

MILFORD AREA SWIM TEAM

HANDBOOK

REVISED MARCH 31ST, 2009

As with all other sports, an athlete that only practices and never puts that practice to the test of competition with other athletes loses focus and motivation for practice. Only by racing other swimmers does a swimmer get an understanding of what it takes to make them self a better swimmer. The goals of competition are to participate, compete, improve **times** and **technique**s, challenge one's potential, display good sportsmanship, and do the best **you** can do. All MAST SWIMMERS are expected to compete in meets.

At a meet the coaches will offer swimmers praise for effort and improvement, but will also offer advice on technique: what the swimmer did, why they did it, and recommendations for practice to further improve their performance. After all races, swimmers are to report to their coach first, before going anywhere else. Coaches will always talk with your swimmer about the **TIMES** he/she swam, **NOT** what place he/she finishes.

Parents should offer encouragement and understanding about what the swimmers are experiencing and trying to accomplish.

**Parents should focus on improvement in time and technique,
NOT finish place.**

Swimmers are encouraged to keep track of their times in a logbook or spreadsheet, so they can see their progress for each of their events.

MEET ORGANIZATION

At a meet, swimmers will compete against other swimmers of the same age group. The typical age group break down for meets is: 8 & Under, 9-10, 11-12, 13-14, 15-18, and Open (any age). For USA Swimming invitational meets, the swimmer's age on the first day of a given meet determines the age group they will swim in. For SOSL meets, the swimmer's age on **June 1st** determines the age group in which the swimmer will compete in all summer. In some special instances the coach may direct a swimmer to swim up in a higher age group.

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Races at swim meets are organized by event, heat, and lane assignment. All meets have the same competitive events: Freestyle (free); Backstroke (back); Breaststroke (breast); Butterfly (fly); Individual Medley (IM), which includes laps of each stroke in the order of fly, back, breast, free; Freestyle Relay (4 freestyle swimmers); and Medley Relay (4 swimmers, each doing a different stroke of back, breast, fly, & free).

Distances for each event can vary and are posted for each meet. Each event will be for a specific gender, age group, distance and stroke, for example the “Girls 9-10, 25 yard freestyle.” Because there are more swimmers in each event than there are lanes for swimming, each event is broken into “heats” or groups, of 6 to 8 swimmers, depending on the number of lanes in the pool. Swimmers are assigned to heats by their seed time, so that they will be swimming against others with similar times. Finally, the swimmers in each heat are assigned to a lane, with the faster seed times being placed in the center lanes. A “heat sheet” is usually available for sale at most swim meets. It lists each event, heat, lane assignment, swimmer’s name, swim team affiliation, and seed time for all swimmers in the meet.

TYPES OF SWIM MEETS

Invitational – USA sanctioned swimming “invitational” meets are held under the rules established by USA Swimming. MAST host three (3) of these meets during the winter season. A typical USA sanctioned meet will have from 250-500 individual swimmers representing many different teams.

Each swimmer may compete from 1 to 12 events per meet (usually 4 events per session). A typical meet includes five sessions which are broken down into a Friday late afternoon/evening session and Saturday and Sunday morning and afternoon sessions. The Friday session is usually longer distance events for all ages. The Saturday and Sunday sessions are split by age, with older swimmers in one session and younger swimmers in the other session. The age used to split between morning and afternoon sessions can vary with each meet, and depends on the number of swimmers of each age group entered in the meet. For MAST home meets, swimmers 11 & older usually swim in the morning sessions and swimmers 10 & under usually swim in the afternoon session.

Dual Meets – MAST belongs to the Southern Ohio Swim League (SOSL) in the summer. This league is broken down into two divisions of “A & B”. MAST swims in the “A” portion of the league. The other teams in the SOSL are: Cincinnati Sports Club, Clinton Hills, Coney Island, Dearborn County, Delshire, Fairfax, Mariemont, Philipps, Western Tennis and Fitness, Woodhaven. Dual meets against other SOSL teams are usually held on Tuesday evenings and last 3-4 hours.

