

## VOLUNTEER JOB DESCRIPTIONS

**IMPORTANT! THERE ARE 88 VOLUNTEER SHIFTS FOR EACH HOME MEET AND 48 VOLUNTEER SHIFTS FOR EACH AWAY MEET THAT MUST BE FILLED BY AMADOR TEAM PARENTS. VOLUNTEER COMMITMENTS ARE PART OF THE PARENT AGREEMENT IN THE REGISTRATION PAPERS. FAILURE TO VOLUNTEER AT A MEET WILL RESULT IN YOUR CHILD BEING SCRATCHED FROM THE MEET. IF YOU BELIEVE YOU WILL NOT BE ABLE TO FULFILL YOUR VOLUNTEER COMMITMENT PLEASE SPEAK WITH THE VOLUNTEER COORDINATOR. EACH SWIM FAMILY WILL BE REQUIRED TO HAVE ONE VOLUNTEER FOR AT LEAST ONE SHIFT AT EACH HOME AND AWAY MEET. THERE ARE TWO SHIFTS (MORNING AND AFTERNOON) FOR EVERY JOB. EACH FAMILY WILL ALSO BE REQUIRED TO WORK AT LEAST TWO SHIFTS DURING SWIM CHAMPIONSHIPS WHICH IS A TWO DAY EVENT. THERE ARE MANY JOBS WHICH DO NOT REQUIRE ANY PREVIOUS EXPERIENCE OR KNOWLEDGE. WE OFFER TRAINING FOR JOBS THAT REQUIRE SPECIALIZED KNOWLEDGE.**

### KEY:

- H** Home meets only
- E** Experience or training required
- K** Easy to do with kids
- S** Strength or endurance required (lifting, standing, and/or sun exposure)— not for folks with health concerns

### SET UP CREW (H, K, S)

Set the meets events, set up canopies, tables, chairs, and rope off designated areas if required. Make sure all flags and lane ropes are set-up accordingly. This is done the night before for home meets. It's a great choice if you like physical work or you just want to get your commitment done early and relax during the meet.

### CLEAN UP CREW (H, K, S)

Help at the end of the meet to take down all of the tents, tables, chairs, etc. and clean up the facility. If you're not a fan of crowds this is a great option since the work takes place after all of the swimmers have gone home and things are quieter and calmer. As the last folks there you also often get to take home any perishable foods — pastries and whatnot — that are left over from the snack bar!

### ANNOUNCER (H)

This is a great job for someone with a strong voice who's not afraid of the microphone. A sense of humor is also always welcome! You will call the swimmers to the ready bench, announce the names of the swimmers in each event, and work with the Starter/Referee to keep the meet moving quickly and smoothly. No special training required.

### HEAD SCORER & READER/COLORADO OPERATOR (E)

Like working with computers? Keep track of the score as the meet progresses by entering scores in the time computer. At the end of the meet you will copy the meet results to a disk and forward results to the league via the mail box. Furthermore, you will generate a hard copy of the meet results for the visiting team. Training provided. This job puts you on deck with a front row seat for all the action — in the shade!

### HOSPITALITY (H)

Help keep energy levels high for the many volunteers! Deliver snacks and drinks to coaches and timers throughout the day. Every parent is well-qualified for this job!

### RUNNERS (S)

Always thinking that you need to get out and exercise a little more? This job is for you. Runners are responsible for delivering all of the paperwork for the meet. They pick up timer sheets from the computer operators and distribute them to the appropriate lanes then retrieve timer sheets from lanes and return

them to the computer operators for final confirmation of race results. They also post heat and lane assignments for events, and hang up the final results after races have been completed. Lots of movement! Great exercise!

### STROKE AND TURN JUDGES (E, S)

Judges must attend a clinic to train in swimming rules and execution of strokes and turns. S & T judges are the only persons allowed to disqualify a swimmer for improper stroke or turn. They do their best to be fair to all competitors, giving the benefit of the doubt to the swimmer. Judges fill out DQ slips and give completed slips to the runners, to be turned in to the scoring table immediately. Bring a hat, this job is on deck!

### LANE TIMERS

There are three timers per lane and one back up timer per team. Timers meet with the starter before the meet begins to check watches and go over the rules. Start the watch when you see the smoke of a gun or see the flash of the timing system light. Stop the watch when the swimmer completes the stroke. This is the most popular meet job among new swim parents. You get to encourage swimmers as they get ready to race, congratulate them on their finish, and be a part of all the action all while sitting in the shade and being served drinks and snacks by the hospitality crew!

### TEAM PARENT FOR BOYS OR GIRLS (K)

This is a great job for parents of babies and toddlers since you can keep them with you. Typically you will sign up to take care of swimmers just like your child, their teammates that you already know from practices. For example, if you are the parent of an 8 year old boy you will sign up to be the 7/8 boys team parent. You will have a list of all swimmers and their races for your group. Keep track of which events are coming up and gather the children before their event is called. You will escort them to the ready bench on time, assist with caps and goggles, and help organize the relay teams. If you've ever called children to come in from playing in the yard you are trained to do this job!

### VOLUNTEER TABLE

Assist the volunteer coordinator throughout the day, but especially in the morning before the meet, to check in volunteer parents and swimmers. You get to see many team family members by signing in volunteers and making name tags. Once everyone for a shift is checked in you can take a walk and check to see where assistance may be needed.

### **SNACK BAR (H)**

The snack bar is a great place to work if you're not interested in watching the whole meet, but you're still on deck and it's usually possible to step away for a minute to watch your swimmer(s) race. Snack bar sales are an extremely important fundraiser for the team and you get to interact a lot with both kids and parents in this job. Volunteers are needed to set up, cook and serve food, and clean up.

### **PARKING ATTENDANT (H)**

Parking at Detert Park is very limited. During home meets we need parking attendants to direct traffic and ensure people park in the designated spaces to help maintain a good relationship with our neighborhood businesses. You will be an ambassador for our team, directing visitors to the check-in table and camping areas as well. You will complete this job before the meet starts, so feel free to sit back and enjoy the meet!

### **APPAREL TABLE (H)**

Retail sales! Sell Polar Bear merchandise to help raise funds for our team. You'll have a front row seat in the shade for every meet. Adults only, please.

### **HEAD TIMER (H, E)**

You get to watch all of the starts and finishes from one of the best spots in the house as the head timer. Your job is to stand at the edge of the pool area and activate two stopwatches at the start of each heat. If timers in any lane fail to start their own stopwatch, or if there are any malfunctions with the stopwatches in any lane, you trade watches with the given lane so that they have an accurate watch time to use for that race. Some training needed.

### **STARTER (H)**

The Starter meets with the timers before the meet begins to check all stopwatches and goes over the rules of timing. He/she starts each race by (1) Calling to swimmers, "Swimmers step up to the block," (2) asking the timers if they are ready, "Timers are you ready?" (3) starts the race with, "Take your mark," then pushes the timing system button to sound the start. The starter needs to keep the meet running, ensuring that he/she is in sync with the announcer on event number and heat. This puts you on the deck in the middle of the meet with a great view!

### **READY BENCH PARENT**

If you are skilled at herding groups of children around this job is tailor-made for your talents. Help supervise swimmers in the designated area just before being called to the ready bench and get them lined up by lane assignments. The parent will have a list of the swimmers and their events.

### **RIBBON WRITER**

Apply the swimmers race times to a label on the ribbons (or write names and times on the label if the computer is not printing) and file them in the appropriate folder. This is another straightforward job with no special training required.