



“No One is Bigger than the Team”

**All About Volunteering
Clemson Aquatic Team**

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Questions?

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1 The Need for Volunteers

1.1 Why should you volunteer?

The simplest reason why you should help is also the most powerful. You should help because your child benefits greatly from the program and all the jobs you can help with help us give your child a better experience. The second reason is that most clubs cannot function without substantial volunteer help. The economics are not there for a full professional staff to do all the things that need doing. Consider that a single session of a swim meet using eight lanes requires the following as a bare minimum.

- 1 Meet Director
- 1 Referee
- 1 Starter
- 2 Officials
- 1 Administrative Official
- 1 Safety Marshal
- 1 Head Timer
- 16 Timers – with 15, we cannot run a meet. You all matter!

Without these volunteers, the meet cannot happen. Of course, if there are only the bare minimum volunteers, then no one can take a break or leave their position for the entire session. And, these are just the requirements for a legal meet, not a fun meet to attend as a swimmer or spectator.

We want all our events to be fun for everyone involved. Many hands make light work. And you meet more new friends too.

1.2 Why do we host swim meets?

If hosting a meet requires so much work by the CAT families, why do we host meets? Here are a few of the answers.

1. The meet will be in Clemson.

While CAT travels to several meets that are out of town each season, hosting meets provides the convenience of swimming in Clemson. This reduces the cost of attending the meet for CAT families.

2. All CAT swimmers who register for a meet by the deadline will be able to swim the meet.

All host teams must limit entries in their meets so that the meets do not run beyond the timeline designated by South Carolina Swimming and USA Swimming. Entries from the host team are added first, then entries are added from the other teams in the order entries were received.

3. The team makes money.

The costs of running a swim team (e.g., coach salaries, facilities rental for practice, insurance, etc.) exceed the dues paid by the swimmers. Hosting meets provides income to the team without raising the monthly rates for all swimmers.

4. Hosting meet results in invitations to meets hosted by other teams.

When CAT does a good job hosting a meet (including hospitality), teams that attend our meet are more likely to invite us to their meets. Those teams will also attend future CAT meets. This results in higher levels and greater variety of competition for our swimmers.

2 How you can volunteer

Most opportunities occur during a CAT-hosted swim meet. These opportunities, ranging from running a stop watch to labeling awards, will be established for each meet by the volunteer coordinator. Each job is important and ensures a positive experience for swimmers, coaches, parents, and volunteers on the pool deck. These tasks can be found by following the "Job Signup" link in the Event Listing.

There are also many tasks that need to be accomplished well before the start of each meet and several that need to be done afterwards.

Additionally, non-meet roles exist, for tasks like fundraising and social events.

If you anticipate that working sessions during the meet will be difficult or impossible due to work or family obligations, please contact the volunteer coordinator early in the season to make other arrangements to meet your obligations.

The CAT Board of Directors has established a 50 hour per swim year volunteer obligation for each *family* in CAT (not each *swimmer* in CAT). Families who earn less than 50 volunteer hours will be assessed a \$10 per hour fee that must be paid before registration for the subsequent swim year can be processed.

2.1 Signing up for a Meet Volunteer Job

Logon to the CAT Website at www.clemsonaquaticteam.org. Scroll to the bottom of the Home page until you see Events & Functions. Click on Job Signup (Note: you will sign your swimmer up in the Edit Commitment button).



A list of jobs needed for the meet / event will be shown, along with each shift's timing. We generally try to over-estimate the time needed. An example is the Bullpen Coordinator.

Bullpen Coordinator (aka CAT wrangler) During the 12 and Under session, helps to keep organized the youngest swimmers on our teams, helps keep the team area under control if/when coaches are elsewhere and most importantly helps with writing on arms for heats, events and lanes	09/30/2017 06:45 AM - 09/30/2017 12:15 PM (5.50 Hrs.)
	1 <input type="checkbox"/> -----
	09/30/2017 12:15 PM - 09/30/2017 06:00 PM (5.75 Hrs.)
	1 <input type="checkbox"/> -----
	10/01/2017 09:45 AM - 10/01/2017 04:00 PM (6.25 Hrs.)
	1 <input type="checkbox"/> -----

All meet-based volunteer positions will earn the number of hours indicated in the Job Signup. Some jobs will have little descriptions (the website description may have less detail than this document).

Volunteer positions can be filled by almost anyone – siblings, grandparents, neighbors. Their hours can be credited to your account.

Click the box next to the time slot you or your friend or family member can fill. Please enter the contact information of the person who is going to perform the task.

