

VOLUNTEER JOB DESCRIPTIONS

STRIKER SCHOOL TEAM (Season-Long Commitment):

- 4 families for U6 (2 for girls, 2 for boys)
- 4 families for 7/8 (2 for girls, 2 for boys)
- Families provide agreed upon schedule to Volunteer Coordinator for which family will cover which meets. (1 family per meet for each age/gender group)
- At each meet, the 4 assigned families for that meet (U6 B/G and 7/8 B/G) are responsible for working with the relay coordinator to pull kids together for relays and for taking responsibility of A & B relay team. If a C relay is present, Relay coordinator will manage.
- Striker School Team calls kids to ready bench, parents of swimmers are responsible for getting swimmers to the ready bench once the call has been made.

ANNOUNCER (team of 2):

- On a microphone, announce swim events, heats, and swimmer names at home swim meets. Also make general announcements and calls for swimmers to report to ready bench. Must stay in place during the shift. Plan on attending the Barracuda Invitational as well please.

CHECK-IN TEAM (season long commitment x 2-3 families):

- Staff the check-in table to check in swimmers and volunteers in the morning before the meet.
- Assist Check-In Coordinator and Volunteer Coordinator with production, distribution, & posting of final meet program at home meets and posting of meet program at away meets.
- Team members may need to sign up for other shifts if Check-In Commitment does not add up to their 6-7 regular season parent commitment.

COLORADO, COMPUTER OPS SET-UP, & COMPUTER OPS SCORER:

- **Colorado** operator works with the timing system, next to the starter. Works closely with the Computer team. **Computer Operations Set-up** assists in setting up computer timing system needed at home meets. May be needed in the days leading up to home meets and on meet mornings to set-up system. **Computer Operations Scorer** runs Meet Manager software during home meets. Re-seeds the meet after scratch meetings, verifies times, processes DQ slips, prints meet results and ribbon labels.
- These three jobs work together as a team and require some training and a certain comfort level working with computer systems.

FLOATER:

- On-call for one shift at a swim meet and will be called to fill any position at any time. Families may only sign up for **ONE FLOATER SHIFT PER SEASON**. Must submit cell # for person on-call during morning check-in.

READY BENCH:

- Uses the Meet Program to arrange swimmers in proper heat/lane order prior to each event. Takes swimmers in order to starting blocks before each heat of particular race. Works with a team of Ready Bench volunteers to help kids find their spot on the benches and keep them in order.

RIBBONS:

- Places computer-generated labels on corresponding award ribbons. File labeled ribbons in the family file boxes.
- In the event of a volunteer shortage in other essential areas (for example, timer or ready bench) ribbons volunteers may be pulled from ribbons duties and placed in an essential position during a meet.

RUNNER:

- Collects timing sheets from timers at each lane and delivers to computer team. Collects and reviews DQ slips from Stroke and Turn Judges and delivers to Meet Referee. Posts results and provides additional support to computer team.

SET-UP & TAKE DOWN:

- **Set-up crew** arrives early before each home meet to set up tents, tables, chairs, equipment, etc. Transports and sets up some equipment at away meets. **Take Down crew** stays after the meet to take down tents, tables, equipment and restores pool deck back to its original layout. Take Down crew may need to transport tents, tables, equipment, etc. back to JRRC after the meet.
- **FAMILIES MAY ONLY SIGN UP FOR ONE (1) SET-UP OR TAKE DOWN SHIFT PER MEET.**

STARTER:

- The Starter works alongside the Meet Referee and calls swimmers to starting blocks, announces 'take your mark', and sounds the start 'beep'. There are several rules the starter must enforce for the start of each race. The rhythm and technique of the starter is crucial to the meet, therefore this job requires specific training. Prior swim experience is very helpful!

STROKE & TURN JUDGE (Season-Long Commitment):

- Stands poolside during the meet and observes swimmer's starts, turns, stroke technique, and finishes to ensure proper, legal technique. Writes disqualification slips

for swimmers who do not have legal technique. Training is required for this position and is provided at JRSC.

