use assistance in every job and are always eager to train parents that would like to take on additional or different responsibility.

**Sherwood Sharks Swim Team Positions also are categorized by Experience Levels 1, 2, & 3.**

**Experience Level 1**: These are positions that require unique training or several years of experience in competitive swimming. If you are new to competitive swimming, Do Not think you have to avoid or shy away from these jobs. We will provide you the training to do the job!

**Experience Level 2**: These are positions that require at least a season of experience before performing the job unassisted. Again, if new to swimming, Do Not avoid these jobs. We will provide on-the-job training that will allow you to be able to perform these jobs successfully next season.

**Experience Level 3**: No prior experience with swimming necessary. Either we can train or instruct you on-the-spot, or the job is straight-forward enough that no training or experience is necessary.

**Jobs are also categorized by the amount of time required to perform the job. Categories are Low, Medium, or High.**

**Low**: 2 hours or less if a Per Meet position. 2-4 hours per week if a Per Season position or a Permanent position.

**Medium**: 1 hour per day average; 4-6 hours per week if a Per Season position or a Permanent position. 4-hours per meet if a Per Meet position.

**High**: 6-8 hours per week & up to 4 hours in a given day to perform an event task. Applies to Per Season or Permanent positions.

Each of the positions described in the JOB BOOK will show the categories described above in the Job Title, as shown in this example: **Meet Director (Per Season, Experience Level 1, Medium)**

## **JOB DESCRIPTIONS**

### **Announcer (Per Meet, Experience Level 3, Medium)**

Meet announcer uses the PA system in the pool area during the conduct of the meet to announce events, add commentary regarding swims, and make any appropriate announcements as directed by the Meet Director.

### **Backup Timer (Per Meet, Experience Level 2, Low)**

Functions as the Head Timer during swim meets and performs the functions of a timer – except with 2 stop watches; while watching each of the other timers. If one of the other timers raises their hand to indicate a problem with their watch, the Head Timer will take them one of their 2 running stop watches so that the finish of the race can be properly times. Also assists with any lane functions, such as getting swimmers to the correct positions behind each lane and in the correct order, checking to see if the correct swimmer is in position, and notifying the meet director if there are any problems that need to be resolved or the meet needs to be delayed.

### **Clerk of Course (Per Meet, Experience Level 2, Low)**

Using the published Heat Sheet, arranges swimmers into the correct Event #, Heat #, and Lane # and stages them into rows of chairs prior to their event and in the order of their Event and Heat. At the appropriate time – insuring that the pool has swimmers staged and ready to swim – moves swimmers from their chairs and into the pool area. Also, manages any deck entries (if permitted by the Meet Manager) or scratches and communicates these changes to the Computer Operator, the appropriate Timers, and the Meet Director.

### **Data Consolidator (Per Meet, Experience Level 3, Low)**

Assists the Computer Operator by arranging and consolidating the incoming Timer's Sheets and DQ Slips by Event & Heat and reviewing the Timer's Sheets and DQ Slips for any inconsistencies or obvious errors. Assists with any of the tasks necessary to provide meet information to the Computer Operator. Assists with the filing of recorded Timer's Sheets and DQ Slips. Posts meet results for public viewing as they are produced by the Computer Operator.

### **Hall Monitor (Per Meet, Experience Level 3, Low)**

Greets people during the morning of the meet, insures that visitors know where to setup, and where to go for event viewing. Assists with crowd control and swimmer control; insuring that swimmers with wet or bare fee stay on the mats between the pool and the gym, and insuring that swimmers are not playing or rough-housing in the halls. Periodically checks the bathrooms to insure that only appropriate activities are occurring (i.e. no playing in showers, no water splashing, rat-tailing with towels, etc.). Performs as a general Safety Marshall.

**Heat Sheet Sales (Per Meet, Experience Level 3, Low)**

Sells meet heat sheets (meet programs) in the Harmon Center lobby for the first hour of the swim meet.

**Meet Breakdown (Per Meet, Experience Level 3, Low)**

Takes approximately 1-hour during Home Meets only. Assists with the breakdown of the meet equipment following the swim meet. Assists with the disassembly and storage of equipment. Picks up floor mats, sweeps trash, puts chairs or carts and takes them to storage, brings snack bar items back to storage, empty ice chests, moves stanchions to storage, etc. At the direction of the Meet Director or Meet Setup Manager, performs tasks necessary to put Harmon Center back into pre-meet condition.