3 CAT Pool Meet Volunteer Job Descriptions

Below are descriptions of some of the most common volunteer positions during and surrounding a meet. If you have any questions, contact the volunteer coordinator.

3.1 Jobs with little experience required

These jobs may be considered entry-level jobs.

3.1.1 Timers

Generally required 30 minutes before the session begins until the end of the session.

The main responsibilities of this position include:

- Provide backup to the timing system by timing swimmers in assigned lane using a stop watch and timing system plunger.
- Check in with the entry monitor and then the head timer.
- For each heat, confirm the athlete's name listed on the timer/lane sheet, start the watch with the light (not the sound), and stop the watch and plunger when the athlete touches the wall at the finish.
- Record the watch time on the timer/lane sheet.
- Return equipment to head time at the end of the session.
- Sign out with the head timer at the end of your session.

This position may have limited spots available for meet signup because it is the most unskilled position. There are backup timers so that restroom breaks can be managed. This position can be good for seeing a child swim, but the attention should be on the lane for which you are timing.

3.1.2 Hospitality

The main responsibilities of this position include:

- Help head hospitality as needed.
- Maintain hospitality area.
- Deliver drinks and snacks to volunteers.
 - CAT prides itself on service to the deck, so rounds should be made at least every hour.
- Ensure that only coaches and officials consume the food in the hospitality room.
- Ensure that those people who need access to the hospitality room are provided space (i.e. Awards)
- Clean up and reset the Hospitality room at the conclusion of the meet.

This position is very good for people who would like to be able to see their child / children swim.

3.1.3 Runner

Must be on deck during the meet

The main responsibilities of this position include:

- Act as the go-between for the computer station and clerk of course.
- Post results. (Post results on designated walls for parents.)
- Check in with the clerk of the course.
- Run errands for meet director.
- Deliver a copy of results to clerk of course and awards (with award labels).
- Post heat sheets if events are reseeded.

No training required. As the name implies, this volunteer is on their feet most of the session.

This position is very good for people who would like to be able to see their child / children swim.

3.1.4 Assistant Safety Marshals

Must be on deck as determined in the Job Signup.

The main responsibilities of this position include:

- Supporting the Head Safety Marshal.
- Wearing a fluorescent vest during assigned times.
- Patrol the pool deck, exits, stairwells, locker rooms, halls, and stands. Focus on safety around the pool, including warm-up safety.
- Upon being advised by any person, (parent, swimmer, coach, ...) of a safety hazard, the Assistant Safety Marshal shall inform the Head Safety Marshal.
- Control access to restricted areas
- Do not allow athletes access to restricted areas on deck until directed by the Head Safety Marshal or Meet Director, and only allow coaches, officials, and volunteers access to restricted areas on deck as needed/scheduled.
- Rotate throughout the Natatorium and Sun Deck, patrolling and correcting any unsafe behavior of participants and spectators. (There should be no running anywhere, climbing on/over rails, or wet swimmers allowed upstairs.)
- Follow a predetermined rotation plan, and coordinate with other safety marshals to maximize coverage of the facility.
- Keep handicapped areas clear.
- Coordinate with other safety monitors so you can see your swimmers perform, and take breaks when needed.

If an accident should occur, this person will need to secure the area, warn others to stay clear, follow protocols as described by the Safety Marshal and inform the lifeguard and safety marshal.

Assistant Safety Marshals should not be distracted from the monitoring aspect of this role by excessive conversations with other volunteers, swimmers, parents or coaches.

This role involves telling swimmers and parents to follow certain rules which requires grace, patience and firmness.

3.1.5 Awards

Works later in the meet, as indicated in the Job Sign-up

The main responsibilities of this position include:

- Place labels on each award
- Sort them by team.

3.1.6 Sales

The main responsibilities of this position include:

- Sell heat sheets, t-shirts and other items to people attending the meet.

This position will be posted outside, but workers can go into the Natatorium to watch their children swim. It can be very good when a worker needs to have other children at the meet as well.

This is a job that directly contributes to CAT's financial bottom line, and helps us keep monthly fees as low as possible.

3.1.7 Concessions

The main responsibilities of this position include:

- Sell food-related items to people attending the meet.

This position will be posted outside, but workers can go into the Natatorium to watch their children swim. It can be very good when a worker needs to have other children at the meet as well.

This is a job that directly contributes to CAT's financial bottom line, and helps us keep monthly fees as low as possible.

3.1.8 Shopper

The Shopper is appointed by the Meet Director. The main responsibilities of this position include:

- Purchase the many cases of water and sports drink and snacks for hospitality / concessions well before the day before the meet and deliver them to the pool deck on Friday.

