

Volunteer Handbook

2017 Swim Season V1



Dear Cuda Families,

We would like to take a few minutes to discuss the importance of volunteering and encourage every family to do their part to make sure we continue to put on fun and exciting events for our kids.

As you are all aware, we, as parent volunteers are responsible for nearly every aspect of our home swim meets (and some parts of away meets) and all of our social events. The jobs that we ask you to volunteer for range in commitment from season-long positions (such as the volunteer chair positions) to simple weekly meet jobs such as making sno cones and timing.

****Our volunteer requirements are very simple: if you have a swimmer swimming in a meet, your family must work at least one volunteer job for that meet.****

We have developed this volunteer handbook to identify the volunteer positions available. There is a short description summarizing each of the positions, who it's for and who it's not for, then a short description of the commitment required to lead that group of our volunteers. We've also prepared a quick summary chart that should help in identifying jobs that best suit you and your family's needs.

Some of the positions are available before or after the meets, some may require physical activity, some may require some basic training. All of that information is summarized in the following table so you can quickly reference which volunteer position would best suit you.

We can't stress enough how much we rely on parent volunteers to make our events successful. Without your participation and help, we cannot run our meets successfully.

Over the years, many teams and families in the Suburban Swim League say Broadstone puts on one of the best meets in the league. We believe we do so because we have excellent parent participation – and it helps we have a really cool club too.

We are counting on you to step up and volunteer and make this the best Broadstone Barracudas season ever!

Sincerely,
The Broadstone Barracudas Advisory Board

QUESTIONS: Contact Jennifer Harmon, parent volunteer coordinator, at barracuda.swim@gmail.com.

Volunteer Job Summary Matrix

	Shifts per HOME MEET	Number Volunteers @HOME MEETS	Shifts per AWAY MEET	Volunteers @AWAY MEETS (actuals vary)	Number Volunteers for Social/Other Events	Approx Time Commitment HOME meets (hrs)	Before Meet	During Meet	After Meet	Personal Time	Training Requirement (1-5 minutes)	Physical Effort Required	Reports to:
Per Meet Volunteer Positions													
Announcer	2	4				2.75		◆			3		Announcer Chair
Check In and Runners	3	5	1	3		2.00	◆	◆			2		Sign In Chair
Clerk of the Course	5	6				2.00		◆			2		Clerk of the Course Chair
Computer Ops	2	12				3.00	◆	◆	◆		5		Comp Ops Chair
Floater			1	15		3.00	◆	◆	◆				Parent Volunteer Coord.
Hospitality	2	8				3.00		◆			1		Hospitality Chair
Meet Ref	1	1				3.00		◆	◆		5		Meet Ref Chair
Parking Lot Marshall	2	2				2.50	◆	◆			2		Roxanne Mefford
Photographer	2	2	2	2		3.00	◆	◆	◆		5		Vice President
Pool Deck Marshall	2	2				2.75		◆			1		Roxanne Mefford
Ready Bench	2	14	4	28		2.75		◆			3		Ready Bench Chair
Ribbons	2	3	1	3		2.75		◆	◆		3		Ribbons Chair
Setup & Teardown	2	10	TBD	10		3.50	◆		◆		2	YES	Meet Ops Chair
Sno Cones	2	6				2.75		◆			2		Sno Cones Chair
Social Committee													Social Spirit Board Chair
Spirit Tent	2	2	2	2		2.75		◆			1		Social Spirit Board Chair
Spirit Wear								◆			2		Team Store Chair
Starter	3	3				2.00		◆			5		Starter Chair
Stroke & Turn	4	12	2	12		2.00		◆			5		Stroker & Turn Chair
Timers	2	28	2	30		3.00		◆			2		Timer Chair
Totals	40	120	15	105		49							