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USA Championships -- At the end of each swim season, there is a graduated series of USA sanctioned swim meets called Championships (Champs). For the 14 and under age groups in the winter season (Short Course season – 25 yard) & summer season (Long Course season – 50 meter) Champs consist of a “Regional” meet (everyone may participate) and a “State” meet (a swimmer must make the State time standards, or “cut”, in order to participate). The 15-18 & Open age group swimmers compete in a single Championship meet at the end of each season know as the “Senior” meet (everyone is eligible for this meet). For very advanced swimmers of all ages, additional Championships meets extend all the way to the National level of competition. Champs use a preliminary/finals format, and usually last three days. Each day has two preliminary sessions and one finals session. Younger swimmers compete in one preliminary session and older swimmers in the other. Based on prelim times, only the top 12-16 swimmers in each event qualify for the finals in the evening.

SOSL Championships – In the summer the SOSL runs two types of championship swimming meets. One is the SOSL Relay Championships, which is participated by all the “A” division teams at one site and all the “B” division teams at another site. All teams enter one relay for each event being run. No individual events in this meet format. The second is the SOSL League Championships, all league teams are involved in this meet. The meet is conducted in July. This is a two day meet with prelims for all age groups held on the first day. Finals are held on the second day consisting of the top twelve (12) fastest times qualifying for either the Consolation heat (7th through 12th) or the Finals heat (1st through 6th). Once the swimmer qualifies for either of these heats, they are locked in and can not advance any higher or lower no matter how fast/slow their swims are. To be eligible for SOSL Championships, swimmers must have competed in two (2) dual SOSL sanction meets.

Types of Pools – There are basically three (3) types of pools that MAST will be competing in. (1) 25 yards (known as Short Course Yards - SCY), (2) 25 meters (known as Short Course Meters - SCM), and (3) 50 meters (known as Long Course Meters – LCM). Milford High School Natatorium is a 25 yard pool. Some pools vary with the amount of lanes they have. Milford High School Natatorium is a six (6) lane facility; there are eight (8) and even ten (10) lane facilities that MAST will compete in.

SIGNING UP FOR A SWIM MEET

Signing up for a swim meet is not complicated, but if you have any questions about how to sign up, please ask one of the coaches or an experienced MAST parent. For the winter season meet information and the team roster will be posted on the bulletin board several weeks in advance of the meet, with a deadline for withdrawing from the meet. When the meet roster is posted, families will receive a notice by e-mail and in their folders, and notices will appear on the web site.

SIGNING UP FOR A SWIM MEET – CONTINUED

The meet roster will list all swimmers in alphabetical order, in spreadsheet form. MAST encourages full participation in all posted meets, but a swimmer can participate on only some of the days if necessary. Based on this spreadsheet you will mark down in the proper box if you want to participate on any given day by putting a “Yes” or “No” in the boxes by their name for the day or days the swimmer can participate in. Coaches will then enter the swimmers into the meet by this sign-up sheet. If you do not sign up for the meet, your child **WILL NOT** be entered into the meet. All entries turned in after the due date for sign-ups could be charge a late fee by the host club or not be able to swim in that meet at all. Once you are entered into the meet you will be charged for all entries into that meet.

If you have any questions about whether to enter a meet, ask the coach. MAST policy is that all swimmers that are qualified will participate in all events that their coach decides they are ready for; the coach makes these decisions for each meet. If there are specific events that the swimmer wishes to compete in, please notify the coach.

Once the deadline is passed, the coach uses the information on the meet sign-up sheet to create individual and relay entries for that particular meet, and sends the team’s entry to the host team for participation in their meet. At this time, MAST writes a consolidated check to pay for the entry fees, and at this point refunds will not be given for any reason. At least a week before the meet, you will receive a report that includes what events your swimmer will be participating in, a map to the facility, and additional information as necessary to help you with having a great meet. Relay assignments will usually be included (but can also be made up at the meet itself). This information will be e-mailed, posted on the bulletin board, and placed in your MAST file. If for some reason your son/daughter is unable to attend a meet that you have signed up for, please notify the coach as soon as possible.

