

SMRT Volunteer Program

The Southern Marlins Racing Team has developed into one of the strongest swim teams in South Carolina. Its success begins with the swimmer's commitment and the coach's expertise, and it is the parent's involvement that keeps the ball rolling.

Why Do We Need This Program?

Many of the incentives and special events our swimmers enjoy are supported by the Aquatic Booster Club of SMRT (ABC of SMRT, or "the Board"). Team equipment, Christmas parties, the Spring Awards Banquet, the scholarship fund, and incentives for meeting swimming goals (such as State Team caps and warmup suits and Sectionals jackets) are all added benefits provided by ABC of SMRT funds. Although funds cover many benefits, this program has been put into place in order to continue the success and expand on the much-needed support on which the team and its coaches depend.

Benefits Of This Program

The volunteer program is a great way to meet parents and others who share the love of swimming and have similar family values and parenting goals. It also provides an avenue for the club/team to participate in the community and provide a means to advance the sport of swimming in the city as well as the state and nation. More specifically, the SMRT Volunteer program ensures we have the means to host our own swim meets. These swim meets provide a lower cost to families in two ways:

1. It is an opportunity to swim in a USA Swimming sanctioned meet without the travel expense.
2. It is an opportunity to make additional revenue for the club, which in turn will benefit swimmers and their families.

The Way The Program Works

There are many opportunities to volunteer time and talent. Volunteers are needed to support events such as club picnics, social events, swim meets, and recruiting venues. Each family will be required to fulfill a number of volunteer hours that are designated based on the swimmer's Training Group assignment. Families with swimmers in more than one level will fulfill the requirements for the highest level swimmer. The ABC Volunteer Chair will have the responsibility for program oversight. Sessions/hours are to be reported to the Volunteer Chair after completion of event by the event coordinator. In lieu of volunteering time, families have the option of "paying" for their time at the rate of \$10 per hour not worked. **But we do not want the money. We want you to volunteer and get involved!**

Hours are as follows:

Marlins	5
Silver	10
Blue	15
Gold	20
Senior	20
Pre-Elite	25
Elite	30

80% of your volunteer hours are to be completed at SMRT events. The remaining hours can be achieved working other swim meets attended by SMRT.

Volunteer positions (list is not all-inclusive):

Timers

Main responsibilities include using a stopwatch to time the swimmers during each event and recording the time for backup purposes.

- Age requirement – at least 12 years old
- Must arrive 30 minutes prior to start of meet

There is a timer's meeting approximately 15 minutes prior to the start of the meet for roll call, and where specific instructions and timing equipment will be handed out. Be sure to listen to the announcer to know when/where to go.

Head Timer

Main responsibilities include starting extra stopwatches at the beginning of every heat as a backup in case a timer misses the start of a race, collecting supplies and forms and returning them to Clerk of Course, and organizing the equipment

- Age Requirement – adults only
- Must arrive 45 minutes prior to start of meet

There is a timer's meeting approximately 15 minutes prior to the start of the meet for roll call, and where specific instructions and timing equipment will be handed out. Be sure to listen to the announcer to know when/where to go.

Meet Officials (USA Swimming training and certification required)

The main requirements of these positions (Stroke & Turn judges, Referees, and Starters) include thorough knowledge of the rules, coupled with fair and consistent application of them. Note: You will receive volunteer credit hours for apprentice training sessions.

- Age Requirement – must be at least 18 years old
- Must arrive to attend Officials meeting (usually 45 minutes to an hour before start of meet)

Event Set-Up

The main responsibilities of this position (which may vary depending on the location and type of meet) include loading/unloading truck/trailer; moving equipment, merchandise, signage and supplies; setting up of all the equipment necessary to run a successful meet.

- Age Requirement –at least 16 years old
- Arrival time varies from meet to meet. Report times/dates will be posted on the online sign-up page
- Some meets require set-up one day in advance
- Heavy lifting is often required.

Event Clean-Up/Breakdown

The main responsibilities of this position (which may vary depending on the location and type of meet) include loading/unloading truck/trailer; moving equipment, tables, chairs, merchandise, signage and supplies; cleaning and readying the facility for the next day's activities; and storing equipment after truck is unloaded.

