

YDC Volunteer Handbook

Welcome to YDC 2012-13!

We are pleased that your family will be part of YDC this fall/winter swim season. We are excited to host five meets this year – including the YMCA Regional Meet (Silver State) and the popular YDC Winter Open (one of the largest meets in the state). The team is responsible for staffing our meets with volunteer workers. Without parent/family volunteers, we cannot run meets.

For our meets to run successfully, we will need approximately seventy volunteers PER SESSION (one day meets have two sessions, two or three day meets have four or more). Given the number of families that are part of YDC, this means that each family will have to work eight (8) sessions this swim season.

This year, we are offering the option to coordinate some team events to reduce your volunteer load; please stay tuned for further details about these opportunities!

YDC SWIM MEETS

- YDC Season Starter (Monona Grove High School - Saturday, October 6)
- YDC Turkey Meet (Middleton High School – Sunday, November 11)
- YDC Winter Open (UW-Madison Natatorium – December 14 – 16)
- YDC Winter Splash (Middleton High School – January 12 and 13)
- YDC Silver State (Middleton High School – March 9 and 10)

Signing up for Meets. About 3 weeks before each meet, you will receive an email from one of the volunteer coordinators asking for volunteers to sign up on the YDC team website. Most jobs require no experience, just a willingness to help out. For the jobs that do require some technical expertise, we will provide “on-the job” training. Many positions can fulfill a high school community service requirement, so older kids can certainly help out. Please sign up as soon as possible so we know the meet can run. Once you sign up, you are responsible for that position; if you can’t make the meet, please find someone else to fill the slot. If we don’t get volunteers the first time we ask, we will send additional emails until the slots are full.

How a Swim Meet (and Volunteering) Works. A lot goes on behind the scenes at a meet! For large meets, “set up” – which includes transport of equipment and supplies to the meet location – occurs the night before; for shorter meets, this can be done in the early morning hours. Most volunteers report about an hour before the start of the meet session starts (conveniently, about the time warm ups begin). Volunteers are needed before a session to help sell admission tickets, set up concessions, help with setting up electronic timing and

scoring, and stage younger kids for their events. During the meet volunteers time swimmers, score and post results, prepare and distribute awards, run concessions, and provide crowd control/security. After meets, we need help with transport and clean up, as well as award distribution. Being an official is another important job that lasts throughout the session; to be an official you have to complete training through USA Swimming. Officials sign up directly with the Head Official for each meet, rather than on the Team Unify website.

During the *YDC Season Starter* meet, we plan to provide orientation to different jobs. Please read the descriptions below carefully to see what appeals to you. For most positions, you should be able to leave your position during your shift to watch your swimmer(s)! If you have questions about any of the volunteer positions, please contact one of the volunteer coordinators! (Mimi Levinson - mimi.levinson@gmail.com or Anna Andrzejewski annaskiwisc@gmail.com)

2011-2012 YDC VOLUNTEER POSITION DESCRIPTIONS

COORDINATORS

Coordinators are volunteers willing to commit to an entire year of oversight in a particular area. They entail a considerable time commitment to YDC. Agreeing to be a coordinator will fulfill a family's entire volunteer commitment for 2011-12. If you are interested, please contact Shane.

VOLUNTEER COORDINATORS (Anna Andrzejewski and Mimi Levinson)

Coordinates and oversees all 80+ volunteer positions and makes sure that they are filled for each home meet. Oversees check in and transitions, present throughout the meet to troubleshoot and move volunteers as needed.

SOCIAL COMMITTEE COORDINATOR (1 position)

Plans, coordinates and oversees social and special events for the team, including the end-of-year banquet. This year we would like to plan for more events, including age-group specific events (such as movie nights and lock-ins), special dinners (such as a pasta dinner before State), and parents night.

CONCESSIONS COORDINATORS (Nicole and Lauren)

Purchase, collect, set up and sell food, and maintain a clean area. The concessions coordinator also will coordinate hospitality room for coaches, visiting coaches and officials, providing food and drink for them.

HEAD OFFICIAL (1 position)

The Head Official arranges for the Official's training classes and finds Officials to volunteer for all home swim meets. Other clubs may contact YDC for Officials and Head Officials to meet their needs.

SCORING COORDINATOR (1 position)

The Scoring Coordinator must be familiar with the rules and procedures for scoring a swim meet. He/she will oversee head scorers to make sure they have sufficient training. Picks head scorers for each meet.

AWARDS COORDINATOR (1 position)

The Awards coordinator is responsible for organizing and distributing awards to swimmers. They coordinate the volunteers who accept labels from the scorers and put them on the ribbons or medals. They also will order awards as needed and make sure awards that aren't picked up during a meet be distributed afterwards.

SINGLE-MEET VOLUNTEER POSITIONS

Families are expected to serve 8 half-day shifts throughout the year with these positions. Some positions are more important than others to the success of a meet; thus, a volunteer may need to shift jobs as the Volunteer Coordinators see fit. In signing up for positions, volunteers should make sure they are able to fulfill the tasks assigned, taking into account factors such as health and fitness (standing for long periods, for example) as well as competing demands on their time during the meet.

ADMISSIONS (2 per session)

Sells admissions and heat sheets at entrance. Responsible for cash box and making change. Arrive ½ hour before warm-ups; should remain at position until the session ends. Willing to greet members of other teams and answer questions, give directions, etc.

ANNOUNCERS* (2 per session)

Reports events, heats and names of the swimmers and announces results. Makes general announcements throughout the session. Arrive by start of warm-ups and serve until session ends. Seated throughout the session. If you're comfortable using a microphone and you have an engaging personality, this could be the job for you!

