

Team Volunteer Needs/Family Commitment Areas:

Announcer: Responsible for communication during a team hosted meet. Needs to be able to communicate clearly and concisely events and heat information, and any other necessary announcements during the meet.

Away timing coordinators: Work with the volunteer coordinator(s) to determine shifts for away timing responsibilities and communicate with families to ensure all families are signed up and our responsibilities for the meet are covered.

Barbeque/griddle: Prepare food on griddle and barbeque during meets for the snack bar breakfast and lunch.

Colorado Timing: Work the Colorado computer system that records the results of each heat and event at our team hosted meets. Requires training and commitment to do this job.

Hospitality: Food and drinks are provided to coaches, officials and timers at our team-hosted meets. Hospitality is responsible for planning, shopping, preparing, serving and cleaning up hospitality food and drinks.

Marshalls: Supervise the warm up pools, check bathrooms and replace toilet paper. Empty garbage. We need a female and male marshal at each shift. Families should specify if they would help with a female or a male marshal.

Meet Director: overseer of a meet that our team hosts.

Night security: Stay overnight at the pool during team-hosted meet to prevent theft.

Office/Runner/Check in/Awards: Help with these tasks at our team-hosted meets

Office: Distribute papers to runners and officials. Organize papers and file for each event when paperwork is complete.

Runners: Provide timing sheets to timers in timing lane and collect them when events are complete. Post heat and lane assignments, post results, provide awards with results and stickers for award ribbons.

Check in: Responsible for setting up check in area for swimmers prior to the start of the meet and help swimmers check in and scratch their events for the day. Responsible for highlighting scratches and delivering papers to the Administrator when events close (30 minutes before the events begin). Take apart tables and store any supplies used in check in.

Awards: prepare and distribute awards during the meet to swimmers or coaches (as in quad meet). Take inventory at the end of the meet.

Officials: Teams are required by USA Swimming to provide Certified Officials at swim meet in order for the [teams'](#) swimmers to score points or be awarded ribbons. The number of Certified Officials required is determined by the number of swimmers from that team. Darts are generally required to provide 2-5 Certified Officials for every session, at every meet we attend, both home and away. Officials are required to attend an Officials meeting that starts a half hour, before the meet session begins, and are assigned to a position as an Official (which included but are not limited to: Stroke and Turn, Chief Judge, Starter, Deck Referee, Administrative Official). When there are enough Officials present, they are broken into groups, called rotations that allow for some rest breaks, most often a rotation is 30 minutes on and 30 minutes off for the duration of the session. The process of becoming a Certified Official requires attending a Stroke and Turn Clinic, [registration](#) with USA Swimming, complete a Level Two background check, pass an online test, complete Athlete Protection training and work six sessions at swim meets as a trainee. We need 35 age group officials so that each official family can work 7 sessions (**not** 7 meets) a year

Parties and Team Functions:

Awards banquet: Help with the annual [Aquadart](#) banquet held [in the fall quarter](#) each year. Ordering awards, getting decorations, setting up and cleaning up.

JO, fun meets, movie night: purchase and prepare food, help serve during the events if help is needed.

Annual Rib feed: Help Plan and run our annual rib feed fundraiser. Advertisements, ticket selling, dessert baking for dessert auction, solicit donations for silent and live auctions, help during actual event.

Team Photo help: Help during photo day working with photographer and then help distribute pictures.

Snack Bar: Planning and purchasing of food prior the meet. Preparing and selling during the meet for our team hosted meets. Take inventory after each meet.

Set up/Take down: Move equipment from community to competition pool site. Set up equipment needed for the meet and take it down at the end of the meet and return to storage at community pool.

Summerdarts support: Help Carolee with support she needs for summerdarts including help with advertisement, registration, evaluations, and meets. Majority of the help is April- July. [Positions include](#) registration coordinator/Summerdarts snack bar coordinator/general help

Swimathon: Help Coordinate and run the annual [Aquadart](#) swimathon.

Volunteer coordinator[s](#): Assist with the various aspects of volunteer coordination. Coordinate with the meet director, coaches, snack bar and

hospitality, set up and take down, and other areas to set up the volunteer needs for hosted meets. Identify our team responsibilities for away meets and coordinate with away meet volunteers to meet the team's requirements. Communicate via e-mail and phone with families inquiring about volunteer hours. Track families volunteer hours.

Additional ways to get extra hours outside of primary volunteer areas:

Head timer: Serves as back up timer for lane timers in the event a back up time is necessary.

Timing: Timing at our team assigned lane during our own meets. This is different than timing at away meets, which does not apply for volunteer hours and is required by all non officiating families.

Each primary area may request extra help when needed and other families could then accumulate more hours. For example, we will likely need help for the rib feed from families outside those in the Team parties and functions.