**Meet Setup (Per Meet, Experience Level 3, Low)**

Takes approximately 2-hours on the Friday night before each home meet (approximately 4:30pm-6:30pm). At the direction of the Meet Director, Meet Setup Manager, or Snack Bar Manager, assists with the setup of the meet area, meet equipment, or snack bar. Assists with the setup of equipment, movement and placement of chairs and tables, stanchions and rope barriers, floor mats in the hallways, installation of lane lines, movement and placement of bleachers, and any other activities necessary to setup the meet venue for the swim meet the next morning.

**Place Judges (Per Meet, Experience Level 3, Low)**

Sits at pool-side during the conduct of the meet and at the finish of each race, writes down the observed order of finish for lanes 1-8. Gives the completed order of finish sheets to the runner.

**Runner (Per Meet, Experience Level 3, Low)**

Throughout the meet, goes from the Computer location to the Pool, picking up DQ Slips, Timer's Slips, and Order of Finish Slips and taking them to the Data Consolidator at the Computer location.

**Snack Bar Worker (Per Meet, Experience Level 3, Low)**

Waits on customers and sells snack bar items during the Home Meets.

**Swimmer Wranglers (Per Meet, Experience Level 3, Low)**

Assists the Clerk of Course workers with the management of swimmers in the Clerk of Course. When directed by the Clerk of Course managers, escorts swimmers to the pool area and stages them in the appropriate rows of chairs, when the swimmers are taken from the chairs to the lanes for their event, collects the plastic/rubber lane numbers from each child and brings them back to the Clerk of Course.

### **Timers (Per Meet, Experience Level 3, Low)**

During the conduct of the meet, sits at the finish point of each race and uses a stopwatch to record and write down the duration of the race time for each swimmer swimming in their lane. Checks each swimmer's name that approaches the starting point to insure that the name agrees with the name on the timer's slips. The exact execution of this task will be based on the instructions provided during the Timer's Meeting prior to the start of the meet.

### **Awards/Standings Coordinator (Per Season, Experience Level 2, Medium)**

Responsible for 2 distinct functions during the season and at the end-of-season party.

1. During the season, based on the results of each meet, maintains and posts a list of each swimmer's standings with regard to whether they are a Silver, Gold, or Platinum swimmer. After each meet, updates the lists and posts them on the Sherwood Sharks team bulletin board in the Harmon Center.
2. During the season, monitors each swimmers status with regard to whether they are a Bronze, Silver, Gold, or Platinum swimmer. Also, monitors high point status of each gender and age group. At the end of the season, coordinates with the Trophy Vendor to order trophies for each gender, age group, high-point category, and special award category and have them delivered to the location of the end-of-season party. On the day of the party, arranges all of the trophies and award to follow the order of the presentation program based on gender, age group, high-point category, and special award category. Collects any unrepresented awards and takes them back to the Trophy Vendor for pick-up by the swimmer at a later date.

### **Computer Operator (Per Season, Experience Level 1, Medium)**

Operates the Team Computer running Meet Manager during the conduct of Home Meets only. Uses the Timer's Sheets and DQ Slips to correctly enter all of the meet results (each individual's or relay's times, DQ events, etc.) into the computer. Scores the meet, produces printed results, and enters scratches and deck entries. Notifies the Meet Manager of any problems or issues. After meet in complete and totally scored, the Computer Operator backs up the Meet Manager database and exports a copy of the results for delivery to the visiting teams.

### **Meet Director (Per Season, Experience Level 1, Medium)**

Responsible for the direction and execution of all meet events for Home Meets. This includes, but is not limited to: Management of the operations of Clerk of Course, Computer Operator, Timers, Place Judges, Announcer, Starter, Stroke and Turn Officials, etc.; as well as the flow and execution of the meet, coordination with visiting teams, problem resolution, and any activity impacting on the flow or execution of the meet or the administrative support functions of the meet. Anyone interested in training for this position should contact Team Management for a more detailed description of the responsibilities of the Meet Director and coordination of training.

### **Ribbon Coordinator (Per Season, Experience Level 2, Medium)**

Responsible for insuring that an adequate stock of ribbons is on-hand for the season and ordering ribbons to replenish the team's stock of ribbons as necessary. Following each meet, gets the ribbons labels, goes to the Harmon Center, and with the help of other swim parents, places labels on place ribbons appropriate to the completed meet for each child and places each ribbon in the appropriate family folder in the ribbon boxes. This process usually takes approximately 2-3 hours each Monday following the weekend meet.