For SOSL dual meets in the summer, MAST uses a summer commitment form. This form will be distributed at the beginning of the season, and will list all SOSL meets. You will be asked to indicate which summer meets your swimmer can attend. **This allows you to check your vacation and family plans in advance.** Meet entries, including relays, are made from this commitment form. You can change your mind about attending any SOSL dual meet but the coaches need to know 48 hours in advance to make changes.

MEET EQUIPMENT

This winter season, MAST will be picking a new team suit for the winter season. Kast-A-Way Swim Wear is a sponsor of our program and their store is located on 9356 Cincinnati-Columbus Road (777-7967). Competitive & practice suits will last longer if they are rinsed out with plain water after swimming.

**MAST team suit should be worn at all meets.
The MAST “M” team cap should be worn for all meets.**

Team cap's can be purchased from Coach Tameris for \$3.00. Girls should always wear a cap; many boys wear them too, especially at meets. Caps will last longer if baby powder is frequently used. Goggles are essential to swimming and should be worn for all meets along with practices. Once you obtain a pair of goggles make sure to treat them as gold and don't lose them. Remember all swimming accessories can be found at Kast-A-Way Swim Wear. Tell them you're with the Milford Area Swim Team and a team discount may be applied.

Team t-shirts and sweats are encouraged. Be sure to bring enough clothing to keep warm between swims. **NO OTHER TEAM'S APPAREL IS TO BE WORN** at any MAST functions. Extra towels are a good idea because the swimmers are in and out of the water several times and the towels get soaked quickly. Blankets or a sleeping bag come in handy for placing on the floor in the team area for the kids to sit and lay on. Games, books, or crafts are things to occupy the swimmers between swims. Chairs and reading material are also a good idea for parents to have.

THE SWIM MEET

Plan on arriving at the pool at least 15 minutes before the scheduled warm-up time begins. MAST will have a team area where swimmers and parents can sit together during the meet. This area is generally located away from the pool (in a hallway, cafeteria, gym, or field) and can be cold, so remember to bring proper attire to keep warm. Look for other swimmers or coaches when you arrive at the pool, and find a place to put the swimmer's belongings and a place for you to sit. Families can bring chairs or blankets/sleeping bags to sit on in the team area.

THE SWIM MEET – CONTINUED

Next, the swimmer needs to report to their coach for warm-ups and to see if they must “check-in” for any events (winter meets). Parents who are working at home meets need to check in with the volunteer coordinator to confirm their work assignment and get a name badge. The volunteer coordinator will tell you when and where to report for your work assignment.

After warm-ups, many swimmers write each event number, heat, and lane assignment on their arm or back of their hand for quick reference during the meet. Once the meet begins, swimmers are expected to swim in all their events. Occasionally, unusual circumstances may require a swimmer to scratch (drop out of) an event. Swimmers may not scratch without the consent of the coach.

Between races, swimmers are to rest and stay in the team area, but they are encouraged to participate in team cheers and to cheer for other MAST swimmers.

As the meet progresses, an announcer will “call” the event numbers two or three times in advance to give the swimmers time to get ready for their events. Swimmers are expected to know which events they are in, to listen for the events being called, and to be on time for their swim. When your event is announced, you will report to either the Clerk of Course or to the starting blocks, depending on your age group. Swimmers 10 and under will usually report to the Clerk of Course, where parents will organize them into the correct heats and lanes, and escort them to the blocks. Swimmers 11 and older will usually report directly to the starting blocks. Some swim meets will give each swimmer a card for each race with their heat and lane numbers. The swimmer should take this card with them when they report to the Clerk of Course or starting blocks and hand this card to the timers in their lane.

**REMEMBER YOUR CAP AND GOGGLES WHEN GOING
TO THE BLOCKS!**

After the end of every race the swimmer should get his/her time from the timer and then go straight to their coach to discuss the race. Please be patient until the coach has the opportunity to discuss the race. All questions swimmers or parents have concerning the meet results, officiating, or the conduct of the meet, should be referred to the coaches. They will pursue the matter through the proper channels.

When the meet is over, please clean up your area and make sure you have all your belonging. As soon as possible after each meet, the coach will put the swimmer’s times for that meet onto the bulletin board and web site for posting.