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Season Long Chair Volunteer Positions													
Announcer Chair	1	1						◆			3		Parent Volunteer Coord.
Banquet Chair / Awards										◆	5		Board VP
Clerk of the Course	1	1						◆			3		Parent Volunteer Coord.
Computer/Colorado Chair	1	1	1	1			◆	◆	◆		5		Board President
Family Liaison	1	1	1	1						◆	2		Parent Volunteer Coord.
Head Timer Chair	1	1	1	1				◆		◆	3		Parent Volunteer Coord.
Hospitality	1	1					◆	◆			3	YES	Parent Volunteer Coord.
Meet Ops	1	1					◆	◆	◆		5	YES	Parent Volunteer Coord.
Meet Referee	1	1						◆			2		Parent Volunteer Coord.
Ready Bench Chair	1	1	1	1				◆			3		Parent Volunteer Coord.
Ribbon Chair	1	1	1	1				◆	◆		3	YES	Parent Volunteer Coord.
Sign-In (Meets)	1	1	1	1			◆	◆			3		Parent Volunteer Coord.
Sno Cones	1	1						◆		◆	3	YES	Parent Volunteer Coord.
Social Chair	1	1	1	1				◆		◆	5		Board President
Starter Chair	1	1						◆		◆	3		Parent Volunteer Coord.
Stroke & Turn Chair	1	1	1	1			◆	◆			3		Parent Volunteer Coord.
Swim A Thon								◆		◆	5		Board Treasurer
Team Photographer/Team Video	1	1	1	1			◆	◆	◆	◆	5		Board VP
Team Sponsorships - banners & advertising										◆	2		Board Treasurer
Team Store	1	1						◆		◆	3		Board President/ VP

Volunteer Job Details

ANNOUNCER	
Description:	Announce swim event, heats and swimmers. Call age groups to the ready bench throughout the meet. General announcements are made throughout the day to make families aware of the vendors and other events around the pool.
Training:	No prior experience or training required.
You like:	Comfortable being the voice of the team and on a microphone. Okay making a few mistakes every now and then in your quest to announce each swimmer's name correctly. Always wanted to be a DJ, TV show host, emcee and super comfortable telling people what they need to know and with authority all while being chill and cool about it.
You don't like:	Being the center of attention and having to multitask in a time sensitive environment.
Chair's Description:	Responsible for coordinating meet schedule for announcers, attends all home meets and Champs. Also acts as team DJ playing appropriate music during home meets to keep the meet flow moving. Oversees and coordinates national anthem singers for all home meets.

CHECK IN / RUNNERS	
Description:	<p>Check In: Responsible for checking in all swimmers and parent volunteers prior to the start of each meet. Early arrival prior to check in. Interact with team parent volunteer coordinator to ensure parents are checking into their volunteer jobs when checking in swimmers.</p> <p>Runners: Deliver meet sheets to specific stations on deck so that the meet can run according to schedule. Collect DQs from stroke & turn judges and hand them to computer ops.</p>
Training:	No training needed, just a happy face. As a runner you'll work a single on-deck shift delivering meet sheets and collecting DQs to hand off to computer ops.
You like:	Anyone who can greet parents, read a list and enjoys being mobile and moving on deck. Attention to detail to help people check in their swimmers and into their volunteer jobs. If you want to know the official results right away, this is the job for you.
You don't like:	If you're not an early riser and don't like talking to or interacting with people, this job is not for you. There is some standing around waiting for the right event to collect timing sheets and waiting for the official scoring results so if you don't like to wait, skip this job.
Chair's Description:	<p>Leads the check in/runner crew at meet morning check in. Schedules the runner crew for their individual runner shifts at each home meet.</p> <p>Leads our team scratch session with team coaches based upon which swimmers failed to check in for each meet.</p> <p>High attention to detail and able to work in a time-specific environment so that each meet starts on time.</p>

CLERK OF THE COURSE	
Description:	Each clerk is assigned to four lanes at the starting blocks and confirms each swimmer is in correct heat and lane prior to start of meet. Communicates to the starter that all swimmers are accounted for prior to start of each heat. Each shift per meet runs around 2 hours or less.
Training:	No previous training required.
You like:	Somebody who is loud enough to be heard in a sometimes loud environment. Comfortable being around a lot of kids at a time. Organized and capable of managing 12 or more swimmers behind the blocks at any given time.
You don't like:	Being assertive and accountable all at the same time. If you prefer a day at the beach versus being accountable, then pass on this job.
Chair's Description:	Prior to each home meet, chair communicates with clerk of the course volunteers and assigns the home meet shift schedule for which volunteer is working at what time and which lanes they are covering during each shift.