At the CASL Meet of Champions, the Ribbon Coordinator takes the ribbon boxes to the University of Arkansas at Little Rock where awards tables have been setup in the gym. The Ribbon Coordinator then oversees and assists with the labeling and distribution of the medals and ribbons for CASL Meet of Champions. This usually takes from approximately 10:00am – 6:00pm. The Ribbon Coordinator then takes the Sherwood Sharks ribbon boxes to the end-of-season party the next afternoon (Sunday) so that Meet of Champs swimmers can pick up their ribbons and medals.

### **Silent Auction Director (Per Season, Experience Level 2, High)**

The Silent Auction Director is responsible for coordinating one of the Team's most important fund raisers – the Sherwood Sharks Silent Auction. The Silent Auction Director coordinates the dates for the auction, solicits help and participation from the Team as a whole in the gathering and contribution of items for the auction, plans, arranges and decorates the auction venue, labels and prices all of the auction items, prints and arranges bid sheets, and is on-hand during the auction. After the auction, the Director is responsible for managing the announcement of auction winners, distributing items purchased, collecting the bid price from each bid winner, and turning the funds over to the Team Treasurer.

### **Snack Bar Manager (Per Season, Experience Level 2, Medium)**

The Snack Bar Manager is responsible for the setup, operations, and break-down of the Snack Bar at the Harmon Center during each Home Meet. The Snack Bar Manager is responsible for insuring that they receive a cash drawer from the Team Treasurer prior to every Home Meet. The Manager directs and assists with the setup of the Snack Bar on the Friday night prior to each Home Meet. The Manager operates (along with other volunteers) the Snack Bar during the conduct of the meet and directs the breakdown of the Snack Bar at the conclusion of the meet. Prior to departure, the Manager insures the delivery of the cash drawer to the Team Treasurer or Team President.

The Snack Bar Manager also operates the limited Snack Bar at the mid-season party. The operation of the limited Snack Bar at the mid-season party varies each year depending on the party venue and what is chosen to be sold as refreshments at the mid-season party. This is usually coordinated by the Snack Bar Manager and the Team President.

### **Stroke and Turn Judge (Per Season, Experience Level 1, Low)**

The position of Stroke and Turn Judge is crucial at every meet. The Stroke and Turn Judge is an independent judge that is located on the pool deck during the execution of the meet and evaluates the stroke technique of every swimmer equally and consistently to insure that the swimmers complete each swim according to the technical rules established for each unique stroke. This is a trained position. Each Stroke and Turn Judge must be trained by the Central Arkansas Swim League at the beginning of each swim season. If a Stroke and Turn Judge does not attend one of the training sessions given prior to each season, they are not allowed to judge during that season. New swim families should not be afraid to take this position because they are provided adequate training and mentoring before being asked to judge by themselves.

### **Team T-Shirt Coordinator (Per Season, Experience Level 1, Medium-High)**

The Team T-shirt Coordinator helps design and choose the T-Shirt that will be purchased and provided to each registered swimmer and sold to parents, guardians, friends, etc. each season. The Coordinator also participates in the choosing of the T-shirt vendor that will be used for that season. The Coordinator insures that they have an accurate count of swimmers and orders at the published ordering cutoff and then uses that information to place the T-shirt order with the chosen vendor. When the T-shirts are received from the vendor, the Coordinator sorts the T-shirts by name/size and brings them to the Harmon Center practices and Thornhill practices to distribute to swimmers and those that purchased shirts.

### **Volunteer Coordinator (Per Season, Experience Level 1, Medium)**

The Volunteer Coordinator works to insure that each of the volunteer positions for the upcoming meet are filled. Until each position is filled, the Coordinator sends team messages encouraging parents, relatives, friends, etc. to volunteer for the open positions. On meet day, for both Home meets and Away meets, at the beginning of the 1<sup>st</sup> Session, the Coordinator insures that the volunteer for each position has shown up; and if not, works to find a replacement volunteer from Team spectators on deck. The Coordinator then repeats this process when volunteers change over for the 2<sup>nd</sup> Session.

