

## Swim Team Volunteer Position Descriptions

The majority of the volunteer jobs are needed during our swim meets on Saturday morning. More on home meets, less on away meets. Some jobs need formal training and/or experience, some are good with on the job training. All families are expected to volunteer at every meet. Additionally, each home meet an age group is assigned to clean-up from the meet. All swimmers/parents of that age group are expected to contribute for quick clean-up.

### **Brief Description of some of the Volunteer Positions which require minimal or no training:**

- Clerk of Course: Several positions to help hand out event cards, get swimmers in their proper order, and walk young swimmers to their assigned lane at the start of their event. Includes "Piranha catching" to locate swimmers who miss their event call. Answers to Head Clerk of Course, which requires training and is explained below.
- Scorer: The Scorers receive the time cards from the runners, determine the official time, and score the meet. They work closely with the Computer Operator. Head Scorer must have experience.
- Ribbons: The Ribbon volunteers place the labels with each swimmer's name on the ribbons after the event and organize ribbons for each team for distribution after the meet. Head ribbons is a specialized position requiring experience.
- Timers: Times the swimmer in the assigned lane. Starts the timer when the race begins and stops it when the swimmer completes the race. Relays time to recorder.
- Recorders: records/writes down the swimmer's time (as reported by the timers) on the card at the completion of the race. The recorder also ensures that the right swimmer is in the correct heat and lane before the start of the race.
- Runners: The Runner collects the time cards from the recorders and delivers them to the scorers after each heat, runs the completed score cards (from the scorer's tent) to the computers volunteers, and/or collects DQ slips from officials to take to the scorer's tent.
- Deck Marshall: The deck marshalls ensure deck rules are enforced, such as barring parents from entering swimmers-only areas and keeping walkways clear.
- Heat ribbons: Gives a "heat winner" ribbon to the winner of each heat. Usually shared between 2 volunteers so you are only distributing ribbons when your assigned lanes produce a winner.
- Floater: Floaters are on stand-by in the event a volunteer is unable to fulfill their job. This involves giving contact information to the volunteer coordinator and being accessible during the meet to step in to any job.

### **Additional Volunteer Positions for Home Meets:**

- Bathroom Monitor: bathroom monitors (1 for the boys bathroom and 1 for the girls bathroom) ensure bathrooms are stocked with toilet paper, paper towels, trash is emptied, etc. This job is restricted to 8 & Under parents only
- Set Up: Completed the night before the meet, this involves rearranging deck furniture and setting up the various tents, tables, benches, and signage for the swim meet. Priority will be given to 8 & Under parents for these positions
- Ice Pickup: Done on Friday night, this volunteer picks up the ice for the concessions coolers from Arby's. This job is restricted to 8 & Under parents only.

- Hospitality: Hospitality periodically circulates the deck to provide water to timers/recorders/scorers/officials/lifeguards. May be called on to help in other areas.
- Trash Patrol: monitors trash containers throughout the pool complex and empties bins/inserts new trash bag as needed. This job is restricted to 8 & Under parents only.
- Concessions: A variety of positions to stock and staff the concession stand
  - Concessions: Man the concession stand, make sales, collect money, give change
  - Omelet Chef: Cook the made-to-order omelets Victory Lakes is famous for. Training required- see Tony Calabria if interested.
  - Griller: Grill the burgers and hotdogs that serve as the foundation to the lunch menu. Training required- see Tony Calabria if interested.

**Specialized Volunteer Positions: requiring experience and/or training:**

- Referee: The Referee is an official who enforces the rules during the meet. Referees must have at least 2-3 years experience as a Stroke and Turn Judge. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.
- Starter: The Starter is the person that starts the heats during the meet. They will use the starting system provided by the league. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.
- Stroke and Turn Judges: The Stroke and Turn Judges are responsible for ensuring that swimmers comply with the rules relating to each stroke and turn. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.
- Clerk of Course-Head: The Clerk is responsible for all the paperwork at the meet prior to the swimmer's event. The Clerk seeds each swimmer in each event to a heat and lane according to their submitted entry time. Swimmers report to the clerk prior to their scheduled event to receive a time card with their heat and lane assignment for that event. This position requires training at the League Certification Clinic for Officials.
- Photographer: Documents the meet and posts pictures after the meet for anxious moms and dads to download.
- Announcer/DJ: The Announcer calls the swimmers to the Clerk of Course area, and provides periodic scoring updates and other required announcements. Is the voice of Piranhas radio.
- Computer Operator: The Computer Operator is responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. During the week prior to each swim meet, the Computer Operator must get all meet entries entered into the computer and print event cards for the Clerk of Course.
- Volunteer Coordinator: Ensures all families have a volunteer position in each meet their swimmer(s) is entered into. Assigns open volunteer positions after the sign-up period ends. Checks in volunteers prior to the start of each meet and ensures volunteers are in place. Requires training and prior experience.
- Verifier: Must have prior experience. Works with computers to input times and results of the meet.
- Head Timer: Must have prior experience. The Head Timer is responsible for working the back-up watches for the timers.

### **Brief overview of policies/procedures for 2022:**

- Some jobs will be restricted to 8 & Under parents who need to more closely monitor their own swimmer during the meet. Thank you for understanding.
- Families are expected to sign up for their job for each meet. Open jobs will be assigned (so don't forget to sign up if you want a specific job!).
- Job reminders will be sent to you 2 days before your shift(s). If you can no longer fulfill your job FOR ANY REASON, you are expected to find a replacement and email the Volunteer Coordinator ([VLPiranhas@yahoo.com](mailto:VLPiranhas@yahoo.com)) with the information.
- ALL VOLUNTEERS need to check in prior to the start of the meet to collect your name tag and so the Volunteer Coordinator can ensure all jobs are covered. We cannot start the meet without volunteers in place. Back by popular demand, checking in also ensures your entry into the weekly raffles!
- ALL TIMERS AND RECORDERS are expected to attend the Timers/Recorders meeting held prior to the start of the meet.
- All volunteers are expected to be on time for their shifts. Most jobs have a Shift 1 and a Shift 2. Shift 1 begins before the start of the meet and lasts until the end of the 8 & Under backstroke events. Shift 2 begins with the 9/10 backstroke events and ends when the meet is over (or slightly after). The exact timing of this will be determined by number of heats and entries. We are making this change this year to better ensure equal shift length. Some jobs begin well before the start of the meet, and some jobs have different time requirements. Make sure you know when you need to report to your shift so you are not late!
- Meets would not happen without every family volunteering (especially home meets). Many families fulfill more than one job and/or shift each meet. THANK YOU to all our dedicated volunteers! Direct questions to the volunteer coordinator ([VLPiranhas@yahoo.com](mailto:VLPiranhas@yahoo.com))