

Volunteering

We are a non-profit organization that is run by the coaching staff and a Board of Directors. We definitely need the volunteer help of ALL the parents! Our team policy requires all families to complete 30 hours of volunteering for every swim year (beginning in August and ending in July with a 3 months grace period for new members). If a family does not complete their hours, their account is charged a \$300 fee (\$10 per hour). Families who join our program mid-year will have their required volunteer hours pro-rated.

One of the main areas in which we rely on our volunteers is for swim meets. We host 2 to 3 meets each year. We generally host a meet in September/October and another in March. At our home meets we need help in a number of areas including: hospitality, set up, break down, snack bar, computers, etc.

At our travel meets we need help with timers and officials. At each meet we are assigned a certain number of timing chairs, which is based on the number of swimmers entered. We try and put 1 - 2 hour timing shifts per person. ***All parents are required to take on a timing shift or official shift at all of the meets we attend.*** It is important that this duty is shared by all of the parents, and not just left to a select few. Please help out and do your part to represent our team at meets by taking a timing shift!

Our team is required to provide certified Stroke & Turn Officials at every meet we attend. At each meet we need at least 3-4 certified officials if not more. Individuals interested in becoming an official needs to attend a stroke & turn class run by the LSC. After the class each official needs to pass a Level 2 background check and take an Athlete Protection Training Program through USA Swimming. After six training sessions at swim meets you are a certified official. The registration fee of \$65 is reimbursed by the team after the certification has been completed. We are always in need of more officials, so anyone interested should take up this opportunity!

In addition to these opportunities, there are other team activities which require volunteers. There are team fundraisers and social events. Your participation in these activities helps to provide the best experience for the swimmers that we can.

Our goal is to promote volunteerism throughout the team! We want your help and are willing to be as flexible as we can to help you find jobs that can fit your schedule whenever possible. There are many, many ways to get involved (not just at swim meets). If you have any difficulties completing hours or any questions, please contact your swimmer's group representative board member (can be found at the bottom of the "Coaches" page).

Team Operations and Volunteer Opportunities

The job descriptions listed below are those that provide the necessary support for our team to thrive and function. If you are interested in participating or volunteering for any of these positions, please contact our Parent Volunteer Coordinator.

Vacaville Swim Team Board of Directors (BOD)

The Board consists of the following board positions:

President-Ernest Monette

Vice President-(vacant)

Treasurer/Financial Secretary-Heidi Mueller

Secretary-Alissa Clark

Age Group Representative

- Red/White/Green-Sara Lightfoot
- Silver and Blue-Lacie Lopez
- Gold/Senior 1/Senior 2-Shawnee Releford

Masters Representative-Mark Fraizer

Swim Meet Job Committee Descriptions

Meet Director: USA Swimming requires this position for every meet held. The main responsibilities include, but are not limited to: obtaining a meet sanction, preparing and distributing meet announcements, organizing meet committees and distributing final results. The director is an overseer, avoiding direct involvement in any one committee or activity. This person needs to be registered with Sierra Nevada Swimming either as an athlete, official, or non-athlete and have completed the required USA Swimming background checks. Additionally, this role needs to work jointly with the head coach, the coaching staff, parent committee chairs, facility staff and management, and VACA board members to insure that all financial and team required elements are in place for the swim meet.

Announcing: Responsible for communication during the meet. The meet announcer needs to communicate clearly and concisely the heat information, awards status, and any other announcements necessary during the meet.

Awards Coordinator: Orders awards prior to the meet, prepares awards during meet and distributes to swimmers or coaches at the end of the meet. Coordinates award volunteers during the meet.

Check-In/Scratch Table: Responsible for checking-in swimmers for the events they are entered for the meet, and scratching them from those they do not plan to swim.

Head Timer: The head timer works with the meet's head starter to insure that all timing requirements are met. Serves as the back-up timer for lane timers in the event a back-up time is necessary.

Hospitality: Food and drinks are provided for coaches, officials, and timers at the meets. Volunteers in this role perform various duties ranging from getting the snacks ready, to serving these meals and snacks to the coaches, timers, officials, and volunteers working at the meet.

Officiating: Officials (Stroke and Turn, Starters, Referees) are needed at all Sierra Nevada Swim Meets and depending on entries, each team will have a requirement to provide a given number of officials so that their swimmers can receive their awards. As the hosting team during a meet, our officials will be asked to participate in as many sessions as possible.

Grill: This job requires someone to coordinate and purchase supplies to cook for the team during different events. Requires cooking and setting up the grill.

Parent Volunteer Coordinator: Organizes and assigns job roles and tracks job shifts and hours for the team families. This position also requires communication with families regarding their volunteer commitment.

Runners: There are two types of runners. One is responsible for obtaining the timed results from the individual lanes and giving them to the Hy-Tek computer operator. The second runners take heat sheets from

the Hy-Tek computer person to the posting board. Duties include distributing all swimmer lane assignments to the starter, officials, coaches, announcer, and distributing results to announcer, awards desk. Runners also post final results.

Safety Marshals: Marshalls are required to monitor and police the pool and facility to ensure safety and compliance with both City and USA Swimming regulations. Warm-ups cannot commence unless Marshalls are in place to ensure safety for swimmers and venue guests.

Set up/Breakdown: This committee is responsible for setting up the facility, and tearing it down after the meet. This job includes setting up tables and chairs for the meet, setting up the wires for the timing system, and other basic duties needed to get the facility ready for the meet.

Snack Bar/Concessions workers: Snack bar staff sells food and drink to patrons attending the meet. Work involves purchasing items, food preparation, restocking food supplies, clean up and selling of food items.