

Volunteer Positions and Coordinator

Swim teams require a large number of individuals to be present and participating in volunteer positions before a meet can even begin. Each meet requires an excess of 50 parent volunteers to fill approximately 200 positions per meet. Many others work in the background to ensure our team has extras like social events, and spirit wear (to name just a few). To ensure that volunteer jobs are divided **EQUITABLY** among **ALL** families participating in the swim team program, the Board of Directors tracks volunteer hours. All swim team families are required to perform volunteer functions as a condition of the membership of their swimmer on the team. All families will be required to log in “**six volunteer slots or the equivalent**” for the winter season. Generally not more than 2 credits may be earned per meet in order to equally distribute the work for following meets. Exceptions to this, such as trading with another family, must be approved through the Volunteer Coordinator. Summer season required “ ”. Noncompliance with this requirement will result in the family being billed \$50.00 per missing volunteer slot. If you need to find a replacement for one of your slots, it is **YOUR** job to find the replacement and notify the Volunteer Coordinator that a replacement will be working for you. **Volunteers must sign in with the Volunteer Coordinator at the meet.**

Volunteer Chair Positions and Point Value

Volunteer Chairs oversee certain positions or provide additional non-meet related functions. Because these positions take time just like Volunteer Job positions may count for partial or full work credit as listed below. If a job is shared between more than 1 person then the associated point values are split. Point values must be split in whole numbers.

Board of Trustee Members: No Credit

Board Secretary: 3 credits
Schedules Board Meeting and acquires location, takes notes regarding board meeting and maintains meeting notes. Distributes meeting notes for approval to other Board members.

Board Treasurer: 6 credits
Handles all Accounts Payable/Receivables, Payroll, Taxes, and Collection for club. Prepares financials for IRS and Board of Trustees.

Club Webmaster: 3 credits
Responsible for updating club website.

Concessions Chair: 6 credits
You are the lead for the Concession Area. You will need to arrange for the purchase and/or donation of items to be sold at concessions. You will coordinate with the Hospitality Chair as well. You will need to work with the Treasure on items to be purchased and sold. Be onsite for the opening and closing of the concession area. You will need to seek donation of items from the members or local food establishments. You will need to oversee the Parent Volunteers in signup for Concessions.

Volunteer Coordinator 6 credits
Responsible for obtaining all volunteers for Home Swim Meets, tracking work sessions and reporting to Treasurer any missed assignments for billing

Hospitality Chair 3 credits
You are responsible for acquiring all the food for the Hospitality room. This may include arranging for the purchase of items, getting other to make items, coordinating with the Concessions Chair so things are not duplicated. Coordinating purchases with the Treasurer.

You also will also need to be at the meet for setup and instruct the Parent Volunteers. You are not required to be at the meet the entire time, but to make sure everything is running smoothly in Hospitality.

Lap-a-thon Coordinator 2 credits
Responsible for organizing, running, collecting, and promoting any Lap-a-thon fundraiser.

Advertising/Heat Sheet Sponsors 3 credits
This person will need to be able to do design, promote and lead sales of corporate or individual sponsorship of MAST Heat Sheets. Will need to collect all advertising money. This position requires that volunteer has software program to do design layouts.

Spiritwear 3 Credits
Responsible for taking all order for merchandise. Placing order with vendor. Picking up and distributing order to swimmers. Coordinating accounting with Treasurer.

Banquet Chair: 1 Credit
Coordinating end of season Banquet. Find location. Arrange for food.

Volunteer Job Descriptions

Volunteer jobs are taken on a first come basis. Signups are posted on the Swim Board. Each work session is approximately 4 hours in length. It generally will consist of a morning and afternoon session for each day of the meet. Fridays only have an evening session. Summer usually will only have 1 session per meet.

Timing - Observe the meet up close! A large number of timers are needed at each swim meet. The timers use stopwatches and devices hooked to the timing system to record backup times & ensure accurate times are received for each swimmer.

Backup Timer – Supports Timers in case one of them has a problem with a watch.

Hospitality - This position is responsible to make sure that the coaches and officials room is clean, orderly and stocked with food and drinks. Also, will need to walk around and check to see if officials or workers need drinks.

Runner – This person works with the timers and Timing consul to follow up on any back up times.

Concessions - Help out the team by serving and selling food to swimmers, parents, and spectators!

Meet Set Up - Volunteers are needed to help setup chairs, tables, touch pads, and other equipment for the meet.

Meet Clean Up - Volunteers are needed to help put away chairs, tables, touch pads and other equipment, taking out garbage, check locker rooms, and other general clean up after the meet is over.

Ribbons - Volunteers at the awards table are responsible for posting heat results and organizing and labeling ribbons.

Announcing - Be the voice at the meet! The announcer is responsible for announcing events and heats for each event.

Computer - A volunteer is needed to run and monitor the computer that is hooked up to the timing system, printing results, and printing labels for awards. – **Training Required**

Timing Consol - This is the timing system used by our swim club. A volunteer is needed to setup and monitor the timing system during the swim meet. This volunteer is also responsible for making sure that the clock stops after each event and getting backup times if the swimmer does not touch the pad. – **Requires Training**

Meet Official - Are you interested in learning more about becoming a USA Swimming Official? Officials are needed at all sanctioned meets. As a Meet Official you will be trained as a stroke and turn judge. This is an exciting way to be more involved and learn more about your child's sport! – **Training Required.**

Clerk of Course – Is responsible to make sure that the younger kids are in the right place and ready for their race.