You will need to go to Sam's or Costco and will need a large vehicle. The team debit card can be used. This position is not available for every meet.

3.1.9 Parking Staff

All visitors to campus need a parking permit. Many of our parents are Clemson employees, but most families from other teams will need to pick up a permit and be directed to an appropriate lot for parking during the meet.

The main responsibilities of this position include:

- Sit in front of Fike and distribute permits and provide directions as parents arrive before each session.

3.1.10 Set up

The main responsibilities of this position include:

- Being extremely flexible in terms of taking direction.
- Sets up the pool area for the swim meet.
- Moves chairs, sets up tables, touchpads, etc.
- This position requires time on Friday evenings / late afternoon prior to home meets

3.1.11 Take down

The main responsibilities of this position include:

- During the last few minutes of a meet the crew begins taking down and storing items in preparation for vacating the pool immediately after the meet.
- This may also require transporting the equipment back to storage.

3.1.12 Volunteer Check-In

The main responsibilities of this position include:

- Sit at a designated table and check in all volunteers for the session and distribute volunteer badges.
- If there is a shortage of volunteers, this individual will be expected to solicit more volunteers from families attending the meet.
- They will let volunteers know to where they should report (info will be provided by meet management).
- Serves as the point of contact for Campus Recreation Staff.
- Check out volunteers at the end of each session.

3.2 Jobs with moderate experience required but little to no obligation outside the meet

These jobs may be considered middle-level jobs.

3.2.1 Head Timer

The main responsibilities of this position include:

- Organize timers' materials before the meet starts. (Prepare clipboards, watches, pencils, and timer sheets.)
- Coordinate the Timers meeting with the Starter.
- Check in each timer as they come to your table, and let the volunteer check-in person know if you are missing timers.
- Assigning timers to each lane used in the meet.
- Review the procedures with each timer before the meet starts. (Show them how to use the watch, plunger and time sheet, and tell them how to call for bathroom breaks and relief.)
- Start additional stopwatches to be used if a timer's watch malfunctions.
- Make sure retiring timers turn in their deck passes, and have them sign out.
- Ask timers to sign out at the end of the meet.
- Collect timers' badges and return them to the entry desk.
- Collect supplies and forms, and turn in the paperwork and organize the equipment.

3.2.2 Computer Operator

The main responsibilities of this position include:

- Run the computer on deck, making changes prior to the start of each session and running Hy-Tek during the meet.
- Enter all deck entries.
- Seed deck-seeded events.
- Print the heat sheets for the starter, officials and other users.
- Print lane/timer sheets and deliver them to the head timers.
- Run the meet in Hy-Tek.
- Print results and labels for awards.

This position requires training. You must be comfortable working in a loud, high-pressure environment, on a computer, on the pool deck. CAT provides the equipment.

3.2.3 Colorado Timing System Operator

The main responsibilities of this position include:

- Setting up equipment and trouble-shooting equipment malfunctions.
- Operating the timing console to capture raw data from the timing system.

This position requires training. You must be comfortable working in a loud, high-pressure environment, on a computer, on the pool deck. CAT provides the equipment.

3.2.4 Scoreboard Operator

The main responsibilities of this position include:

- Setting up connections to timing equipment and trouble-shooting equipment malfunctions.
- Coordinating with concessions about prices and food availability.
- Coordinating with Fundraising to place sponsor logos on Scoreboard.
- Operating the scoreboard computer system

This position requires training. You must be comfortable working in a loud, high-pressure environment, on a computer, on the pool deck. CAT provides the equipment.

3.2.5 Clerk of Course

The main responsibilities of this position include:

- Read and be *very* familiar with the meet announcement.
- Answer questions from coaches and swimmers.
- Take deck entries.
- Handle all meet administration. (Each meet may have different administration needs, such as deck entries, positive check-ins, collecting unpaid entry fees, relay entries, and scratches for prelims and finals.)

This position requires training. You must be comfortable working in a loud, high-pressure environment, on the pool deck.

3.2.6 Bullpen Coordinator

The Bullpen Coordinator (CAT wrangler) manages the 12 and under swimmers during their sessions to ensure the swimmers are safe and have fun, but are responsible. It is a bit like managing recess in an elementary school. The main responsibilities of this position include:

- Sit with the 12 and under swimmers to ensure that they behave appropriately. This will include directing the children of other parents to behave.
- Help the coaches get swimmers to the starting blocks in time for their events.
- Writing the event, heats, lanes on the arms of swimmers.

This job requires familiarity with the heat sheet and how meets operate. This job may not be compatible with watching your own child swim.

