

### **SWIM PROGRAM VOLUNTEER POSITIONS**

It is essential that parents volunteer to support the activities of the Wood Valley summer swim program. Please remember that the swim team needs you to help – and more than once! We need help from all parents whether your child is a novice swimmer or a senior swimmer. The jobs are low-key and easy to learn. Someone will always be there to help you. If you find you can only work for part of a meet, find someone who will share the job and write both of your names on the volunteer poster.

If you sign up to work a meet and find that you are unable to attend, please try to find your own replacement or notify the Volunteer Coordinator. Also try to arrive at the meet by 5:45 pm so the meet can begin promptly at 6:00 pm.

**VOLUNTEER REQUIREMENTS** – sign up for 3 of these positions per family.

**TSA REPRESENTATIVE** – Represents the swim club on the TSA board of directors. The representative attends monthly regular TSA meetings and assigned TSA committee meetings. Responsible as TSA representative that dual meets are executed by TSA rules. The TSA representative resolves issues that arise during a dual meet including weather issues according to TSA rules.

**ANNOUNCER** – Calls swimmers to the clerk of course for each event. Announces score.

**CLERK OF COURSE** – Gets swimmers to starting blocks for their events & event slips to recorder. The assistant helps keep the kids in place, and also acts as backup.

**PLACE JUDGE** – Determine the order of finishes in the main heat only. Finishes are judged by the sight determination of the place judges, not by time. Each team supplies 3 place judges. The first place judge stands in the first place finisher's lane and obtains the finish time for first place.

**RECORDER** – Records place finishes and winning time on event sheets.

**RUNNERS** – Responsible for taking disqualification slips from the stroke & turn judges to the recorder and delivering the event sheet from the recorder to the scorer.

**STARTER** – Starts each event with appropriate starting device.

**SCORERS** – Records place finishes from the event and disqualification (dq) slips and scores on the score sheet.

**RIBBON COORDINATOR/WRITER** – Prepares meet ribbons as necessary (coordinator). Completes award ribbons during meet and distributes them to the proper location.

**STROKE & TURN JUDGE** – Judges whether proper strokes, turns, and finishes are properly executed by the swimmers during the meet. Stroke and Turn judges are required to attend a TSA certification session.

**TIMERS** – Positioned at side of the pool to obtain unofficial times for the swimmers during the meet. Positions are for either 1<sup>st</sup> half of the meet or 2<sup>nd</sup> half of the meet.

**ALTERNATE TIMER** – The alternate time will be a backup timer in case one of the timers is late to the meet, or drops out. Or, provide rotating relief to timers for quick dinner, bathroom breaks, etc.

**KID PUSHERS** – One for each sex/age group under 11-12 needed to find and send swimmers to the clerk of course when the announcer calls the event. Assists clerk of course in setting up the swimmers in the event order on the benches in the lane positions.

**HOSPITALITY** – Responsible for providing and serving drinks (water) to the coaches and volunteers at a home meet. You will purchase 3 cases of water prior to the meet, chill them, and serve them to meet volunteers. (You will be reimbursed.)

**SPIRIT COORDINATORS**– These volunteers are responsible for Otter 'spirit' activities. The volunteer makes restaurant reservations for away meets. Provide doughnuts for the swim team the day after a swim meet. Coordinate 'Midnight Swim' games and activities, cheer buddies, swim banner for last home meet.

**SOCIAL COORDINATORS**– Need coordinators by age groups – 10 and under, 11 and over. These volunteers organize social activities – movie day, pool games, teen social – any ideas welcome! The goal is to organize a couple activities for each age group during the swim season.

**PHOTOGRAPHER** – Take photos for the end of season video. Provide the original jpegs (unaltered) on a CD or jump drive by the Friday after each meet.

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**One and done** – sign up for one of these positions and you will fulfill your volunteer requirement for the season.

**VOLUNTEER COORDINATOR** – Ensures that all volunteer positions are filled the Monday prior to a meet. The coordinator calls parents to fill vacant positions, making sure that all families are represented on the volunteer list.

**OVERALL CONCESSION COORDINATOR:** Manage the concession coordinators. The concession coordinator makes sure that concessions are fully staffed by volunteer parents from the three youth sports programs; Tennis, Swim and Diving.

**MEET CONCESSIONS COORDINATOR**– This volunteer is responsible for planning the concessions for one home swim meet. Arranges for the purchasing of items for the concessions and request for donations for items to sell.

**END OF SEASON BANQUET COORDINATOR**

Coordinate the volunteers for the end of season banquet. The banquet includes cake, ice cream and lemonade, coach gifts, awards and end of season video.

**SWIM TEAM PROGRAM** – this is the swim program for the end of season celebration. Template is available in Power Point, information for the program supplied by the TSA rep.

**SWIM TEAM TROPHIES** – Order the trophies and awards for the end of season celebration. Ordering information supplied by the TSA rep and YS Coordinator.

**END OF SEASON VIDEO** – produce the end of season slide show for the Swim Team banquet.

(updated 3/6/11)