AWARDS (2 per session)

Affix result labels to awards and distribute to swimmers. Must stay at least 45 minutes after conclusion of session to distribute and file awards. Volunteers are usually seated. This job requires patience and an ability to interact well with children.

CLERK OF COURSE ASSISTANTS (7 per session)

Organize swimmers aged 8 and under by event, heat and lane and escort the swimmers into the pool area. If you are enthusiastic and organized, as well as patient with small children, this is a good job for you. Walking from the staging area to the pool throughout the entire shift is required.

CONCESSIONS ASSISTANTS (5 per session)

Concession volunteers sell food and drink and keep the concessions area sanitary. You will be able to break away to watch your child swim. AM Session Concession help set up the area and PM Session workers help clean up the concession area at closing time.

CONCESSIONS SET-UP (3-4 per session)

Concession set up occurs the morning of the meet. You will need to be prepared at least 2 hours before the meet start time to haul heavy items. Answers to Concessions Coordinators.

ELECTRONIC TIMING ASSISTANTS* (2 per session)

Operates the Timing System that records the times from the automatic touchpads, and feeds the results to the computer scoring system. Must arrive ½ hour before the start of the session and stay until the last event of the session. Volunteers will be seated but will not have much opportunity for breaks during the session. Training provided. This position offers an outstanding view of the pool.

HEAD CLERK OF COURSE (1 per 8&U session)

The Head Clerk of Course should have prior experience as Clerk of Course, and be comfortable organizing, delegating, and problem-solving with other volunteers. They should arrive at least ½ hour prior to the start of the meet to make sure the Clerk of Course area is set up.

HEAD ELECTRONIC TIMING* (1 per session)

Oversees electronic timing system operation during meet. Trains assistants. This position requires a good understanding of the timing system and good problem solving/troubleshooting skills.

HEAT WINNERS* (2 per session)

Stand behind the blocks and give designated prize or candy to heat winners. Must arrive by the first heat and stay through the entire session.

HEAD SCORER* (1 position)

Head Scorer must be familiar with the rules and procedures for scoring a swim meet. The HS verifies the official times from the electronic timing system, time sheets and officials results. The HS prints results and distributes them.

HEAD TIMERS* (1 position)

Head Timer organizes timers, trains new timers and maintains backup stop watches during the meet. Head Timer must arrive 40 minutes before the start

of the session, check that all equipment is available and working , and lead the timer's meeting.

HOSPITALITY VOLUNTEERS (2 per session)

Arrange and distribute food and drinks for coaches and officials. Responsible for set up and clean up. Must be willing to stand and move sometimes heavy items. Volunteers also deliver water to officials, coaches and timers on deck throughout the session.

MEET CLEAN-UP (1 to 2 per session)

Help remind swimmers and guests to pick up after themselves, and to stay after the meet until the pool deck is cleaned up and assist in cleaning up in concessions area, the stands and in the rest area.

OFFICIALS* (8 per session)

Becoming an official is a great way to support the team . Our officials are certified by USA Swimming and/or the YMCA. If you are interested in becoming an official, talk to Shane. Several training sessions are held each year for Stroke and Turn Judges. Additional information can be found at: <http://www.wisconsinswimming.org>. Click on the "Officials" tab to find a schedule of upcoming training sessions.

PHOTOGRAPHER/VIDEOGRAPHER* (1-2 per session)

Use your own equipment to take action shots of swimmers as well as casual social shots of people having fun at the meet. Review your own work and provide copies to Coaching staff.

RESULTS RUNNER* (1 per session)

Receive results from the scorers and post them in designated locations. They also take result labels to Awards. Must be willing to stay at least ½ hour after conclusion of session so that all results can be posted.

ROOM/SAFETY MONITOR (2-3 positions)

Help to ensure a safe environment in the stands/ pool area and swimmers' waiting area. Help to identify and eliminate safety issues in a supportive, friendly manner.

RUNNERS* (2 per session)

At the finish of a swim the runner picks up timers and officials slips, then "runs" them over to the scorer. This position requires the volunteer to be on their feet during the entire session, navigating a crowded swim deck.

SCORING ASSISTANTS* (2 per session)

Scoring Assistants verify finish order with timers sheets and officials notes, double check numbers, average the times provided by the timers, and as

needed, record times and other tasks assigned by the Head Scorer. Training provided.

TIMERS* (14 or 18 per session, depending on number of lanes in the pool)

Two timers are assigned to each lane. The timers start a stop watch at the start of the heat and stop the watch when the swimmer touches the finish pad. Timers then record the time on sheets provided for their lane. The head timer will provide specific instructions. Timers meet approximately 20 to 30 minutes before the session begins. They are on their feet for the entire shift and should expect to get splashed occasionally! Timers have a great view of the pool and swimmers but may not be able to watch their own swimmer's race.

TRANSPORTATION/PRE MEET SET-UP (6 per meet)

Meet at West YMCA to help transport materials and bring them into the pool areas to begin set up the night before the meet or the morning of the meet. Must have appropriate vehicle for transporting supplies and be able and willing to haul heavy items. We will email more details as the date approaches.

TRANSPORTATION/POST MEET CLEAN-UP (6 per meet)

Report 30 min. before meet concludes to begin clean-up and loading vehicles. Transport concessions and other team materials back to YMCA (West). Must have appropriate vehicle for transporting items and be willing to carry heavy things.

VOLUNTEER CHECK-IN/FLOATER*

Report 5-10 minutes before warmups and help volunteer coordinators check in volunteers as they arrive for their shifts. Once checkin is completed, this person may be asked to fill in for any shifts that may need additional help. Plan to work in some capacity for the entire shift that you are signed up for.

*These jobs take place in the pool area and usually offer excellent viewing. However, this area can be noisy and hot- dress accordingly!