COMPUTER OPS	
Description:	Help set up and run the computer system for tracking all events and times during our home meets. This position is also required to work at Champs, regardless if you have a swimmer swimming at Champs.
Training:	Training is required to work at computer ops. Training is led by the chair and returning comp ops team members from previous years. Connect with comp ops chair to get more info on their volunteer needs for the season.
You like:	You enjoy computers and technical work that sometimes can be stressful. You have an easy demeanor and can stay focused to deliver and achieve a specific result. In essence, the meet is being run by this group of volunteers so "making it all happen" is key to the meet's success. Oh, and you have one of the best shaded seats in the house to see every race.
You don't like:	Deadlines, mission critical tasks, being an integral part of a team. If you prefer sun, socializing, sharing pics of your kids with friends at a meet, being on social media all day long, adding to your "fun" calendar, then you'll want to skip this commitment.
Chair's Description:	Oversees all facets of comp ops, including Colorado System. Also helps maintain and update sections of Barracudas website. Is a master of data, reports, pre and post meet data gathering/sharing. Leads comp ops volunteers to achieve a successful meet. Ensures each meet is well stocked with toner, paper and fully functioning computers, meet-seeding and interfacing with opposing team.

FLOATERS	
Description:	Fill in wherever a job needs filling at the request of the parent volunteer coordinator. Floater jobs are ONLY released to the team after all other jobs are filled. The team rarely has floaters due to the volunteer needs of the team and the number of jobs that require filling per meet.
Training:	No previous training required.
You like:	Receiving emails from the parent volunteer coordinator asking why you haven't signed up for a job for a meet. You like risk and the unknown in what job you're going to work for a meet.
You don't like:	Random job assignments with unknown time commitments. Being at the whim of the team at any given time to fill in for any needed position that is unfilled.
Chair's Description:	Parent volunteer coordinator oversees all floaters, who are assigned to any job that needs filling at any time of the meet.

HOSPITALITY	
Description:	Help prepare and serve snacks and drinks to coaches, judges, timers and other volunteers.
Training:	No previous training required.
You like:	You're a social butterfly and everyone likes you. What could be better and easier than walking around the deck feeding and watering on-deck volunteers? You enjoy sun, talking to others, seeing all the action and are a true people person.
You don't like:	Sun, hot sun, crowds of bodies that magically get in your way, walking for 2.75 hours and being patient.
Chair's Description:	For each home meet, purchase food and supplies according to the teams meet snacks list to use during the meet. Set up at the beginning of each home meet. At meet's end, clean up hospitality area and dispose of or store leftover food following.

MEET REF	
Description:	The meet referee is the head official. He/she has full authority over all officials, shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet. Any dispute or question regarding judgment calls, lay officials, entries, dual meet procedures, or the operation of the meet will be decided by the meet referee, whose decisions will be final.
Training:	This is a role a volunteer grows into having held many other positions with the team over a few years. Once you are seasoned then you're trained, being able to officiate a meet on behalf of the team.
You like:	High level of responsibility, calm and reasonable demeanor and ability to see problems through resolution all while being super diplomatic.
You don't like:	Accountability, responsibility and having to attend almost 100% of our team meets.
Chair's Description:	The meet ref is the chair of this position and operates as part of the team and interfaces with both teams during a meet.

PARKING LOT MARSHALL	
Description:	Is the gatekeeper of the Broadstone parking lot on meet days. Allows Broadstone families to park at rear of club lot and instructs visiting team members where to park per the meet welcome letter.
Training:	No previous training required.
You like:	Enjoy working with people, authoritative, an early riser, someone who can be firm yet kind and always keeps a smile.
You don't like:	Let's face it, sometimes people don't like to follow the rules or think the rules don't apply to them. If you do not enjoy telling people where they can park and turn away people who are trying to park in the lot when they are not supposed to, then you'll want to skip this job.
Chair's Description:	This position reports to the swim team director, Roxanne Mefford and the team's parent volunteer coordinator.

PHOTOGRAPHER	
Description:	Takes appropriate photos of our swimmers at meets, practices and social events. These photos are assembled into an end-of-season video (30+ minutes) which is shown during the awards banquet.
Training:	Have own pro and semi-pro camera equipment and able to use your own gear for the season. Experience taking action sports photos a plus.
You like:	You have an eye for excellence and can capture the moment as you blend into the background. A creative mind and eye, and love to frame unique and interesting photos filled with kids' emotion, spirit and fun.
You don't like:	Not into creativity, and working on a long-term commitment for the team. Hard deadlines as the season ends in helping make the team video.
Chair's Description:	Team vice president oversees our photographers and provides guidance and direction for appropriateness of photos and has final review responsibility for the team video to be shown at the awards banquet.