### **Head Stroke and Turn Official (Permanent, Experience Level 1, High)**

This position is a highly trained position that is responsible for the assignment, oversight, and monitoring of all of the Stroke and Turn Judges during the execution of each Home meet; as well as coordinating with the Host team's Head Stroke and Turn Official at Away meets. The Head Stroke and Turn Official is responsible for briefing all Stroke and Turn Judges, giving them any appropriate stroke briefing or updates, providing them with assignments and jurisdictions, explaining any local protocols, resolving any issues with disqualification calls, and explaining disqualifications to coaches. Anyone interested in this position – coordinate with current Head S&T Official.

### **Parent Representative (Permanent, Experience Level 1, Medium)**

The Parent Representative is the Team's face and voice to the swimmers, parents, guardians, friends, other team Parent Reps, coaches, and the CASL Board. The Sherwood Sharks Parent Rep should have several years of experience as a member of the Sherwood Sharks Swim Team. The Parent Rep is where Team members (both swimmers and parents/guardians) turn when they have a question. The Parent Rep should have an excellent working knowledge of all facets of team operations in order to provide accurate information to those that ask – as well as determine what information is appropriate to disclose. In the absence of Team Management or Senior Coaching Staff, the Parent Rep makes on-the-spot decisions on behalf of the team to resolve a problem, settle disputes, provide decisions that have a level of urgency that they cannot wait on the availability of Team Management or Senior Coaching Staff. The Parent Rep may also be asked by Team Management to represent the Sherwood Sharks Swim Team at the board meetings of the Central Arkansas Swim League. Anyone interested in training to be a Parent Rep or being a Parent Rep, please contact Team Management or one of the current Parent Reps.

### **Sponsor Coordinator (Permanent, Experience Level 2, Medium)**

The Sponsor Coordinator leads the effort to solicit sponsors for the Sherwood Sharks Swim Team. Obtaining sponsors is the Team's most significant and important fund raising activity. The Sponsor Coordinator works with other members to research, call, write, or in any other manner contact potential sponsors for the Sherwood Sharks. Based on the level of sponsorship, the Coordinator works with the Team T-shirt Coordinator to insure that every sponsor is placed accurately on the Team T-shirt and in the correct position on the shirt. Also, based on level of sponsorship, the Coordinator insures that each sponsor is placed onto the Team website in the appropriate ranking and with any required links to Sponsor websites. The Coordinator tracks Sponsor payments and insures that all sponsors placed on the website and T-shirt pay the amount pledged. The Coordinator insures that all payments are turned over to the Team Treasurer. The Coordinator insures that the sponsorship list is updated and accurate so that it can be used as the starting point for the next season's sponsorship efforts.

## CHART OF POSITIONS/SESSIONS/EXPERIENCE/QUANTITIES

Session Quantity Needed		Experience Level
8:00am - 10:00am	10:00am - 12:00pm	

Per Meet	<b>Announcer</b>	1	1	3
Per Meet	<b>Backup Timer</b>	1	1	2
Per Meet	<b>Clerk of Course</b>	4	4	2
Per Meet	<b>Data Consolidator</b>	1	1	3
Per Meet	<b>Hall Monitor</b>	1	1	3
Per Meet	<b>Heat Sheet Sales</b>	2	2	3
Per Meet	<b>Meet Breakdown</b>	6	6	3
Per Meet	<b>Meet Setup</b>	6	6	3
Per Meet	<b>Place Judges</b>	2	2	3
Per Meet	<b>Runner</b>	1	1	3
Per Meet	<b>Snack Bar Worker</b>	4	4	3
Per Meet	<b>Swimmer Wranglers</b>	3	3	3
Per Meet	<b>Timers</b>	8	8	3

<b>Experience Level</b>
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<b>Awards/Standings</b>				
Per Season	<b>Coordinator</b>	1		2
Per Season	<b>Computer Operator</b>	3		1
Per Season	<b>Meet Director</b>	2		1
Per Season	<b>Ribbon Coordinator</b>	1		2
Per Season	<b>Silent Auction Director</b>	1		2
Per Season	<b>Snack Bar Manager</b>	1		2
Per Season	<b>Stroke and Turn Judge</b>	20		1
Per Season	<b>Team T-Shirt Coordinator</b>	1		2
Per Season	<b>Volunteer Coordinator</b>	1		2

<b>Experience Level</b>
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Permanent	<b>Head Stroke and Turn Official</b>	1		1
Permanent	<b>Parent Representative</b>	4		1
Permanent	<b>Sponsor Coordinator</b>	1		2