



## Job Assignments

**Online job assignments are here!**

To sign up for jobs, check what jobs you have signed up for, or see currently available jobs (more are added as the season progresses), please visit our site and log-in to get signed up! [www.oakhurstorcas.com](http://www.oakhurstorcas.com) or use the OnDeck app!

## Volunteering for Swim Meets

When they say “It takes a village...” they must have been talking about swim meets! Fun and full of friendly competition, a successful swim meet requires the help of many parent volunteers.

There are several different types of volunteer options. Some require certifications and/or training and others are straight-forward and do not require certification/prior training. You can easily find a job that will suit your family the best!

Because Oakhurst Orca Swim Team is run 100% on parent volunteers, it is a requirement that all families meet the minimum jobs! We have both pre-season jobs, home meet job assignments, and away meet job assignments that need to be filled. In addition, we have social events that also need volunteer help!

## Job Assignment Types

### **Certified Positions:**

**Stroke and Turn Judge:** Stroke and Turn judges usually work approximately 2/3 of each meet they are working. There are usually 2 Orca judges at all times (with three jobs available per meet). The stroke and turn judge observes swimmers to ensure that they are correctly performing the strokes and making legal turns. Parents who are stroke and turn judges have a lower total job requirement.

Training is required for those interested in becoming a stroke and turn judge. Training consists of both watching videos and on deck/in meet training/shadowing. You must complete a training shift (which counts as a volunteer shift) prior to performing the stroke and turn job. The Oakhurst Board Stroke and Turn Coordinator will determine the training schedule. Once the dates are determined, we will publish them on our website and contact those who expressed interest.

As a stroke and turn judge, you will be partnered with a stroke and turn judge from the other team and work together to determine if swimmers are following the rules for each stroke. Non-conformance, frequently referred to as “DQ” or disqualification, is noted on a “DQ slip” and brought to scoring table.

This is a great position for either the seasoned swim team veteran or those new to swimming and eager to learn the “stroke rules” quickly!

## Non-Certified Positions:

The following positions are open to all. Many positions, with the exception of computer desk, starter, announcer, and stroke and turn judges can be learned “on-the job” or with brief instruction.

**Shepherd Coordinator** (if numbers allow): Receives a copy of the scheduled events for the 8 and unders at the meet, works with the other shepherd volunteers to make sure swimmers 8 and under are ready to swim. Walk swimmers to meet the coaches at the starting blocks. Orient brand new shepherds to the role, including how to read the shepherd sheets, where to take swimmers during relays, and how to line swimmers up pre-race.

**Meet Shepherd**: Escorts swimmers from the shepherd area to the swim blocks for all of their races at the appropriate times. Helps supervise and coordinate swimmers 8 and under behind the swim blocks, aligning swimmers for each event by heat and lane. This is a key position which keeps the meets running on time. Swimmers are required to show up in the shepherd area (northwest corner of the pool at a home meet) prior to races. Shepherding is a great way to get to know families within your child’s age group. If signing up to shepherd, you may ONLY sign up to shepherd your child’s age group and are limited to 1 shepherd shift per group per meet. (Ex. I have a 5 year-old daughter and a 8 year-old son. I may sign up to shepherd in the 6U girls or boys for one shift/job. If my partner is also volunteering at that meet, my partner may sign up to shepherd either 7/8 boys or girls, but as one of the goals of shepherding is to get to know other families, we should not shepherd the same age group together).

**Timers**: Timers work for the entire meet. They are instructed by the starter prior to each meet. They time the swimmers during events as a group of three timers per lane.

**Recorder**: May be combined with timing position at times. Works in conjunction with 3 timers for assigned lane. Records stopwatch times of swimmers for their lane on deck sheet.

**Runner**: Collects deck sheets from recorders after events and deposits them at the scoring table. Assists at desk in organizing deck sheets and DQ slips for computer team.

**Head Timer**: Supervises lane timers during meets. Signals to starter when timers have cleared watches, maintains watches in proper working order, in the event of a dolphin timer malfunction/stopwatch malfunction, the head timer maintains a stopwatch to substitute in that lane.

**Ribbons**: Responsible for sorting and labeling ribbons for each event.

**Set-up/Take down (Pre/Post Meet)**: Under the direction of the Set-up/take down coordinator, sets up the pool (tents, chairs, tables, 8U blocks, removes pool furniture, etc.) prior to each meet. At the end of the meet, restores the pool furniture to the deck and puts away all tables, chairs, pop-ups, blocks, etc.). Checks out at end of take-down with the Set-up Coordinator

**50-50 raffle promoter**: sells 50-50 raffle tickets as a fundraiser for the team, gets swim families attention and interested in purchasing tickets.

**Hospitality and Bathrooms**: Deliver water, lemonade, etc. to the volunteers (esp. timers, recorders, stroke and turn). Checks bathrooms to ensure clean and stocked with paper towels and toilet paper.

**Volunteer Check-in (Pre-meet)**: Checks in volunteers for the meet at designated times. Distributes shepherd clipboards, sheets and aprons. Notifies volunteer coordinator for any missing volunteers.

**Parking Assistant/Attendant (pre-meet)**: Gets people mover from golf cart barn. Shuttles swim meet families from both teams from lower parking lot to upper parking lot. Assists visiting swim families to park in appropriate sections of upper lot (not in member parking).

## Appointed Meet Positions:

**Computer Desk/Computer Desk Assistant:** Responsible for the inputting and managing of meet entries for both home and away meets, including running and scoring the home meets. Inputs time standards pre-season. Helps seed entries pre-meet.

**Announcer:** The announcer announces the upcoming events, acts as DJ and makes appropriate announcements (snack bar is open, 50/50 raffle drawing, etc.).

**Starter/Starter Assistant:** Runs the starting equipment. Tests dolphin timers and timing system pre-meet. Ensures that all swimmers receive a fair and equitable start.

## Not Sure Where to Volunteer?

Have small children?

We encourage parents with younger children to sign-up for set-up/take-down and shepherding. This allows the parent to be around for their children while volunteering for the swim team.

Enjoy being part of the action?

Timer, runner, stroke and turn judge, started and desk assistant are great volunteer positions.

More extroverted?

Consider positions 50-50 raffle promoter, hospitality and bathrooms, volunteer check-in, parking, head timer as your volunteer positions.

Want to be in the shade and still watch your children swim?

Volunteer for ribbons, snack table, or timer/recorder.

For additional questions regarding volunteer positions, please contact Laura Griffith

## Minimum Job Requirements for 2023:

The following are the minimum job requirements for the 2023 swim season:

- 12 Jobs for all Orca Swim Team families\*
- Invitational Jobs (if your child(ren) are signed up for invitational meet (e.g. Battle, Pentathlon))
- 1 City Meet Job

\*If stroke and turn judge, please contact Laura Griffith re: minimum job requirements.