POOL DECK MARSHALL	
Description:	Walks the pool deck, locker rooms and club lounge to ensure that kids are not loitering around the club. Also works to keep swim team children (wearing team swimsuits) out of the club hot tubs and back pool.
Training:	No previous training required.
You like:	An easier type of job, working alone on your shift, and have a positive demeanor instructing children where they cannot be during a meet. Understand that there are safety issues at hand, thus why we keep unsupervised children out of harm's way.
You don't like:	Being in the direct sun and being firm with people in advising them where they are not supposed to be. If you're more on the timid side then skip this job.
Chair's Description:	Aquatics director Roxanne Mefford oversees pool deck marshalls. This

	position is in between the club and the team, ensuring the club is still useable by members as the team hosts its meet.
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READY BENCH	
Description:	Organize and check-in all swimmers ages 10 and under in the ready bench staging area. Walk swimmers to the blocks and ensure they are in the right lane for their races.
Training:	Some basic information of how the swimmers are seated by heats and lanes, and then who is taken first, etc. to the blocks.
You like:	Somebody willing to make sure that the younger swimmers are assembled and make it to the blocks for their respective heats. Somebody that can be encouraging to the kids, as some of these little guys can be pretty intimidated by the whole event. You are the Zen master of little kids and they love, adore and look up to you. And you do it all with a smile and gentle voice.
You don't like:	Being surrounded by children who need and seek direction and instruction. Having to ensure the kids stay in lane order so they don't wind up in the wrong lane/heat. If you're always looking at your watch and trying be somewhere else, then this job likely isn't for you.
Chair's Description:	Organizes and oversees ready bench duties for parent volunteers. Checks in and out ready bench volunteers to ensure full coverage at all times. Is very capable at juggling many people and events concurrently. You make organization from chaos and make it seem all so easy.

RIBBONS	
Description:	Place stickers on placement ribbons in addition to filing the ribbons in swimmers' family folders the Monday following a swim meet.
Training:	Minimal training required, but it can be learned "hands on."
You like:	Anyone can do this job, and the kids love the ribbons!
You don't like:	If you are not able to attend Monday morning practices, this isn't for you. The little ones like their ribbons to appear in their boxes ASAP.
Chair's Description:	Responsible for checking ribbon inventory is satisfactory, make sure family folders are in order and no one is missing and that they are put out on the tables by the gate to be filled, assist as needed with the sticking and filing if there are not enough volunteers to do it.

SETUP & TEARDOWN	
Description:	Performs meet setup the night before a meet. Setup consists of hanging wires/cables, placing chairs, ropes, tables and umbrellas, tents at various volunteer stations, audio speakers, audio system and more. Teardown is the same crew at meets end, putting the same items away in the team shed.
Training:	Training provided at beginning of season. It is requested if you start with this role, please stay with this role for the season.
You like:	Being able to watch the whole meet and all of your swimmer's races. Are able to work the night before a meet to setup and works at the end of the meet to tear down, meaning you have a flexible schedule for these specific time commitments. You enjoy being outside, are handy and can carry and move large or heavy loads unimpaired.
You don't like:	Physical work. If you don't like preparing for a party of your 600 closest friends, then you probably won't enjoy this job. If your work schedule is inflexible, then this might not be a good fit for you.
Chair's Description:	Oversees and lays out meet per team deck plan. Trains new volunteers with a gentle smile and is an overall solid leader. Also the go-to person during the meet if audio problems arise or additional setup/tents or chairs are needed for a specific venue/area, Responsible for making sure all team meet hardware/equipment is in good and sound working condition throughout the season.

SNO CONES	
Description:	Makes and sells sno-cones to meet attendees. It's really that easy.
Training:	No previous training required.
You like:	Everyone likes a sno-cone, some with every flavor on them too. The sno-cone volunteers are like magicians on deck, bringing smiles to faces both young and old. Nothing could be easier than crushing ice with your bare hands (we really use a machine but we wanted this description to sound more impressive), and then adding flavored syrup on top per the buyer's request. All that's needed is a smile, a happy demeanor, an appreciation for childhood and the ability to count money. This is a team fundraiser that helps support the Cudas.
You don't like:	Sticky. Very sticky syrup. It easily washes off but some people just freak out when they get sticky. This is a people position. If you like kids, parents and grandparents, then this is perfect. If not, then consider something different.
Chair's Description:	Procures and maintains all the needed inventory to make sno-cones. Pre-meet ice purchases is a must to ensure product availability. Leads this team of volunteers and collects all proceeds. Submits all proceeds to the team treasurer in a timely fashion and accounts for all cost of goods sold.

