

Bridgeland Barracudas 2009 Swim Team Volunteer Position Descriptions

Each swimmer on the team is expected to have a parent/family member volunteer because swim meets are run entirely by volunteers. More volunteers are needed for our home meets than for away meets. We ask that a parent/family member expect to volunteer for at least one shift per meet for the five 5-6 meets and for two community events per family. The volunteer effort needed to make the swim meets run quickly and efficiently is tremendous. There are a variety of jobs to suit everyone's tastes and interests. If everyone contributes throughout the season, the load will be lessened for each of us. No experience is needed for many of these jobs, training will be provided as needed. PLEASE HELP OUT! We are doing this for the kids!

Volunteers must be available 15 minutes before work shift begins. Work shift "A" starts at the time of warm-up and ends after event 38. Work shift "B" begins before event 39 and ends after event 72. Please note that some jobs require that you be available to work before a session begins or after it ends.

All swimmers and parents are expected to help set-up and clean-up the entire Bridgeland Aquatics Center (BAC) area after home meets.

The Board Members thank you for your participation:

- Director/President – Thomas Aune
- Director/VP – Keith Benton
- Director/VP – Lou Waters
- Secretary – Pam Nelson
- Treasurer – Stacey Aune
- Marketing Director – Chrissy Benton
- Head Official – Dwight Waters

Northwest Aquatic League (NWAL) Required Positions

1. NWAL requires a minimum number of volunteers for all swimming meets:

1 Referee	2 Alternate Chief Timers
1-2 Starter(s)	3 Timers per lane
4-6 Stroke and Turn Officials	1 Clerk of Course
1 Announcer	1 Computer Person
1 Chief Timer	2 Ribbon Writers
2. **NWAL Certified Officials**
 - a. Parents and family members volunteering for Referee, Stroke and Turn Officials, Starters, Head Timer, and Clerk/Computer, are required to attend NWAL training to perform these positions.

3. Referee

- a. NWAL clinic training required and any necessary clinics.
- b. There is one (1) Referee per team at a meet.
- c. The Referee must be familiar with all NWAL rules governing the meet, has full authority over all officials, assigns, instructs and qualifies them, and enforces rules and decisions of the NWAL.
- d. The referee is responsible for resolving disputes and has final interpretation of the rules. He or she has final say over all Officials and Starters.
- e. Paces the meet, signifying with whistle that starter can begin the next heat.
- f. This is a position for a volunteer with several years' competitive swim experience, including judging experience.
- g. *Time estimate:* Dependant on number of Officials. Typically half a meet to entire meet.

2009 Barracudas Referee: Dwight Waters

4. Starter Official

- a. NWAL clinic training required and any necessary clinics.
- b. Announces the heats and works at the starter stand.
- c. After referee's signal, explains number, distance, stroke, and number of laps. Asks swimmers to mount the block, take their mark, and starts race with the starting device. Calls back competitors in event of a false start.
- d. Stroke and Turn Official for at least one year.
- e. *Time estimate:* Dependant on number of Officials. Typically half a meet to entire meet.

2008 Barracudas Starter: Dwight Waters

2009 Barracudas Starter: Tom Aune and Keith Benton

5. Stroke and Turn Official

- a. NWAL clinic training required and any necessary clinics.
- b. Judges during meets. Stands on the pool deck and ensures that the rules for each stroke, including starts, turns and finishes, are being followed.
- c. Handles disqualifications and other issues that arise on the pool deck.
- d. Requires basic knowledge of strokes.
- e. *Time estimate:* Dependant on number of Officials. Typically half a meet to entire meet.

2008 Barracudas Stroke and Turn Officials: Tom Aune, Keith Benton, and Dwight Waters

2009 Barracudas Stroke and Turn Officials:

6. Meet Announcer (Home meets only)

- a. The announcer must arrive early to set up the broadcast system, become familiar with the schedule and announce activities before the actual start of the meet.
- b. The announcer opens the meet, welcomes guests, and leads the playing or singing of the National Anthem or Pledge of Allegiance.

- c. Announces each event to direct swimmers, by swimming event number, to the Ready Bench area, and makes general announcements as needed throughout the meet (i.e. concessions, lost child, sponsors, etc.).
- d. The announcer should be comfortable speaking in public and must learn to read a line-up sheet.
- e. *Time estimate:* Dependant on number of Announcers. Typically half a meet to entire meet.

7. **Head Timer**

- a. NWAL clinic training required.
- b. Works with Volunteer Coordinator to ensure there are enough timers at each meet.
- c. Makes sure that all timers are ready for the next heat of swimmers.
- d. Maintains two stop watches in case a timer misses the start.
- e. Instructs Timers to clear watches after each event. Should have one season's experience as a Timer.
- f. Train Timer volunteers if necessary.
- g. Has final decision/authority on time issues.
- h. *Time estimate:* Dependant on number of Chief Timers. Typically half a meet to entire meet.

8. **Timers**

- a. Responsible for attending any necessary training clinics.
- b. There are typically three (3) Timers for each lane.
- c. Start the watch when the horn sounds and stop it when the swimmer touches the wall.
- d. Timers provide finishing time to the Scribe who records information about each race.
- e. Younger swimmers swim one lap of the pool with the start and finish at opposite ends of the pool. Timers will be asked to move to the opposite end of the pool for younger swimmer events.
- f. *Time estimate:* Typically half a meet.

9. **Clerk of Course**

- a. Responsible for signing in all BBST members as they arrive for each swim meet. Should be close to the entrance of the pool, whether AWAY or HOME.
- b. Thirty minutes prior to the start of the meet, bring the sign-in sheet to the Coach and will inform them of any swimmers that did not show up for the meet.
- c. Maintains order in Ready Bench area for swimmers. In charge of seeding and organizing the swimmers in the proper swimming order in the ready bench area.
- d. Organizes swimmers into proper lanes before each race.
- e. Experience and training is required for this position. Should have at least one season of experience as an assistant Clerk of Course. Assist Home Clerk of Course at Away meets.
- f. *Time estimate:* Dependant on number of Clerks of Course. Typically half a meet to entire meet.

10. **Computer Operator (Home Meets)**

- a. NWAL clinic training required. Training on the meet management software is required. Length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet.
- b. Must attend ALL home meets.
- c. Responsible for learning and operating the computer in support of all dual meets. This includes inputting the seeding data for each swim meet and scheduling with opposing teams the week before the meet. Assist coaches with lineup entry for home meets and merging the away team's entries the day of meet and entering lane timer sheets. During the meet, recording heat times, scratches, heat lane assignments, etc. Supplying reports, best times, and meet results when needed for bulletin board posting and for coach's information.
- d. Has a Computer Helper for assistance.
- e. Email scores to NWAL webmaster for posting on website.
- f. Coordinate with Team Marketing Coordinator for advertising.
- g. Responsible for updating and maintaining Team website.
- h. *Time estimate:* Dependant on number of Computer Operators. Typically half a meet to entire meet.

11. **Computer Assistant / Ribbon Team Coordinator**

- a. Assist Computer Operator as required.
- b. In charge of Awards / Ribbon Team - home meets only.
- c. During meets, place ribbon labels generated by computer on appropriate award ribbons.
- d. Sort ribbons to hand out.
- e. Works with other team ribbon writers to divide up ribbons.
- f. Places ribbons in divided team ribbon boxes for pick up by team parents at meets.
- g. Responsible for managing ribbon stock, organizing blank ribbons per meet and event, organizing awarded ribbons per swimmer for distribution by the swim coach.
- h. At awards table receives individual event results from the Computer Operator and prepares meet ribbons based on that information for all competitors in each race.
- i. Makes sure each team's coach receives the ribbons for his or her team at the end of the meet.
- j. Responsible for ordering Award Ribbons for home meets.
- k. *Time estimate:* Dependant on number of Computer Assistants. Typically half a meet.

12. **NWAL Team Representative**

- a. Coordinates all BBST meets and officials. Manages the "meet in progress". At "away meets" serves as BBST's "Meet Manager Official".
- b. Responsible for the conduct of the BBST at the meet.
- c. Consults with the Referee on questions pertaining to League Rules, conduct of the meet or decisions of the officials.
- d. Receives DQ reports from the Referee and reports them to the coach.
- e. Responsible for lodging protests.
- f. Knowledge of NWAL rules - referee certification is desirable.

- g. Serves as the communication link between team and the league, division, and other teams.
- h. Communicates with GGP Management regarding pool closure for home meets. Ensures pool closure notice is published on Bridgeland website. Post signs at pool entrance informing patrons of pool closure for swim meet the Tuesday prior to a swim meet.

2009 Barracudas Team Representative: Tom Aune & Dwight Waters

Bridgeland Barracudas Swim Meet Volunteer Positions

No experience is necessary for most of the following positions, outside of "on the job" training.

Coordinators – 1 or 2 volunteers each

- Concessions
- Volunteer (check-in at meets, etc.)
- Cuda Count (Age Group) Parent
- Spirit (Cuda Gear, t-shirts, team photos, etc.)
- Equipment (Set-up / Tear-down Team)
- Cuda-Thon (Swim-a-thon)
- Pep-Rallies

1. Volunteer Coordinator

- a. Work with Officials, Computer Operator, and Parent Volunteers to make sure there are enough volunteers for meets.
- b. Determine which volunteer positions exist for season long jobs and jobs per meet.
- c. Fill all volunteer positions. Maintain a list of volunteers and assignments.
- d. Responsible for recording volunteer hours at all meets and community/fundraising events. Volunteer Coordinator's records are used to determine fulfillment of parent obligations and return of the "Volunteer fee" checks on hold.
- e. Remind volunteers of their assignments (by having the volunteer assignment list available on the website, through emails, or phone calls, if necessary).
- f. Obtain volunteers to assist Meet Set-Up / Tear-Down Team with setup and cleanup of meet.
- g. Make sure Lakeland Activity Center and BAC is left in the same condition or better than when meet started.

2009 Barracudas Volunteer Coordinator: Keith Benton & _____

2. Team Parent / 'Cuda Count Coordinator

- a. Assist Parents with directions (put on bulletin board and website) to away meets.
- b. Schedule & coordinate team events (i.e. team trip, end of season party, etc.).
- c. Keep in touch with coaches regularly.
- d. Responsible for ordering and collecting money for team gear.

- e. Responsible for setting up pictures and working with photographer on orders and handing out pictures when they come in.
- f. Send info to webmaster for changes needed to website.
- g. Make coaches/parent volunteers aware of important dates (meetings, clinics).
- h. Run parents meetings.
- i. Coordinate with parents to collect pictures of the swimmers, coaches, families, etc. taken during the meet to be posted on the website and used in the end-of-year slide show at the banquet. Submit pictures at the end of the meet to our website coordinator.
- j. Coordinate 'Cuda Count Parents for every age group - male and female.

Boys 6 & Under	Girls 6 & Under
Boys 7 – 8	Girls 7 – 8
Boys 9 – 10	Girls 9 – 10
Boys 11 – 12	Girls 11 – 12
Boys 13 – 18	Girls 13 – 18

2009 Barracudas Team Parent / 'Cuda Count Coordinator: Lou Waters

3. 'Cuda Count (Age Group) Parents

- a. Age Group Parents should work the entire season with a specific age group in order to become familiar with swimmers.
- b. Age Group Parents will be responsible for the swimmers of their group to get to the ready bench in a timely manner when instructed by the announcer.
- c. Find and organize the swimmers in your age group who are swimming an upcoming event.
- d. Responsible for coordination and communications about team activities such as Swim-a-thon, fundraisers, and team pictures.
- e. You are also responsible for making sure that after each meet your swimmers area is as clean as when you arrived.
- f. Check-in swimmers one hour before meet begins.
- g. May be responsible for organizing one or more social events.
- h. *Time estimate:* Dependant on number of 'Cuda Search Parents. Typically half a meet.

4. Equipment Coordinator (Home meets only)

- a. Coordinate the **Meet Set-Up / Tear-Down Team.**
- b. Available the night before a home meet and the day of home meet to set-up / tear-down pool deck for the meet.
- c. Involves moving lounge chairs off the pool deck, setting up chairs behind the blocks, installing the lane ropes, set up the starting blocks, setting up the benches for the ready bench area, rope off team area, setting up easy-up tents for teams, stating area, and officials area.
- d. Various other tasks to make sure that our pool is ready for the meet.
- e. Re-arranges deck for regular club usage when meet is complete.
- f. Help transport and set up any team equipment at away meets if necessary.
- g. Assist Meet Announcer set up broadcast system.
- h. **All swimmers and parents are expected to help set-up and clean-up the entire pool area.**

5. **Ready Bench**

- a. Stationed under the tent with the swimmers.
- b. Uses Heat Sheets to call swimmers for their events and send them to Clerk of Course.
- c. Using master meet program, arranges swimmers in proper lane and event/heat order at ready bench area.
- d. Manages the queuing process of swimmers for the several upcoming heats and events.
- e. Works with team parents and starter to coordinate the timing of moving swimmers through the process.
- f. Takes swimmers to swim lanes and lane chairs.
- g. Help keep younger swimmers under control and make sure they are around to swim their events.
- h. *Time estimate:* Dependant on number of Ready Bench volunteers. Typically half a meet.

6. **Scribe**

- a. Records all three times provided by the Timers of each swimmer on computer generated swimmer line up sheets.
- b. Responsible for verifying the proper order, lane, and heat for each swimmer.
- c. Timer experience is recommended.
- d. Legible writing a bonus.
- e. *Time estimate:* Dependant on number of Scribe volunteers. Typically half a meet.

7. **Lane Runner**

- a. Collects time-recorded sheets and the disqualification sheets after each heat.
- b. Delivers computer generated swimmer line up sheets to Scribes.
- c. Delivers updated heat sheets to Officials, Scribes, Ready Bench, and Clerk of Course.
- d. Delivers completed sheets to the Computer Operator / Assistant for computer data entry.
- e. *Time estimate:* Dependant on number of Lane Runner volunteers. Typically half a meet.

8. **Concessions Team Leader** (Home meets only)

- a. Organizing/supervising set-up, running of, and clean-up of concession stand.
- b. Develop a list of Concessions Team volunteers as needed. Secure *Grill Specialist* volunteers to work grill during home meets.
- c. Responsible for determining what is to be sold at concessions, setting prices, keeping track of supplies, and preparing or purchasing concession items. Purchasing supplies for concession stand and delivering them to the meet. A membership to Sam's Club or Costco is helpful, but not necessary.
- d. Work with Business Sponsors for food donations prior to each home meet.
- e. Responsible for turning in sales money to the Treasurer after each meet.
- f. Manage the Concession Team (see below).

9. **Concessions Team** (Home meets only)
 - a. Concession stand attendants set-up/take down concessions (i.e. bring food to concession area, get ice, clean up area). Assist with set-up, display, and take-down of the concession area.
 - b. Preparation includes grilling hot dogs and hamburgers, preparing nachos, etc.
 - c. Pickup donuts & kolaches in morning.
 - d. Schedule delivery of pizza.
 - e. Helps with serving and/or cooking food for concessions.
 - f. Collecting money for food and drink items.
 - g. Set-up snow cone machine and sell during meets.
 - h. Three or four volunteers work in the concession area at one time.
 - i. *Time estimate*: Dependant on number of Concessions Team volunteers. Typically half a meet.

10. **Hospitality** – Part of **Concessions Team** (Home meets only)
 - a. Manages the preparation and delivery of snacks and drinks.
 - b. Welcomes officials of other volunteers that are helping with the meet.
 - c. Helps locate 2nd shift volunteers for shift relief.
 - d. Monitor pool and bathroom areas.
 - e. General *go-fer* for officials that cannot leave their posts.
 - f. *Time estimate*: Dependant on number of Hospitality volunteers. Typically half a meet.

11. **Parking/Traffic Patrol**
 - a. Direct traffic.
 - b. Post and pick-up 'No Parking', Visitor, etc. signs.
 - c. PLEASE BRING YOUR OWN FLASHLIGHT.
 - d. Free coffee.

12. **First Aid**
 - a. This volunteer handles any emergencies that may arise. Medical training required. One volunteer needed for each home and away meet.

Miscellaneous Positions:

1. **Marketing Director**

- a. Soliciting money & equipment.
- b. Delivering results of home meets to the Webmaster/Computer Operator.
- c. Delivering results of home meets to the sports department of the Houston Chronicle (?).
- d. Shirts, hats, etc. with logo.
- e. Work with Social/Spirit Director for team fundraising events.
- f. Work with Bridgeland Management to coordinate fundraising events.
- g. Organize and coordinate Parent volunteers for these events.
- h. Organize team pictures, pep rallies, Swim-a-Thon, and other motivational activities for the swimmers.
- i. Create fundraiser program to offset costs of operation of team.
- j. Assist with Bake Sale.
- k. Create sponsor.
- l. Fundraiser dinners.
- m. Coordinates the sale of team shirts, caps, and other team items.

2009 Barracudas Marketing Director: Chrissy Benton

2. **Cuda-Thon (Swim-a-Thon) Coordinator**

- a. Cuda-Thon is scheduled to be held on June 2nd, 2009.
- b. Organize sign-in/sign-out volunteers, lap counters, food table volunteers, entertainment, etc.