

## **2021 Volunteering**

### ***Volunteering Requirements***

As part of the Cross Creek Krakens Swim team, each family is **REQUIRED** to earn 5 volunteer points for the first swimmer and 2 points for each additional swimmer (to a maximum of 9 points).

Points for required parent volunteering are dependent on the position, its responsibility, additional training requirements, duties, or time commitment. Select positions are available to meet all Family Volunteering requirements with season long commitment required for the position. The Volunteer Job Descriptions Summary section provides general job descriptions, requirements, and point values.

The Volunteer Coordinator will communicate to volunteers assigned to work positions via the Swimtopia system. It is the parents or assigned volunteers responsibility to ensure contact information in Swimtopia (email/phone) is update and correct. The Swimtopia App can be downloaded from IPHONE or ANDRIOD devices which list volunteering shifts by each person in an account.

Volunteering positions and points are listed in this section. Please email the volunteer coordinator with any questions regarding volunteer duties or if you are not able to fulfill duties. The volunteer coordinator will assign duties to anyone who has not signed up by that date to meet your family requirements for the season.

If your swimmer is not swimming in a meet, it does not change, alter, or reduce your swim season family volunteer point requirements.

### ***Incomplete Volunteer Requirements***

The following are considered to constitute not meeting Volunteering requirements for points.

- Failure to check in at a meet will result in a family not receiving credit for that volunteer position worked.
- Failure to work entire shift (expected shift timing as described in Volunteering Job Description Section and in Swimtopia)
- Failure to perform job duties, work, or shift as assigned

If all family volunteer requirements have not been fulfilled by the last regular season swim meet, the family's swimmer(s) will not be able to participate in the Meet of Champions for the current season.

If all Family Participation requirements have not been fulfilled by the end of season party, the family's swimmer(s) will not be allowed to participate in CCKST the following swim season.

### ***Changing Volunteer Positions***

If a family is unable to complete their selected or assigned volunteer position shifts, it is the responsibility of that family to find a replacement for their volunteer position. Failure to complete these steps will not constitute a change and can result in not receiving volunteer points. Steps to change volunteering shifts:

1. Find an available volunteer position to switch your assigned position using CCKST Swimtopia site for parents and meet assignments. Available positions for swap will be posted on the CCKST website under volunteering.
2. Confirm swap of volunteering assignment is confirmed via email communication.
3. Email the volunteer coordinator the agreed swap 24hrs prior to the meet start. Agreement must be written via email and sent to Volunteer Coordinator. The Volunteer Coordinator will confirm the changes and adjust the registration system. Please note that certain positions require special training and may not always be swapped.

In the case where an emergency prevents a family from completing their volunteer shift requirement at one meet, notification should be given via email, and the Volunteer Coordinator(s) will determine appropriate steps for the makeup of the requirement.

### ***Meet Changes***

If a family is signed up for a meet that gets postponed, cancelled or rescheduled, you are expected to serve at the make-up meet in the same capacity, as originally scheduled. If changes are required due to a conflict, see the Changing Volunteer Positions section of this document for steps to necessary to constitute change.

## ***Volunteer Job Descriptions Summary***

There are two types of volunteering positions available for earning Volunteer Points to meet Family Volunteering Requirements based upon the number of swimmers participating. The positions are provided in the section below.

The first type of volunteering positions are ***the Leading Kraken Positions which earn 2 points*** per shift worked due to increased training or responsibility required to perform the position. There are a limited number positions available, and early registration for these positions due to required training, additional time commitment, or special requirements of the position. These positions will open first during swimmer registration.

The second type of volunteering positions are the ***Supporting Kraken Positions which earn 1 point*** per shift work. These positions will be opened after the Parent Meeting.

***Volunteering shift start and end times will be listed on the CCKST Swimtopia website via the meet volunteering section within each job description.***

### ***Leading Kraken Volunteering Positions***

#### ***Starter (Home meets only)***

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

*Season Long Commitment Preferred*

This volunteer signals the start of each heat and announces all upcoming events to alert the children & ready bench volunteers. He/she also makes general announcements.

Job Description from WHALe:

The Starter will be responsible for charging false starts to swimmers. The starter will use a starting device, and only whistle in the event of a device failure. An individual's second false start shall result in disqualification, except for 6 & under events.

a) After receiving clearance from the referee, the starter instructs the swimmers, including the type of event. The starter then directs them to "take your mark" to which they must immediately respond by assuming a starting position. Sufficient time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given.