SOCIAL COMMITTEE	
Description:	Responsible for overall team spirit for the Cudas! As determined by the chair, help with the planning and execution of the spirit activities – kickoff fiesta, team building activities, bowling day, movie day, Sunsplash day, Friday treats, pancake days, posters, spirit week and coach appreciation week, Champs spirit activities.
Training:	No previous training required. Collaborate with social chairperson on activities.
You like:	Someone who has a TON of Cuda spirit and can get the kids involved in showing team spirit.
You don't like:	Someone who doesn't love being in the middle of the team cheer.
Chair's Description:	Coordinate the social volunteers and delegate responsibilities for the events and activities listed in above description. Work with president and communications to promote activities.

SPIRIT TENT	
Description:	Operates and staffs the spirit tent during both home and away meets. Doles out candy to swimmers achieving new personal records.
Training:	No previous training required.
You like:	Being super cordial and congratulatory when kids achieve new personal best times. You are like Santa Claus, but in summer. Who doesn't like candy, smiling and being a cheerleader for kids?
You don't like:	While you love your kids, you prefer not to have 250 at a meet to congratulate and offer kudos for a job well done. Sitting in the same location/space for 2.75 hours at a meet. Lugging a tent, table, chairs and swag and goodies to each meet.
Chair's Description:	Social chair oversees this crew and provides some basic training to its volunteers. Volunteers are responsible for taking the spirit tent and stuff with them to away meets and ensuring the gear makes its way back to home meets.

SPIRIT WEAR / STORE	
Description:	Runs the team spirit store (pop-up tent and table) on deck selling and/or delivering team-branded clothing, items and assorted goods to those purchasing these items during the swim season.
Training:	No previous training required.
You like:	You enjoy retail and helping people shop. You are super cordial and very patient working with parents and children.
You don't like:	Being on deck for hours helping and guiding people buy what they are seeking.
Chair's Description:	Works with president and vendor to create t-shirt designs and determine team spirit wear and other items, which will be sold on deck and/or online during the swim season. Works with vendor(s) to coordinate apparel and other items. You understand clothing trends and know what children and adults want to buy. Organize and staff the spirit wear tent with capable people who can help you achieve your

	sell through while delivering excellent customer service. Work is pre-season and during the season.
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STARTER	
Description:	Responsible for starting each of the heats and identifying false starts.
Training:	Training is required to identify false starts and work the equipment.
You like:	Someone with precision and willing to pull the trigger on a false start. Prior swim experience is very helpful.
You don't like:	There is a lot of standing and you may get splashed, so if you like to sit more than stand and like to stay dry then this is not for you.
Chair's Description:	Train and coordinate meet starters and attend meet officials meeting prior to the start of the meet.

STROKE & TURN	
Description:	Judge swimmers' strokes, kicks, starts and turns and determine if they have the proper form for each. Prepare disqualification sheets if improper technique is identified.
Training:	Training required and some experience a plus.
You like:	Someone who has an eye for technique.
You don't like:	Someone who doesn't have time to get trained and doesn't want to stand by the pool in the sun for a couple of hours, disqualifying the swimmers.
Chair's Description:	Train and coordinate stroke and turn judges. Attend meet officials meeting prior to the start of the meet.

TIMERS	
Description:	Responsible for timing all events. By far this job requires the most number of volunteers at each and every meet. Meets can't run without sufficient number of timers.
Training:	Minimal training required, normally one time at the start of the season to demonstrate stopwatches and the information that must be recorded for each heat.
You like:	If you enjoy watching the thrill of competition, this is the one for you. You have literally a front row seat in the shade! Timers simply push a button (electronic plunger). One of the timers also has a stopwatch and one timer records the stopwatch time on paper. You also get snacks delivered by our hospitality volunteers.
You don't like:	If you tend to get distracted easily and don't like to get your feet wet, you may want to skip this one.
Chair's Description:	Making sure there are sufficient timers signed up for each event, and coordinating with the volunteer check-in to make sure your lists are the same, and that parents have or haven't checked in. Confirm that all stopwatches are functioning properly prior to the meet and bring stopwatches to the meet. Preparing lane assignments and making sure timers are aware of their lane assignments and make it to their

	respective lanes. Greet the opposing team's head timer and coordinate on any logistics/training prior to the start of the meet. Hold a timer meeting prior to the start of the meet giving final lane assignments and answering any questions from your volunteers.
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OTHER INFORMATION

A.M. and P.M. SHIFTS

A.M. shifts are typically 8 a.m. to 10:45/11 a.m. and P.M. shifts are typically 11 a.m. to 1:45/2 p.m. Times will vary depending on the meet. If you have only 6 & under swimmers, then you may want to choose an A.M. shift since 6 & unders are done before noon.