

## VOLUNTEER PARENT JOB DESCRIPTIONS

Fulltime and year-round positions are listed at the end of this section.

**STROKE & TURN\*\***: These meet officials are league trained and certified each year. Stroke and Turn judges are parents that have general knowledge of stroke do's and don'ts and then are trained on the specifics. During the meet, a Stroke & Turn official walks the length of the pool to check strokes, turns and relay starts of the 2-4 swimmers. If there is a stroke of turn infraction it is marked on a sheet and turned into the runner to return to the head desk. These officials are scheduled by the S & T coordinator to cover our entire team stroke and turn jobs including invitationals, league and the county meet. Each job is usually a ½ meet. It is a great job if you want to be poolside!

**STARTER & WHISTLE\*\***: These meet officials are league trained and certified each year. The whistle official blows to get the swimmers to and on the block and the starter official starts the race with the CTS buzzer. A good starter team keeps the meet running on time!

**6 & UNDER and 7-8 PARENT SHEPHERD**: Meets with the 6 & U or 7/8 Coordinator before the meet and is assigned a lane. At the beginning of each event (e.g. breaststroke, backstroke), swimmers will come when they hear a bell rung. Shepherds line up the swimmers in the "waiting area" based on a predefined sequence. Shepherds accompany the swimmers to the lanes and stay with swimmers until the last 6 & U or 7/8 swimmer in the lane has finished swimming. This job is filled by members with swimmers in this age group. Shepherds are alert all meet and is great for meeting all the kids!

**TIMER**: Two Timers per lane. Sits at the finishing end of the lane and is responsible for pushing the timer button when the swimmer touches (RHST uses touchpads at our home pool, and the buttons are part of the main system). One Timer will be asked to use both the push button and the mechanical stopwatch. The other Timer will also act as a Recorder to verify, and if needed, change the name of the swimmer on the lane sheet. Timers work non-stop for the entire meet, so lunch or dinner breaks are not provided. It's a good idea to coordinate things with your spouse, friend or significant other (which is why we ask you to not work two family members during a meet) to cover for you when you need to take a break.

**RUNNER / HEAD TIMER**: Collects lane sheets from the Timer/Recorders and runs them to the Placer at the desk. Have a stop watch running in case a timers is not.

**PLACER\*\***: Sits at the Officials' Table with the Computer Operator. Takes lane sheets from Runner; checks names, heats and events against Seeded sheets provided by coaches and against Colorado Computer printouts; ensures Colorado printout recorded 3 times and a final for every swimmer / lane; denotes disqualifications on Colorado sheets and attaches to them, along with lane recorder sheets; hands off to label printer after DQ's are input to computer.

**COMPUTER OPERATOR \*\***: Must be computer proficient. Runs the results and scoring software; imports race results from Colorado timer thru the software interface; verifies validity of results; adds any disqualification; works with Placer to confirm swimmer's names from lane sheets, prints out ribbon labels, event results and meet score as needed.

**CTS (Colorado Timing System) OPERATOR\*\***: Sits at the Officials Table, operates the race timing system and scoreboard (mostly automated); prints results for each race. Typically trades off with another operator during the meet.

**RIBBON ORGANIZER**: Two needed per meet. Validates number of labels printed versus event results; ensures ribbon labels are printed out correctly; hand-writes labels not printed or printed incorrectly; attaches labels to ribbons. ***Job starts 1 hour after the meet begins and will extend up to 1 hour after the meet is over.***

**RIBBON FILER**: One needed per meet. Takes the labeled ribbons and files them alphabetically, by swimmer's last name, in the portable ribbon boxes. ***Job starts 1 hour after the meet begins and will extend up to 1 hour after the meet is over.***

**CHECK-IN\*\***: **Must be ready to check in parents at least ONE HOUR prior to the start of the meet.** Prior to check in, this person needs to check in with Head of Desk to obtain check-in sheets. Duties include sitting at check-in table (table will be located at the foot of the main pool stairs on the pool deck) and has all parent workers initial next to their jobs upon arrival and give them their name badge. They are also responsible for the care of the Timers by providing water and coordinating any short (< 5 min) breaks during the meet.