3.3 Jobs with moderate experience required but some obligation outside the meet

These jobs may be considered middle-level jobs.

3.3.1 Awards Chair

Ensures ribbons are ordered in sufficient quantities based on the meet information and in cooperation with the Meet Director. Ensures ribbons are available for the time during which ribbons are labeled. Supports the Meet Director in distributing ribbons to Team Coaches.

3.3.2 Parking Chair

Gets parking permits from Campus Parking Services based on estimated meet attendance from Meet Director. Ensures understanding of parking areas that are available for the meet attendees.

Secures a tent and chairs for Parking Staff.

3.3.3 Sales Chair

Works with Tiger Town Graphics to develop a shirt design for each meet. Sets up and sends a pre-order form (such as a Google Form) for team members to pre-order shirts. Orders shirts to fulfill pre-orders and sell at the meets. Picks up shirts from Tiger Town Graphics prior to meet; sorts and labels pre-ordered shirts. May determine other items to be sold, such as stickers, (empty) water bottles, or highlighters. Supervise the sale of these items and heat sheets at the meet.

3.3.4 Concessions Chair

Creates a menu of items to be sold to swimmers and meet attendees during the meet, in cooperation with the Meet Director. Plans around session times to determine timing of food offering. If there is no Shopper, procures the items to be sold. Supervises the sale of food items during the meet.

3.3.5 Hospitality Chair

Creates a menu of items to be provided to coaches and officials during the meet, in cooperation with the Meet Director. Plans around session times to determine timing of food offering. If there is no Shopper, procures the

items to be provided, including managing a list of items to be provided by other volunteers. Supervises the distribution of snacks and water to volunteers during the meet.

3.3.6 Heat Sheet Developer

Works with the Meet Director and others as identified by the Meet Director to design and print the Heat Sheets.

3.4 Jobs with significant experience and time beyond the actual meet required

These jobs may be considered expert-level jobs.

3.4.1 Meet Director

The meet director is appointed by the CAT Board of Directors. The meet director asks a USA Swimming-certified Meet Referee to serve in the Meet Referee Role. The meet director works with the Volunteer Coordinator to build a team of volunteers to run the meet.

3.4.2 Officials

Officials are USA Swimming certified Stroke & Turn Judges, Starters, Referees, and Administrative Officials. We are always in need of more officials. If you are interested in becoming an official, contact the CAT chair or volunteer coordinator (see the title page).

4 CAT non-Meet Volunteer Job Descriptions

CAT is engaged in numerous activities outside of meets, and most of these rely on volunteers as well. This list is not exhaustive, and may be amended through the year! Watch CAT Tales for these opportunities!

4.1 Volunteer Chair

This is a Board appointed position to coordinate the volunteers. Creates the job signups for each meet and event that is available on the website. Enters volunteer hours for non-event based volunteer positions. Manages volunteer hour accounting for the team. Periodically, updates team families about volunteer hours earned and remaining obligations. Works with the CAT Treasurer to charge families when volunteer hour obligations are not completed each swim year.

4.2 Social Chair

This is a Board appointed position to coordinate various activities such as the Welcome Back Social, hot chocolate at some winter practice, the Annual Spring Parent Meeting and Social.

4.3 Social Staff

These people support the Social Chair in the activities as directed by Social Chair.

4.4 Fundraising Chair

This is a Board appointed position to facilitate all aspects of CAT fundraising. Supports CAT in submitting City of Clemson ATAX funding requests and pursues other sponsorships. This is a wonderful opportunity to substantially increase the funding available to CAT.

4.5 Fundraising Support

These people support the Fundraising chair in the activities as directed by CAT Fundraising Chair.

4.6 Website Maintenance

This is a Board appointed position to maintain and update the CAT website.

4.7 Social Media Updates

This is a Board appointed position to update CAT Facebook and Instagram.

4.8 Travel Coordinator

This is a Board appointed position to secure blocks of rooms for CAT families and coaches when we travel to away-meets. All parents are expected to make their own travel arrangements, but this position helps secure rates that may be good at nearby hotels.

4.9 Facility Liaison

This is a Board appointed position to interact with Campus Rec for the use of the Natatorium.

4.10 New Family Ambassador

This is a Board appointed position to serve as a contact person for New Families.

4.11 Swimmer Evaluation Volunteer

These people welcome swimmers and parents who attend the swimmer evaluations held late in each summer. Generally, we hold these swimmer evaluations in late May, late July, and late August. Even helping at one session helps our team!

5 CAT Board membership – not part of volunteering!

Please note that the CAT Board members do not earn any volunteer hours based on their membership on the CAT Board.