- b) When a swimmer does not respond promptly to the command "take your mark" or starts before the starting signal is given, the starter shall immediately release all swimmers with the command "stand up". Any swimmer who enters the water or backstroke swimmer who leaves the starting area shall be charged with a false start, except that a swimmer may be relieved of the charge if the false start was caused by the swimmer's reaction to the command "stand up".
- c) All swimmers leaving their marks before the starting signal is given, shall be charged with a false start, except that a swimmer who has false started because of the action or movement of another competitor may be relieved of the charge and a false start may be charged only to the offender who moved.
- d) For backstroke starts, a false start may be charged to any swimmer who fails to maintain his feet and/or hands in a legal position after one warning.
- e) For relay starts, a still start is required with feet touching some portion of the deck – no running, stepping or hop starts.
- f) A swimmer may also be disqualified for deliberate delay or misconduct.
- g) When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal, and the starter shall indicate the swimmer(s), if any, who are charged with a false start.

**Assistant Starter (Home meets only)**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

*Season Long Commitment Preferred*

This assists the Starter by filling for breaks and also updates the Manual Scoreboard. See Starter position for further information on the job description.

**Referee (Home meets only)**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

This volunteer is in complete charge of the swim meet at home meets. He or she will solve all disputes and have the final word in such disputes according to the League Bylaws.

Job Description from WHALe:

The Referee is responsible for holding a meeting before the meet begins with all officials (timers, judges, etc...) and coaches to review meet procedures.

- a) Cannot disqualify or place swimmers.
- b) Cannot over rule a judge, but can make suggestions if you believe they do not understand a rule. If needed, you have the authority to remove/replace any judge or timer.
- c) Only speak to coaches about disputes, disqualifications, or questions. If parents and/or swimmers approach you; send them directly to their coach.
- d) Maintains good sportsmanship during the meet.
- e) Can remove swimmers for poor conduct or sportsmanship (foul language, disruption to the meet, etc...)
- f) Parents can be removed by Referee and/or League Representatives (both teams agree).
- g) Any ejections must be reported to League Vice-President in writing within 24 hours by the referee.
- h) The Referee will be at the finish line to observe the finish and check with stroke and touch/turn judges for disqualifications.
- i) Responsible for keeping the meet running smoothly and efficiently.
- j) Coordinate with the Console table and the starter, giving the clear for start signal

**Meet Coordinator (Home meets only)**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 1*

This volunteer supports the Referee in all required tasks as requested by the Referee. See Referee job description for further information job duties.

### **Head Timer**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2                      Shifts per meet = 1*

*Season Long Commitment Available*

Job Description from WHALe:

- a. There are two Head Timers standing on either side of the pool. Each Head Timer has two stopwatches. One Head Timer is responsible for lanes 1, 2, 3 and 4 and the other is responsible for lanes 5, 6, 7 and 8.
- b. At the start of the race, both stopwatches are started at the flash of the starting system.
- c. Look towards the Timers to see if any hands are raised. If you see a hand raised, quickly deliver one of your stopwatches to him/her. Make sure you take the Timer's old stopwatch.

### **Console Operator**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2                      Shifts per meet = 1*

*Season Long Commitment Preferred*

Each team must have at least two certified console operators. Training sessions will be held in the spring of each year to train and refresh the console operators. In order to obtain certification, the console operators will be required to attend one of the training sessions each year. The console operators will be responsible for managing the Dolphin Wireless console and the Meet Manager software. They will also receive the event timer sheets and double check automatic times against the backup times.

### **Stroke Judges**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 1*

*Season Long Commitment Preferred*

This volunteer is pool side with one of the best seats at the pool and observes the swimmers within each heat of the meet to ensure that their strokes are legal according to the SPSC swimming rules. If they see an infraction they immediately raise their hand and report to the Meet Director for the swimmer in question. Leniency in cases of "no harm" fouls or fouls among the ten and under age groups is encouraged. There are no disqualifications in the 6 and under and the 7/8 age groups, unless, in the opinion of the Stroke Judge or Meet Director, the swimmer has had an unfair advantage in swimming the wrong stroke. Each team provides 1 Stroke Judge.

Job Description from WHALe:

a) A stroke judge will disqualify a swimmer who violates any stroke or kick rule as defined by WHALe.

### **Touch Turn Judges**

*Requires approximately 2 hours of training (See Whale Rep for dates and times)*

*Volunteer Points per Shift = 2*

*Shifts per meet = 1*

*Season Long Commitment Preferred*

This volunteer is pool side with one of the best seats at the pool observes the swimmers within each heat of the meet to ensure that all turns and touches are legal according to the SPSC swimming rules. They also watch for false starts on the relay takeoffs. If they see any infraction they immediately raise their hand and report to the Meet Director for the swimmer in question. Each team provides 2 Touch Turn Judges.