SET-UP HOME MEETS\*\*: Arrives 2 hours prior to start of meet; moves timing, computer, printer and scoreboard equipment out from storage; connects scoreboard, timing and computer systems; sets up chairs behind lane lines; ropes off side lanes and head of desk configuration. Training will be provided prior to Time Trials. This is a great job for those who are up early anyway!

TAKE DOWN HOME MEETS\*\*: Arrives 15 minutes prior to the END of meet and **requires staying after meet for approximately 1½ hours**; disassembles and stores timing system, scoreboard hook-ups, side lane roping and head of desk equipment. All equipment must be put back in proper spots. Training will be provided prior to Time Trials.

\*\* **Permanent position**: Works only this position and for ALL HOME MEETS plus League. May be required to attend a training session prior to the start of the season.

## YEAR-ROUND DIRECTOR POSITIONS

A TEAM DIRECTOR: A member of the Board of Directors as elected according to the bylaws; works 10 – 25 hours per month throughout the entire year organizing the team, establishing policy, and contributing hands-on work in a variety of areas. For each full year of service as a director, Board members receive a 1-year exemption from job assignments following their term. The following are Director Positions: Chairperson/President, Meet Director/Vice President, Secretary, League Representative, Membership Director, Spirit Director, Social Director, Awards Director and Recorder/Scorer. These positions are held for 2 years. Candidates for the available positions for next years are considered in August.

### PRESIDENT / CHAIRPERSON

The Chairperson shall coordinate the work of the Board members and Committees of the Swim Team in order that the goals may be achieved; presides at all meetings of the Swim Team; conducts interviews and negotiates coach contracts; conducts season-end coach evaluations in conjunction with Coaches' Liaison; develops goals for coaches; acts as Swim Team liaison with Round Hill Country Club.

### MEET DIRECTOR / VICE PRESIDENT

Establishes the meet schedule and coordinates logistics with the opposing teams(s) meet director; responsible for entire meet operation during home meets; recruits and trains Asst. Meet Director; also responsible for training the Stroke & Turn Coordinator, the Invitational Meet Coordinator and the starters/whistle blowers.

### SECRETARY

Documents and distributes board meeting minutes; sends out correspondence as directed; publishes and distributes the team handbook; coordinates publicity for the team through the Round Hill Reporter, team newsletter, website and community newspapers.

### LEAGUE REPRESENTATIVE

Represents the Team and the Board at the Valley Swim Association meetings; coordinates the Swim Team's participation in the running of the League Championship Meet; works with the Meet Director to schedule VSA swim meets for the season.

### MEMBERSHIP

Organizes registration for the summer program; collects and validates membership applications; organizes job sign-ups; allocates job assignments for all dual meets, the League Championship Meet and the Contra Costa County Meet; compiles information for team directory; submits completed roster to Recorder/Scorer; ensures workers have checked in and understand their jobs; arranges for and pays substitute workers from petty cash on the day the work is performed.

### SOCIAL (families)

Organizes and publicizes events to which the swimmer's entire family is invited, including the carnival, the pre-League Meet pasta feed and the pre- and post-County parties; coordinates these activities with the Spirit Director.

### SPIRIT (swimmers)

Organizes and publicizes the social events for swimmers, including Movie Day, Picnic day/Waterworld Day;; organizes decorations for meets and social events; coordinates with coaches to ensure a spirited atmosphere, including team cheers, activities, distributing prizes and tattoo; organizes meet-specific events like "Fun Fridays" and Secret Psyche; supervises coach appreciation week; organizes age group parties; organizes the "Hot Shot" debut.

### COACHES & CLUB LIAISON (Director of Aquatics)

Coordinates set up of the pool area for home meets, including CTS and the scoreboard; coordinates equipment maintenance; responsible for regular and frequent communication with coaching staff; coordinates searches and interviews for coach candidates; recommends coach candidates and salaries to the Board for approval; prepares and executes employment contracts for coaches; evaluates coaches' performance (weekly or Bi-monthly as needed); coordinates and oversees junior coach hours and pay; acts as liaison between coaches and parents; meets weekly with the coaches and reports monthly to the board regarding coaches' activities.

### AWARDS / INCENTIVES

Responsible for purchase and distribution of all awards, including: ribbons earned at swim meets; incentive for Best Times, County Qualifying Times, and Record Times; other interim incentives; end of the year awards. Also brings and returns ribbon file boxes to/from away meets, and for organizing end of year Awards Dinner.

### COMPUTER

Acts as the teams Recorder and Scorer for all swim meets; compiles and submits team roster to League; responsible for set-up of computer scoring systems for all home meets (Hytek); responsible for data entry for all dual meets, invitational meets, League Championships and County meet; coordinates team rosters and meet results with opposing teams; responsible for input of times, printing labels and scoring at all home meets; downloading meet results for all away meets; input of swimmers times from League Championships, Invitational's & County meets; and provides all reports to Coaches, Awards/Incentives, Invitational Coordinator, Secretary and Website Manager.

### CHAIR EMERITUS

Individual that was the last Chairperson of the Swim Team Board of Directors. Responsible for advising the Chairperson Board on Swim Team matters.

## **SEASONAL FULLTIME POSITIONS**

COORDINATORS: Coordinators work with Directors and responsible for organizing and carrying out the specific pre-season, in-season and post-season duties. The coordinators hold the job for the entire season.

AWARDS COORDINATOR Works with Awards Director; Records and organizes current inventory of awards; organizes on-hand place ribbons, heat ribbons, & participant ribbons; schedules the Awards dinner; set menu and logistics for the Awards dinner; works with Awards Director to determine incentive awards and end-of-year awards; works with team photographer and Slide Show coordinator to assembly slide show.

ASST MEET DIRECTOR Works with Meet Director; helps finalize the schedule; on-deck for all home meets, filling in where needed; coordinates worker requirements with opponents; assists MD with logistics during the meet.

S&T COORDINATOR Works with Meet Director; Develops list of committed S&T judges, recruiting where necessary; ensures all S&T judges are trained and certifies each year. Schedules S & T team to cover all RHST S & T requirements in League, invitational and county meets.

EQUIPMENT & SET-UP COORDINATOR Works with Meet Director; works with RHCC to define preventive maintenance or repairs on equipment; coordinates set-up volunteers and assists where needed; coordinates with RHCC to define set up requirements; coordinates repair of equipment during meets or between meets; develops and conducts training for set-up volunteers. 2 share the responsibility,

INVITATIONAL COORDINATOR Works with Meet Director; collects sign-up requirements for Springbrook and other planned invitational meets; defines and publishes deadlines and requirements for invitational sign-ups; works with Membership and Meet Director to ensure job requirements are included in sign-up forms; works with coaches and Recorder to complete necessary paperwork; responsible for proper submission of invitational meet documents, handle last minute entries or modifications on meet day.

JOBS COORDINATOR Works with Membership Director; recruits targeted people to fill Permanent positions; works with volunteers to ensure coverage of Permanent positions in case of emergency; works during registration to get open slots filled; organizes training for Perm jobs.

MEET ENTRY COORDINATOR Works with Recorder/Scorer; enters team roster prior to start of season; enters RHST lineup into Hytek and provides to host for away meets; enters RHST lineup into Hytek and

provides to Invitational Coordinator for invitational or special meets; works with Computer Operator prior to start of home meet to ensure meet entries are complete and accurate.

WEB SITE Works with Secretary; must be XML or HTML proficient; develops or modifies team web site; updates web site with key communications and announcements; manages opt-in email system.

HEAD OF DESK Works with Coach Liaison; pre-season inventories and replenishes the supplies for the Officials Desk throughout season; sets up the official's desk and the lane recorders; manages flow of information between lane recorders, S&T Judges, ribbons table, and officials table.

TEAM APPAREL Works with Coach Liaison; defines suppliers for suits, sweats & other apparel; distributes apparel; organizes display and ordering process for at-Registration or pre-season sales; handles issues with apparel.

PUBLICITY Works with Coach Liaison; writes or organizes articles for RH Reporter; submits information or articles to local newspapers.

SPIRIT ASSISTANT Works with Spirit Director; organizes events for swimmers to increase team bonding or spirit.

EVENT COODINATOR: Works with Spirit Director; Organizes Coaches Appreciation Week