



2019 Volunteering

Swim teams, unlike most other children's athletic activities, require a large number of parental volunteers. Some jobs like runner, timer, snack bar helper, or set up/ clean up can be accomplished during the day of the meet and take very little, if any, additional time. Other jobs such as Starter, Referee, Stroke and Turn Judge or member of the administration take more time, but are necessary if we are to continue the BCSC program.

Volunteer Commitment: Each family must complete 8 shifts (this is not hours) during the swim season with the majority of these shifts taking place at swim meets. With 4 "B" meets, 5 "A" meets and some Penguin/Stinger events, you should plan to do a shift at every meet (A or B) and something else through the course of the season. Many hands make light work.

Volunteer Fee and opt-out: We offer an opt-out option. You may pay a \$225 volunteer fee at registration to opt out for the season. Be aware, though, that you will still be asked to volunteer if your child(ren) swim in specific events. We ask that every family do a shift at Time Trials. This can be a very long event if we do not have a sufficient quantity of volunteers. Doing a shift on this day spreads the burden and makes the event run more efficiently. **Even if you pay to opt out of volunteer requirements, you will also be asked to do a volunteer shift if your child(ren) participate in IM Tough, Relay Carnival, Divisionals or All Stars.** When we are an Away team for these events, the volunteer requirement is lower so you may not be needed. If we are the Host team, you will be required to volunteer in order for your child(ren) to swim.

We will collect a \$200 check (payable to The Burke Centre Swim Club - BCSC) from every family during the first weeks of practice, starting Tuesday May 28. Checks can be given to the Volunteer Coordinator (Jeff Lash) or placed in the labeled folder in the

family boxes. **All volunteer checks must be received by June 7th** in order for your child(ren) to continue participating. If you have not turned in a check by this date, your child(ren) cannot swim in practice and they cannot be registered for Time Trials or any meet. Checks will be held until after the Burke Centre Festival. If your family has completed the 8 shifts required, checks will be shredded or returned at that point.

We will not return checks during the season because we do not know the actual requirements until the season has ended. Plus, we need coverage throughout the season. While we appreciate the enthusiasm that you might have at the beginning of the season, a family can only be credited with two shifts per event without prior approval from the Volunteer Coordinator. We want every family to have a chance to participate and fulfill their commitment.

Volunteer sign-ups go live on Team Unify a week before each meet or event. Sign-ups close at midnight before the meet so that rosters and name tags can be printed. You **MUST** sign in at the volunteer check in prior to your job in order to receive credit. You **MUST** work the entire shift of your job, unless prior approval from Volunteer Coordinator, for credit.

If you miss the sign-up deadline but can help at the meet, please check in at the Volunteer table. We almost always need more help. If you fill an open slot at the meet, but didn't sign up, be sure to sign in at the volunteer table or notify the volunteer coordinator at the meet, otherwise you may not receive credit. You **MUST** sign in at the volunteer check in prior to your job in order to receive credit. You **MUST** work the entire shift of your job, unless prior approval from Volunteer Coordinator, for credit.

We are a community swim team and support each other as a community whether our families are dealing with military deployments, new babies and small children, job commitments/travel, injury, sickness, etc. If you have specific issues that make it difficult to volunteer at meets or in standard roles, please let us know as early in the season as possible. There are always lots of things that need doing that Board Members would be happy to delegate.

Volunteer Opportunities and Job Descriptions

STARTERS AND REFEREES -- The Starter is responsible for announcing the event and start of each race. The Referee is responsible for making the final decision on a possible infraction by a swimmer or team. Referees must be Starter and Stroke and

Turn certified. Starters must be Stroke and Turn certified. These positions require training at an Officials Clinic offered by The Colonial Swim League. Clinic schedules may be found: <http://csl.nvblu.com/> .

STROKE AND TURN JUDGES--These individuals are responsible for monitoring the swimmer's strokes and recording a possible disqualification (DQ) during a meet. These positions require training at an Officials Clinic offered by The Colonial Swim League. Clinic schedules may be found: <http://csl.nvblu.com/> .

TEAM REPRESENTATIVE – The individual shall act on behalf of the team Board of Officers. The Team Rep. participates in League meetings and is the spokesperson for his/her respective team at these meetings. They act as the meet manager for home meets, and are responsible for the smooth running of all meets. They coordinate meet dates and locations. The Team Rep. will also act as the liaison between the referee at a swim meet and any party with a dispute over a referee's decisions regarding any swimmer's performance.