- Age Requirement – at least 16 years old
- Arrival time varies from meet to meet. Report times/dates will be posted on the online sign-up page
- Heavy lifting is often required

Swim Meet Ribbons/Awards

The main responsibilities of this position include labeling and filing awards (putting labels on the correct ribbons and sorting them by team). Specific duties of the position may vary from meet to meet. At some meets, awards are given on a regular basis and the awards participation position is ongoing throughout the session. At other meets award labels are printed sporadically, leaving the awards participant with little to do. In cases such as this the awards position may be tied with another participation opportunity.

- Age Requirement – adults only
- Must arrive 30 minutes prior to start of the meet or as indicated by Committee Chair

Concession Workers

The main responsibilities of this position include assisting in the set-up of concessions area, selling various food items and drinks during the meet (involves simple math and making change), cleaning concessions space regularly, replenishing food when needed, assisting in cleanup and breakdown of concessions space at the end of the meet.

- Age Requirement – at least 16 years old
- Must arrive 30 minutes prior to warm-ups

Parking Monitor

The main responsibilities of this position include directing meet traffic to proper parking areas (this may vary depending on the location and type of meet), answering questions from visitors, and wearing a safety vest while on duty.

- Age Requirement – adults only
- Must arrive 45 minutes prior to warm-ups.

Swim Meet Hospitality (not currently applicable)

The main responsibilities of this position include setting up the hospitality room; serving coaches and officials if necessary; delivering drinks and snacks to officials, coaches and meet workers at designated intervals during the course of the meet; cleaning eating space regularly; replenishing food when needed, and assisting in clean up and breakdown of the hospitality room at the end of the meet.

- Age Requirement – must be at least 16 years old
- Must arrive 60 minutes prior to warm-ups

Swim Meet Runners

The main responsibilities of this position include transporting documents from the computer station to Clerk of Course, carrying disqualification slips from meet officials to Hy-tek computer staff, assisting Clerk of Course in any other duties (such as the posting of event results) as necessary, getting times from timers as requested by Hy-tek computer staff.

- Age Requirement – must be at least 14 years old
- Must arrive 30 minutes prior to start of meet

Safety Monitor

The main responsibilities of this position include working with the Meet Director to monitor door and pathway traffic throughout the meet; communicating with pool representative(s) concerning any facility issues (e.g. slippery floors) as instructed by the Meet Director; patrolling the pool deck, exits, locker rooms, halls and bleachers; focusing on safety around the pool, including warm-up safety; correcting any unsafe behavior of participants and spectators; wearing a safety vest to improve visibility.

- Age Requirement – adults only
- Must arrive 30 minutes prior to warm-ups unless indicated otherwise on sign-up page.

Spirit Week participation (Short Course State or Long Course State)

City Meet Tent (recruiting)

Registration Picnic support

Free-trial Period support

Christmas party committee member

Spring Banquet committee member

The following opportunities are three-hour credits:

- Spirit week coordinator long course boy/girl
- Incentive orders for short course
- Incentive orders for long course
- Hotel coordinator/travel meets
- Spring banquet trophies/awards

The following opportunities are five-hour credits:

- Holiday party coordinator
- Spirit week coordinator short course boy/girl (includes state dinner)
- Concessions manager (per meet)

Guidelines:

1. Program dates run from September 1st to August 31st of each year. A family's level of commitment will stay the same during the duration of the program based on the most senior level swimmer at the beginning of the program. Advancement does not affect level of commitment.
2. Families are required to work the entire swim meet session they sign up for. No partial credit. Relief help does not get credit for their time. Hours go to the original family that signed up.
3. A family commitment can be fulfilled by any member of the family or a family friend. Some positions may have minimum age requirements and/or training required.
4. Only the number of positions offered for a swim meet may be staffed for hour fulfillment. Any additional "help" will not receive credit for helping out the day of the event.
5. Level of commitment will be modified for new families based on commitment date.
 - Registrations between August and December = 100%
 - Registrations after December = 75%
 - Registrations after March = 50%
6. The Board, in concert with the Meet Director, reserves the right to remove any volunteer from a signed up slot in a swim meet if that person has fulfilled the family commitment and it is deemed necessary so that other members can fulfill their commitment. The Volunteer Chair will notify the participant before the event. Other incidents where a participant can be removed include but are not limited to cases where participant is not of the proper age or had the proper training.
7. The Board reserves the right to review and adjust the system as necessary. Additional volunteer hour opportunities may be offered and/or approved throughout the program period.
8. The Board of Directors will individually review and make final judgment in any cases of exception to the SMRT Volunteer program.
9. The Board will individually review and make final judgment in cases of hardship such as families who are going through an ongoing medical crisis.