### **Concessions Lead**

**(Arrive 1 hour before meet starts—until meet end)**

*Season Long Commitment Preferred – Meets Family Volunteer Hours*

This volunteer will be responsible for leading concession volunteers, preparing, organizing and managing concessions areas to insure customer satisfaction. The job description will include working with meet setup volunteers for concessions area setup, operate the concession area safely and efficiently, and insure concessions area is packed up and prepared for the next meet.

**Ready Bench Boss**

*Volunteer Points per Shift = 2                      Shifts per meet = 1*

*Season Long Commitment Given Preference*

The Ready Bench Boss will also be responsible for leading and directing the Ready Bench parents and Ready Bench Boss assistants and handle any questions or concerns for the Ready Bench area. The Ready Bench Boss will also insure that swimmers are lined up in correct lanes and heat order for both individual and medley events to allow meet to operate in an efficient manner.

**Ribbons Coordinator**

*Season Long Commitment – Meets Family Volunteer Hours*

The Ribbons Coordinator is responsible for coordinating with Technology Coordinator on event results for ribbon preparation and distribution to the team. Ribbons Coordinator will direct ribbon volunteers for ribbon preparation, direction, and distribution during and after meets.

***Supporting Kraken Positions***

**Timers**

*Volunteer Points per Timer Shift = 2                      Timer Shifts per meet = 1*

*Season Long Commitment Preferred*



Please read the WHALe job description below for details of the timer position. These volunteers get a GREAT SEAT!

Job Description from WHALe:

The Timers record swimmers time during the meet:

a) Timer distribution

i) Using 2 timers

(1) Each lane will have 1 timer from each team

(2) One timer has a Dolphin Wireless Watch and a manual stopwatch

(3) One timer has a Dolphin Wireless Watch and a Lane/Timer sheet

ii) Using 3 timers

(1) Each odd lane will have 2 timers from the home team and 1 timer from the visiting team

(2) Each even lane will have 2 timers from the visiting team and 1 timer from the home team

(3) Two (2) timers will have a Dolphin Wireless Watch

(4) 1 timer will have a manual stopwatch and a lane/timer sheet

b) The timer will be assigned a lane. The assigned lane is the only lane for which the timer has any responsibility.

c) The timer is to sit at the end of the pool in his/her lane with the other timers. One person will be assigned a manual stopwatch and to record the swimmer's time on a timing sheet clipped to a clipboard.

d) Manual Stop Watch Procedure

i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race.

Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. Since light travels faster than sound, stopwatches are started as the light flashes. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.

ii) Check the stopwatch to make sure it started.

iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.

iv) The moment the swimmer touches the wall, stop the stopwatch.

v) Return to seat and the Recorder will record the times off the stopwatches onto the timing slip. The Recorder will also check the swimmer's meet "identification number" against the lane/timer sheet entry. The swimmers will have these id numbers written on their hands.

vi) A Runner will pick up the Event Timer Sheet and take them to the console table.

vii) Clear the stopwatch. Get ready for the next race.

viii) Repeat

#### e) Dolphin Wireless Watch Procedure

i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race. Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.

ii) The Watch will start automatically, check the stopwatch to make sure it started

iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.

iv) The moment the swimmer touches the wall, stop the stopwatch.

v) Repeat

#### **Runners**

*Volunteer Points per Shift = 2*

*Shifts per meet = 1*

### *Season Long Commitment Preferred*

This volunteer will collect the time cards from each lane and bring them to the scorer's table where they will be ordered. There are two runners at each meet (one from each team).

Job Description from WHALe:

Runners pick up timing slips from the timers at the end of each race.

- a. Keeping the cards together, go to the console table and paper clip them.
- b. Make sure the console operators know the cards are there.
- c. Go back to the where you started and repeat.

### **Ribbon Table/Ribbon Runners**

*Volunteer Points per Shift = 2                      Shifts per meet = 1*

These volunteers are responsible for awarding participation ribbons after each heat. Labels will be printed by the Console Operator and given to the ribbon table. The ribbon volunteers will place stickers on the ribbons, and sort them by team. CCKST ribbon runners will take CCKST ribbons to the appropriate ready bench volunteers. Ready bench volunteers will hand out the ribbons to the kids in their ready bench area.

### **Safety Marshall**

*Volunteer Points per Shift = 1                      Shifts per meet = 1*

This volunteer will monitor the deck area. This includes making sure there is no running around the pool. Monitor spectators to make sure they are not standing or sitting too close to the pool.

### **Swimmer Check In / Utility**

*Volunteer Points per Shift = 2                      Shifts per meet = 1*

*Season Long Commitment Given Preference*

This volunteer will be responsible for signing in all Cross Creek Kraken swimmers as they arrive for each swim meet. