



# Summary of Volunteer Positions

**\*\*Required for ALL Home Meets\*\***

## **Set-Up/Clean-Up:**

Puts up/tears down tents, tarps, chairs, tables, etc. Cleans up trash after meet.

## **Starter:**

There cannot be a meet without one!! Announces races, uses bull horn to start each race.

## **"Pinks and Blues":**

Gives swimmers cards (pink for girls blue for boys) that contain events they will swim in. These two individuals will be in a central location.

## **Heating Area:**

Seats/organizes the swimmers in the heating area, makes sure they all have cards, tells the coaches who is missing. Escorts swimmers from the heating area to their correct lanes

## **Timers:**

Two timers are required for each lane. Takes cards from swimmer and ensures they are in the correct lane. Uses stopwatches to start at the sound of the bullhorn and to stop when the swimmer touches the side. Records both times on card; an average is then computed.

## **Runners:**

Organizes completed time cards from first to last place while bringing them from the timers to the scorers; place picker sheet is placed on top. A second runner is needed for 25 yard events, to bring the cards from the swimmers to the timers on the other side of the pool.

## **Place Picker:**

Visually checks the order of swimmers finishing each race and writes it down. The place picker judgment takes precedence over times, so this is an important, but exciting, job!

Heat Winners/Popsicle coupons:

Helps the place picker and hands out "free popsicle" coupons to heat winners.

## **Stroke Judges:**

Ensures swimmers are following league rules through legal strokes. If not, informs the timer that the swimmer is disqualified. *This position requires swimming experience and attendance (of at least one stroke judge and head coach) at the league stroke judge clinic on Tuesday, May 31<sup>st</sup>, 2011 – 6pm @ Meadows.*

## **Concessions Coordinator:**

Takes inventory, buys food (can be delegated), makes sure cash and cash box are brought to meets.

## **Concessions Workers:**

Sets-up/cleans-up food stand and sells food.

**Grillers:**

Keeps the burgers and dogs coming.

**Coaches' coolers:**

Coordinates and supplies a cooler of cold drinks for both teams' coaches for each home meet. Coordinates coaches' coolers for Barracudas coaches for each day of prelims and finals (can delegate).

**Team burrito maker:**

Follows recipe for breakfast burritos and arranges for their sale at home meets. Boulder Barracudas

**Scoring:**

Enters swimmer information into the computer prior to the meet and enters times into the computer during the meet (from the cards that the runners bring them). It is best to have one scorer organize cards and read off times, and another scorer to enter times into the computer.

*Note: requires attendance at league scoring clinic on Wednesday, June 1, 2011 -- 6pm @ TBA (at least one scorer and coach). Great job for techies!*

**Ribbons:**

Takes computer generated labels from the scorers and applies to ribbons. Easy.

**Volunteer Coordinator:**

Ensures volunteers have everything they need, including food and water and facilities breaks. Ensures that there are volunteers for all positions.

***Additional Volunteer Positions:*****Spirit wear organizer:**

Researches, orders, and sells team spirit wear, such as hoodies, t-shirts, swim caps.

**Team picture:**

Researches and facilitates team photography at one of the practices.

**Age group parties:**

Organizes age group parties for some time during the season. Can be one parent per age group. Usually occur at Scott Carpenter or the Reservoir (we get free admission).

**Pre-team parent liaison:**

Partners with coaches and parent coordinator on all pre-team issues.

**Web Assistant:**

Works with the Water Safety and Operations Coordinator to keep the team website up-to-date

**Treasurer:**

Handles all money for the club.

**Prelims/Finals:**

Coordinates transportation of tents and tarps to meets, passing off to parents for each day.