DIET FOR THE MEET

Special attention should be given to diet before meets. Pre-meet meals should be high in complex carbohydrates (pasta, pizza, bread, ect.), and include veggies and fresh fruits. Some breakfast suggestions for the day of the meet: eat light; eat high carbohydrate foods such as French toast, pancakes, waffles, and muffins; avoid foods high in fat and protein (they are hard to digest).

While each meet will have a concession area, coolers are allowed at all meets for anything brought from home. Stay away from sugar and junk food during the meet. Suggested snacks are fruits, veggies, granola bars, cereal, bagels, muffins, and crackers. Remember to drink plenty of fluids like water, juice or sports drinks. No carbonated drinks or caffeine! If you eat lunch at the meet, remember to eat light.

MAST FILE FOLDERS & BULLETIN BOARD

Right inside the pool doors your MAST File Folder will be located in the cart. Please check this folder as this is a means for information to be handed out to you. All awards from any meet will be placed in this folder. The Bulletin Board is also a communication device used by MAST for posting of information pertaining to the season. Sign-up sheets and meet information along with results will be posted on this board. Please take time to check out the information that is being posted.

LOCKER ROOMS

MHS locker rooms are too used for changing and showering for practices and meets. Absolutely **NO HORSE PLAY** of any kind should be going on. The back hall-way is off limits during any MAST practices. Please do not exit out the back doors of the locker room. If this becomes a problem, your son/daughter will lose the rights to the locker room all together. Parents please supervise this as much as possible with your smaller children.

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FINANCIAL OBLIGATIONS

Each family's financial obligation consists of four items which are explained in more detail below: a training fee to help cover the cost of coaches' salaries and equipment; an operational fee to help cover the cost of running practices and swim meets; a swim meet fee set by USA-S for all swim meets (home and away), which goes to the host team to help the host team cover the cost of running a meet; and a USA-S membership fee which goes to OSI and USA-S.

Training, operational and USA-S fees are assessed at registration. Swim meet fees are assessed throughout the season as meets occur. A family must make monthly payments to MAST until all their fees are paid in full. An "Initial Payment" of \$250 is due at registration. Full payment can be made at any time.

Training Fee

The training fee is a fixed fee for the season, and not a per-practice or per-month fee. Just like other sports and activities, the total fee is due, regardless of the number of practices actually attended. Swimmers participating in multiple sports do not get any type of proration due to sport conflicts. The training fee is based on the practice group, the season, and the number of swimmers in the family (2nd, 3rd, 4th and 5th swimmers get substantial discounts). If a coach moves a swimmer to a different practice group during a season, the training fee will be adjusted to reflect the change. If a winter-only swimmer decides to also swim in the summer and is moved to a higher group for the summer, they will be charged the difference between the year-round fee for the higher group and the fee they have already paid for winter. Year round swimmers who are moved to a different group will also have their fees adjusted accordingly.

Refunds

To encourage families that are not familiar with competitive swimming to give swimming a try, MAST has a training fee refund policy. Training fee refunds are given on a pro-rated schedule, as shown below. There are no refunds or proration for the USA swimming Fee or MAST Facility Fee. Home Meet Fee prorated refunds only apply if swimmer quit prior to the Home Meet(s). An eligible swimmer not swimming in a Home Meet is not eligible for a refund. **If a refund is desired, the family must notify the MAST Treasurer and Coach in writing with the date the swimmer quit and the reason for quitting.**

Quit during first 2 weeks of practice	Full training fee refunded.
Quit during first 4 weeks of practice	2/3 of training fee refunded.
Quit during first 6 weeks of practice	½ of training fee refunded.
Quit after 6 weeks	No refund except for severe medical problem, job loss, or moving**. Amount of refund will be determined on a case-by-case basis by the Board.
Quit at end of winter	Year-round swimmers who quit after the winter season will be refunded the difference between the year-round and winter-only fees.