TIMER:

- Operate a timing plunger and/or stopwatch poolside during races. Record each swimmer's time on a sheet that is collected by the runner. No experience needed AT ALL. Seriously, it's pushing a button! Shaded place to watch the races.

Coordinator Positions

Regular Season Long Commitments (champs responsibilities vary by position)

These positions necessitate hands-on work & leadership at every meet. If you can not attend a meet, it is your responsibility to find and train a volunteer to act in your place. This must be communicated to the Volunteer Coordinator ahead of time.

Head Timer (1):

- Responsible for keeping JRSC stopwatches in good working order. Check stopwatches ahead of time trials. Distributes stopwatches at meets and collects afterward. Head Timer also acts as a back-up timer for timers who may have forgotten to start/stop their stopwatch.
- Only Work at Home Meets.
- **CHAMPS:** Expect to work Head Timer job for 2-3 shifts at Champs.

Check-In Lead (1):

- Work with Meet Director ahead of meets to print swimmer sign in sheets.
- Produce, Distribute, and Post Final Meet Program at home meets.
- Work with Meet Director to assemble final scratch list at swim meets.
- Bring Check-In box to away meets.
- Schedule a team of 2-3 families to fill 2 check-in volunteers per meet.
- Assemble and direct Check-In Volunteers.
- **CHAMPS:** Runs Check-in table with volunteers on Saturday and Sunday of Champs.

Set-Up & Take Down Lead (2):

- We would ideally like 2 leads that are ready to work together during the season.
- Coordinates Volunteers for each meet, away and home.
- In charge of coordinating set-up and take-down process and the volunteers that assist.
- Communicate with Meet Director and Volunteer Coordinator on tent needs for each meet.
- Transport equipment to and from away meets. (2020- only 2 away meets plus Champs)
- **CHAMPS:** Set-Up the Friday before Champs, coordinating collapsing team tents the Saturday of Champs, and coordination and execution of take-down after champs on Sunday.

Relay Lead (2):

- Works to coordinate U6, 7/8, and 9/10 relays at home and away meets.
- Fills out Relay Slips, stages relays in the Relay Tent or at Ready Bench, and gets swimmers to their respective sides of the pool. Works with Jr. Coaches and Assistant Coaches to sub when necessary.
- Coordinates Relay Team Volunteers. Schedules them for shifts based on their availability.

- This coordinator position should aim to attend every meet and be at the entire meet as relays occur at the start and end of each meet. They can coordinate absences between one another.
- **CHAMPS:** Relay Coordinators will coordinate relays at Champs as well. Please remember relays happen at the END of the day at Champs both days.

Ribbons Lead (1 or 2):

- Set-Up Away Meet Ribbon Files with Swimmers' names.
- Coordinate volunteers for each meet and fill in when shifts are not filled. The ribbons can be finished away from the pool deck.
- Transport Away Meet Files to & from Away Meets.
- Purchase Ribbons for JRSC Invitational (coordinate with League Rep)
- Plan to work at JRSC Invitational as Ribbons Lead .
- **CHAMPS:** Ribbons Lead champs responsibilities come after champs is over. Ribbons lead calculates end of season awards (high point and most improved) between Champs and the End of Season Awards and communicates this info to the President & Spirit Chair. This occurs immediately following champs and is time sensitive in order to be ready by the end of season awards.

Committees

Regular Season Long Commitments

(members must complete 2 Champs Shifts in addition to serving on a Committee during the regular season)

Social & Spirit Committee (3 families):

The Social and Spirit Leads are looking for a dedicated group of volunteers ready to participate in extra work during Spirit and Social Events. Workload consists of the following:

- Check-In of Swimmers & Parents at Social Events - Attend Social & Spirit
- Assistance with set-up and take-down of decorations at social and spirit event
- Making Signs leading up to key events and meets (Personal Best board, Spirit Signs, etc)
- Preparation for Friday Recognition Days on the pool deck
 - i. Personal Best Tag Tracking and Distribution (1 fam reg. season long commitment)
 - ii. Swimmer of the Week Prep & Distribution (1 fam reg. Season long commitment)
- Assistance with End of Season Awards Party - Check-In/Award Table set-up and distribution
- Assistance with Champs Pep Rally