***BCSC CLUB REGISTRAR** – Receives all official swimmer registration and provides each team with a roster of current members. The registrar forwards all registration fees to the BCSC treasurer.

SCORING /COMPUTER OPERATOR—the team Computer Operator uses **HyTek Meet Manager** to organize the meet, enter each swimmer's time, and manage the meet to include scores, records, reports and ribbon labels. Files are transported electronically to **HyTek Team Manager** for record keeping and data management to help run the team. Coaches use this data to keep track of a swimmer's progress throughout the season and to help in meet placement. This position requires attending at least one training session sponsored by the Colonial Swim League.

COMPUTER SUPPORT - this position supports the computer operator by helping to gather and organize time cards and DQ slips. This is an indoor position.

ANNOUNCER -- Home meets only. Sets-up/Takes down and manages the PA system during meets.

CLERK OF COURSE—this individual lines up the swimmers in order of events and lane, so that the meet runs smoothly. Several helpers required at home meets.

HEAD TIMER & LANE TIMERS—these individuals record the official times of swimmers in each lane. Three timers are required on each of the six lanes plus one or

two additional timers for back up. The ***Head Timer** coordinates Lane Timers for each meet.

RUNNERS -- This is a misnomer since you really WALK the cards around the pool, either to give the cards to the timers or to take the cards to the computer people. We need three or four runners for home meets.

RIBBON WRITERS—at the meet these individuals prepare ribbons to be distributed to the swimmers. Ribbons are completed and placed in the swimmer's folder located in the Family Box.

HEAT RIBBON DISTRIBUTORS -- You stand at the end of the race and hand out heat winner ribbons on Wednesday meets. The kids really love getting these ribbons. Big feel good job.

TEAM PHOTOGRAPHER -- Takes many of our great pictures. Do you have a good eye? A nice camera with a big lens?

FLOATERS -- Fill in as needed, where needed. Two to three per home meet.

SET-UP/ EQUIPMENT AND TAKE-DOWN—these individuals help prepare and dismantle the pool for a Home swim meet. This labor-intensive opportunity includes laying and removing lane lines, moving tables and chairs, and cleaning pool area. Can be accomplished very quickly with many participants.

SNACK BAR—In order to keep registration cost at a minimum and to cover the expenses of ribbons and awards, the Stingers raise additional funds through the management of the Snack Bar during their Home meets. Many volunteers are needed to donate items to be sold and to contribute their time as a server or a cashier.

SOCIAL—these individuals are responsible for coordinating the social activities for the swimmers and their families throughout the season. Each team manages its own Social Activities, so please contact your team's Social Coordinator to share ideas and/or volunteer.

SPIRIT WEAR COORDINATOR -- Handles sales of spirit wear. T-shirt and clothing sales typically occur during the first two weeks of the season. Caps and other miscellanea may be available throughout the season. This area raises team funds

which helps to keep registration fees down.

WEBMASTER—this is an exciting opportunity for any individual who wants to post and provide information to the team. The website is an opportunity for team officials to share news regarding the team and the current activities quickly and efficiently. Directions, Schedules, Meet Results, Personal Best Times and other valuable information can be found on the site.

SWIM-A-THON COORDINATOR AND COMMITTEE: Runs the annual Swim-a-thon to raise funds for local charitable organizations.

PRACTICE POOL DECK/BATHROOM ADMIN: Ensures the pool deck and bathrooms are clear of all swim equipment, swimmer personal items, trash, toys, ect. at the end of each practice.

WHAT DOES NOT CONSTITUTE A VOLUNTEER SHIFT

Bringing a food contribution to a social event. We have several potluck events during the season including a Team Breakfast, Swim-a-thon dinner, and Awards banquet dinner. We want you to join us and partake of the goodies that other families bring, too. Our social events build our community.

Signing your child(ren) up for swim lessons. We are limited by the structure of the Team Unify site in the way we assign “credit” for event sign-ups. We use Team Unify to manage the lesson sign-up process but these are not volunteer shifts.

Providing popsicles for Popsicle Thursday more than once. We understand that time and logistics are involved in providing frozen popsicles after the Thursday practices and will count your efforts once during the season. This includes distributing the popsicles at the end of practice. (Submit your receipts for reimbursement to the Social Chair.)