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Medical Release: If a swimmer is quitting for medical reasons the swimmer/parent/guardian needs to provide a letter from a doctor stating that the swimmer is not allowed to participate for the remaining portion of the season. Temporary injuries such as sprains, minor breaks, etc are not eligible for a refund even though the swimmer can not participate for a period of time.

Job Loss: If a swimmer is quitting due to a job loss by a parent or guardian the parent or guardian should contact the Treasurer prior to quitting to see if payment arrangement can be accomplished or if the

swimmer might be eligible for a scholarship. Most of the time these are temporary situation and can be worked out. Proof of job loss will be required if requesting any type of refund.

Moving/Relocation: A swimmer who's family is moving a distance greater than 30 miles from MHS is entitle to a prorated refund. If the move is less than 30 miles than no refund is due as swimmer is expected to complete the season. Proof of Relocation/Moving may be required.

Club Transfer: At times a swimmer/family may desire to change clubs. While this is generally best done at the end of a season, we understand that sometime this may not be possible. MAST will follow all USA policies regarding transfers. A swimmer/family is reminded that will need to resolve their financial obligation to MAST and are subject to the refund policies as listed above.

Scholarship Recipients: Any family that quits who was receiving a scholarship shall first be obligated to pay all of their portion of the fees prior to the scholarship funds being applied. Remaining scholarship funds shall be held by the club in a separate account to be used in the following season or to accommodate a mid-season request such a job loss or other catastrophic event to a participating family.

In any case of the above, a swimmer/family is responsible for payment of all charges up and through the date of the swimmer resignation. Such fees would include training fees, away meet fees, items purchased from the club such as spirit wear, Volunteer Non-compliance fees for failing to work meets, late fees or any other charges due to the club. Failure to pay amounts due to MAST will result in MAST pursuing all legal means it so chooses to collect fund due including hiring of collection agencies or legal action. Any situation not cover in the above will need to be brought before the MAST Board and shall be handled on a case by case basis.

Swimmer Resignation Notice

At this time I/We wish to withdraw the following swimmers from the MAST program.

We have read and understood the Financial Obligation section of the Family Handbook and understand the any request for a refund or reduction in fees will follow said policy which is partially reproduced below for convenience. We understand that there is no refund for the USA swimming Fee and MAST Facility Fee. Home Meet Fees are only refundable if swimmer(s) quit **prior to** a Home Meet.

Quit during first 2 weeks of practice	Full training fee refunded.
Quit during first 4 weeks of practice	2/3 of training fee refunded.
Quit during first 6 weeks of practice	½ of training fee refunded.
Quit after 6 weeks	No refund except for severe medical problem, job loss, or moving**. Amount of refund will be determined on a case-by-case basis by the Board.
Quit at end of winter	Year-round swimmers who quit after the winter season will be refunded the difference between the year-round and winter-only fees.

** Exceptions explained in Handbook

Reason for Swimmer(s) resignation:

- | | |
|--|---|
| <input type="checkbox"/> Swimmer not happy with program
<input type="checkbox"/> Too Expensive
<input type="checkbox"/> Medical – Dr. Letter Attached
<input type="checkbox"/> Relocation – documentation attached
<input type="checkbox"/> Transferring to another Club | <input type="checkbox"/> Parents not happy with Program
<input type="checkbox"/> Schedule Conflicts
<input type="checkbox"/> Job Loss – documentation attached
<input type="checkbox"/> Other Sports conflicts |
|--|---|

I/We understand that fees may be due to MAST for unpaid charges such as Away Meet fees, Spirit Wear, Volunteer Non-Compliance charges, late fees, Training Fees or any other fee due to the club. I/We understand that I/We are liable to the club for these fees and shall make final payment within 10 days of receiving a Final Bill from the Club Treasurer. Failure to pay any amount owed to the Club may result in MAST pursuing all legal avenues to collect, including legal action or turning the account over to a collection agency for non-payment.

The effective date of the resignation for any proration is the date signed by EITHER the Club Treasurer, Club President or Club Vice President.

 Parent/Guardian Date

 Printed Name

 MAST APPROVED Date
 SIGNATORY

 Parent/Guardian Date

 Printed Name

 Effective Date of Resignation by MAST

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.