

# RSST Parent Volunteer Agreement

## Parent/Meet Requirements

Amended 2015

Mission: RSST is a 501(c)(3) non-profit youth team competing within the Frederick Summer Swim League. The team is led by parent volunteers and a paid coaching staff. RSST is a summer swim team; its mission is to provide recreational and competitive youth swimmers with an opportunity to enhance personal fitness, improve swim stroke technique, cultivate a sense of teamwork, make friends, and have fun.

Swimmers bring their best attributes to RSST – and one of those is YOU! The Parents! PARENTS are the most important people needed to run a swim meet and other RSST activities during our short summer swim season. RSST has a great reputation for meets that run smoothly and that is only accomplished by having approximately 50 parents working at each meet.

### **How it Works:**

Each swimmer (family) must provide a parent/guardian to assist in general operation of the meets, both at home and away, **at the published annual minimum required amount (will be at least 4 times), plus serve as a back-up at least 1 time during the swim season.** The more families we have join the team, the fewer responsibilities you will have; fewer families = more responsibilities (for example, a 5 time requirement) - thus requirements will be published each season.

A commitment for \$100.00 will be due from each family at registration. If for some reason, a family is unable to meet their parent meet requirement of working at least **the minimum required amount**, the commitment will be assessed and your credit card will be charged. Extenuating circumstances will be reviewed and considered by the Board of Directors, upon your proactive request only. If you believe you cannot or will not volunteer, you have the option to pay the \$100 commitment upfront during registration and your co-operative commitment will be fulfilled for the season.

Meet positions are listed with duties and responsibilities below. You are not limited to choosing the same position; however, please note that you are not guaranteed placement in the duty of your choosing. Duties are assigned on a first-come basis and may be changed as needed, so don't delay...

After you register, you will receive a confirmation email. Use your website login to sign-in to your account and go to the events tab. Click on job sign-up for each event you'd like to sign-up for and select from the available jobs. Be sure to select at least **4 jobs and 1 back-up**. Until you do so, your swimmer(s) will be ineligible to swim in time trials / meets. Check the website/your email for the sign up deadlines.

Parents and swimmers are expected to arrive at warm-ups; parents check-in with the Volunteer Coordinator (see parent check-in procedures below).

Duties are performed either before the meet, during 1st half, during 2nd half, or after the meet. *If your child is finished swimming before the end of the meet, and you are working a 2nd half position or after meet position, YOU MUST REMAIN AT YOUR DUTY UNTIL THE END OF THE MEET!*

Committee positions and Head positions are held for the length of the season. Chairpersons are expected to maintain a detailed turnover binder consisting of information regarding their committees that can be handed over in order to maintain integrity of the position over time.

For those families new to RSST, there are several "veteran" families that are willing to help you and Time Trials is an excellent opportunity to understand how a meet is run, without the pressure of an actual meet.

### ***All parent-volunteers must uphold the rules established by RSST and FSSL.***

- The entire schedule will be finalized for the season the week of/before Time Trials.
- If your summer plans change after submitting your jobs, but before the jobs close, please go into the system and make your changes from the list of available jobs.
- After the jobs close, if a conflict arises with your schedule and you have been assigned a meet on a date you are no longer able to work, YOU are responsible to find a replacement to fill your duty and notify the Volunteer-Coordinator.

## **Parent Check-In Procedures at Meets:**

### **1. Check In:**

- ***ALL parents working at the meet will check in directly with the RSST Meet Coordinator under the pavilion before reporting to your assigned area.*** Note: This includes ALL volunteers for both first and second halves. This is the only way parents will receive credit for working and to ensure you are there.
- *Meet set up volunteers will arrive at least ½ hour before warm ups and will check in with committee leader and the meet coordinator.*

### **2. After checking in:**

#### **Timers and Runners:**

- All timers will be called to meet with the Head Timer about 30 minutes prior to the start. Listen to the PA.
- First half timers will receive a stop watch and volunteer badge. When you are finished, please do not leave your post until a second half timer shows up to replace you. There is an intermission halfway through the meet for this transition. Hand over your stop watch AND volunteer badge to your replacement. Head Timer will take attendance for second half to ensure 2nd half volunteers are there.
- Second half timers: Please be sure to return both the stop watch and your volunteer badge back to the Head Timer at the end of the meet. Please do not just leave items at announcer table or turn over to other team.

#### **Clerk of Course:**

- First half Clerk of Course: Introduce yourself to Head Clerk of Course. You will receive a program/pencil and badge. When you are finished, please do not leave your post until a second half Clerk of Course shows up to replace you at intermission. Please turn over all items to your replacement for second half. Second half Clerk of Course: Be sure to return all items at the end of the meet back to the Head Clerk.

#### **Ribbon Writers:**

- Ribbon Writer: Check in with Head Ribbon Writer. Both Ribbon Writers will work together for approximately ¾ of the meet. This is particularly true for HOME meets; away meets tend to be more flexible.

#### **Heads, Meet Set-up and Take-down Crew, Concessions Helpers, Scorers, Stroke & Turn Judges, Starter:**

- Report to your assigned area after checking in with the Meet Coordinator.

### **3. Other Info:**

- All Volunteers: Please be sure to return all badges/stop watches/clip boards etc. at the end of the meet.
- If you do have a last minute emergency and will not be able to work your post, please find a replacement and inform the meet-coordinator as soon as possible, or by noon on Thursday at the latest.
- If you have a sick swimmer or other emergency the morning of the meet, please contact the Meet-Cordinator by 6:45AM. Contact numbers will be provided with weekly meet schedules emailed to the team. Parents assigned as Back-up Duty will be notified at this time.

## Parent-Meet Positions:

*Duties with \*\* are also needed at away meets*

TITLE	PURPOSE	DUTIES and ESTIMATED TIME REQUIREMENT
<b>**Clerk of Course</b>  At a Meet, total of <b>4 RSST</b> parents per half is needed to run the COC at home. <b>2</b> away.	to manage the flow of swimmers as they proceed with their events and heats to the starting area	<ul style="list-style-type: none"> <li>One volunteer to round up swimmers in one designated area to prepare them for COC, use walkie-talkies, work with announcer</li> <li>One volunteer at COC tent placing kids in rows in their heat order</li> <li>One volunteer to ensure that heats are moving up in the COC area and the correct heats are moving on to the starting area chairs</li> <li>One volunteer to stay at the chairs behind the starting area ensuring kids are moving up in their chairs in correct order; important to keep swimmers in correct heats</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ of Meet, about 2 hours
<b>**Lane Timer</b>  9 RSST per half at home Meets  9 RSST per half at away Meets  (12 if an 8-lane pool)	to use stopwatch and record swimmers' times' from end of lane	<ul style="list-style-type: none"> <li>Meet in a group with head timer 30 minutes before Meet for instructions and review</li> <li>The timers will also check the name of the swimmer against the name listed on the score card, for EVERY swimmer to ensure that the correct swimmer is in the correct heat and lane</li> <li>Indicate to Head Timer prior to each heat you are ready</li> <li>Start stopwatch in sync with Starter's flash</li> <li>If your watch does not start, raise your hand and get an extra stopwatch from the head timer</li> <li>Stop stopwatch when any part of swimmer's body touches wall</li> <li>3 timers required at each lane</li> <li>One timer is responsible for writing down the times of all three watches for every heat/event, even if the swimmer is disqualified</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ length of Meet
<b>Time Sheet Runner</b> 1 RSST per half at HOME meets	to provide Scorers with time sheets	<ul style="list-style-type: none"> <li>Responsible to collect all time cards from timers after completion of each event</li> <li>Submits time cards to scorer's table at end of each event</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ of Meet
<b>Heat Winner Ribbon</b> 1 RSST per half at HOME meets	distributes ribbon to each heat winner	<ul style="list-style-type: none"> <li>Closely observe each heat and distribute Winner ribbon</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ of Meet
<b>Concession Help</b> (4 @ HOME meets)	to assist in Concessions	<ul style="list-style-type: none"> <li>Assist Concession Chairperson with food sales during Meet</li> <li>Post prices, collect money, and maintain stock of food and beverage items</li> <li>Assist with set-up/take-down of concession area</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ of Meet
<b>Raffle Sales</b> 1 @ HOME meets	Sell raffles	<ul style="list-style-type: none"> <li>Sell Raffle tickets to spectators during 1st half of meet</li> <li>Count intake and prepare money for Treasurer &amp; 50/50 raffle</li> <li>Have Starter announce winners at intermission</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> ½ of Meet
<b>**Ribbon Writer Aid</b> 2 RSST per HOME meet, 1 per AWAY meet	Responsible to place the labels from the swimming event on the appropriate ribbon	<ul style="list-style-type: none"> <li>IT &amp; Scorers will print off pages of labels</li> <li>Stick printed labels from IT on back of appropriate ribbon</li> <li>File in family folder &amp; appropriate team folder</li> <li>Works with and Assists Head Ribbon Writer</li> <li>Requires staying after conclusion of meet to ensure ribbons are completed.</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> 3/4 of meet with breaks
<b>IT/Score Helpers**</b> 2 per HOME meet, 1 per AWAY meet	Assist IT Head	<ul style="list-style-type: none"> <li>One person will enter the results into the computer while the other verifies the correct time is entered into the computer.</li> <li>Works closely with IT Head Scorer</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> by half/length of meet (team rotates)
<b>**Stroke &amp; Turn Judge**</b>  2 RSST per Half at Home and Away Meets	to assess legality of swimmers technique during competition	*****Position requires certification from FSSL*****  <ul style="list-style-type: none"> <li>Ensure swimmers are correctly executing strokes and turns, Indicate DQ</li> <li>Communicate with head timer</li> <li>Communicate with coaches</li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> 1/2 of meet

<b>Meet Set up / Take down</b>  4 RSST at Meets	to prepare equipment and pool for meets, and take-down	<ul style="list-style-type: none"> <li>• Refer to list of tasks in committee section</li> <li>• <b>Heavy lifting required!</b></li> <li>• <b>Arrive at least ½ hour before warm ups!</b></li> </ul> <b>ESTIMATED TIME REQUIREMENT:</b> 1-hour morning, 45-min after meet
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## **Committee and Head Positions:**

In addition to the above positions during the meets, we utilize many people during the preparation and coordination of various functions. Again, it is easy to underestimate any of these tasks, but we truly value the efforts these parents put forth. The positions below also satisfy volunteer duty requirements (^unless noted):

TITLE	PURPOSE	DUTIES and ESTIMATED TIME REQUIREMENT
<b>Starter</b>	to announce/start events and keep meet moving without delays	Position requires certification from FSSL Announce event and heats Use starting equipment Use event number flip-book Communicate with head timer <b>ESTIMATED TIME REQUIREMENT:</b> length of Meet
<b>Announcer</b>	to announce and keep meet moving without delays	Pre-Meet announcements Announce intermission (transitions, raffle winners, etc.) Clerk of course announcements Other general announcements as required Maintain Team Records Board <b>ESTIMATED TIME REQUIREMENT:</b> length of Meet / season
<b>Meets Setup and Equipment (including sound system) Committee Chairperson</b>	to lead volunteers needed to set up effective Meet and Meet take down, preparing Ridge Swim Club for RSST and guests to compete in a well-organized, safe, and clean environment. Includes set up of amplified sound system.	Organize parents and equipment to conduct home swim Meets including coordinating the set up and take down of RSC <ul style="list-style-type: none"> <li>• Note: parent volunteers will sign up for meet set-up/take-down as a "job".</li> </ul> Oversee and Assist in set-up/takedown Oversee Equipment (including sound system) -----Set-Up----- Hang lane number signs on fence; hang RSST banner Lane Chair Set up: arrange chairs 4-deep behind starting area for swimmers to sit before their heat or event Set up 6 rows of 6 chairs Clerk of Course area under 2 tents Stack up and remove extra chairs and lounge chairs from pool deck Rope off leisure pool and baby pool area with yellow caution tape Place lane markers and ladder ropes in water when lifeguard is present Set up table and umbrella for Starter Get out equipment for starter and event number flip-book Rope off area around starter hang American Flag on back of shed Set up 3 10x10 tent canopies for Clerk Of Course and team use. Get out supplies for timers Assist Head of Sound System to set up speakers & wires for sound system Steps 1-5 can take place Friday evening before the Meet after the pool closed or may be postponed until the morning of the meet. -----Take-Down----- Take down is the reverse of the above. Organize volunteers for take-down Items are returned to their original location Any trash remaining in the area is picked up and disposed of in the trash cans. -----Sound System----- Needs truck/SUV to transport speakers, cords, amplifier system Set up & ensures all equipment is operational before/during meet Use PA system for announcements during meets Announce and broadcast National Anthem prior to Meets Disassemble system and store securely Set-up and disassemble system for Banquet  <b>ESTIMATED TIME REQUIREMENT:</b> Length of season

		<p><b>SET UP ESTIMATED TIME REQUIREMENT:</b> 1 hour; morning of home meet, arrive 30 minutes prior to warm-ups/finish during warm-ups</p> <p><b>TAKE DOWN ESTIMATED TIME REQUIREMENT:</b> 45 minutes after meet</p>
<b>Head Clerk</b>	<p>to oversee Clerk Of Course at Home meets to ensure meets run smoothly</p> <p>provides assistance at Away meets</p>	<p>review scratches with coach prior to meet</p> <p>gather home and away clerks 15 minutes before Meet</p> <p>provide quick instructions</p> <p>designate each parent for specific duty</p> <p>provide programs, clipboards and badges to RSST parents.</p> <p>works with Meet-Coordinator to evaluate parents/needs for each meet (home and away) and ensure all clerks are in place...</p> <p>report missing parents to Meet-Coordinator for back-up</p> <p>ensure team clerk of course equipment is available at all meets, including return of equipment at end of meets</p> <p><b>ESTIMATED TIME REQUIREMENT:</b> length of Meet</p>
<b>Head Timer</b>	<p>to provide coordination of timers from both teams at home meets</p> <p>to provide assistance at away Meets to home team</p>	<p>print out the timer sheets &amp; put them on the clip boards before home meets</p> <p>get list of our team timers and assign team to lanes ahead of time</p> <p>gather home and away timers and runners 30 minutes before Meet</p> <p>provide quick instructions and review of techniques</p> <p>provide back-up stopwatch time in the event a lane timer did not start stopwatch</p> <p>works with Meet-Coordinator to evaluate parents/needs for each meet (home and away) and ensure all timers are in place...</p> <p>report missing parents to Meet-Coordinator for back-up</p> <p>ensure team timing equipment is available at all meets, including return of equipment at end of meets</p> <p><b>ESTIMATED TIME REQUIREMENT:</b> length of Meet</p>
<b>Head Ribbon Writer</b>	Responsible for FSSL issued ribbons for the season	<p>Bring box of FSSL issued ribbons to home meets</p> <p>Organize family folders at beginning of season with family names in tabs alphabetically</p> <p>IT &amp; Scorers will print off pages of labels for ribbons</p> <p>Stick printed labels from IT on back of appropriate ribbon at meet</p> <p>File ribbons in family folder</p> <p>Ensures both ribbon writers start at approximately 9AM and work through the entire meet together to ensure ribbons are ready shortly after the meet ends.</p> <p><b>ESTIMATED TIME REQUIREMENT:</b> Length of Season</p>
<b>Concessions Chairperson</b>	to improve the financial operation of RSST	<p>With Board approval, purchase food prior to Meet for operation of the concession</p> <p>During home Meets and post season events hosted by RSST</p> <p>Organize parents and equipment for setup, operation and clean-up of area</p> <p>Works with Meet-Coordinator to evaluate parent-needs for each meet</p> <p>Provide Officials' refreshments</p> <p>Run water to timers</p> <p>No additional Meet position required</p> <p>Collect Maryland Sales and Use Tax, currently 6%</p> <p>Turn over receipts, deposits and completed paperwork to Treasurer at end of Meet.</p> <p><b>ESTIMATED TIME REQUIREMENT:</b> prior to Meet and length of Meet</p>
<b>IT Head &amp; Scorer</b>		<p>Position requires certification from FSSL</p> <p>Ensures that all computer hardware and software is available, secure, and functional before, during, and after meets. This may entail purchasing (with swim team funds and BOD approval) upgrades or replacements for failed parts.</p> <p>Assist coaches with Meet set-up</p> <p>Use laptop and Meet Manager software to record swimmers times – Work with helper during meets: one person will enter the results into the computer while the other scorer verifies the correct time is entered into the computer</p> <p>Print and post ongoing results during Meet</p> <p>Forward information to Ribbon Writers during Meet</p> <p><b>ESTIMATED TIME REQUIREMENT:</b> length of Meet / season</p>

<b>Social Committee Chairperson</b>	to organize social functions to enhance morale and community spirit of RSST	Organize 2 Frenzies, pot luck, ice-cream socials or create new, fun, events with Board approval Assist w/ end-of-season awards banquet (delegate to event leader) Organize team of volunteers to help with planned events Turn over collected funds and completed paperwork to Treasurer <b>ESTIMATED TIME REQUIREMENT:</b> through end of season
<b>Social Committee Volunteers</b> <i>(2 committee members)</i>	to assist Social Chairperson with events	Assist Chair with planned events & Assists at banquet <b>ESTIMATED TIME REQUIREMENT:</b> through end of season <i>Combined with banquet and per team #, can fulfill Parent-Meet Volunteer Reqmt; also may req <u>1</u> back up job sign-up for season.</i>
<b>Banquet Leader</b> <i>(also works with social committee)</i>	to generate and execute plan for the end of year banquet	Plan Banquet for end of the season: Meet with President/VP at the beginning of season to set budget, order trophies/gifts and discuss ideas Keep Pres/VP informed of the process along the way Manage catering (if applicable) or potluck process (RSVPs, etc) Manage the awards generation and process Host at event (set up, clean up, etc.) –work with social committee Organize all outstanding awards, etc not picked up at the banquet for parent pick up at the pool (along with outstanding ribbons) Back-up for social committee events as needed. <b>ESTIMATED TIME REQUIREMENT:</b> through end of season
<b>Fundraising Chairperson</b>	to generate and execute a plan to gain funds for RSST operating expenses	Create viable plan for generating funds for the team to pay for coaches, necessary equipment & operating expenses by using sponsorship and donations to the team Present Board with plan for approval Organize team of volunteers to help with planned events Execute approved plan Communicate with Board and Publicity Recorder <b>ESTIMATED TIME REQUIREMENT:</b> through end of season

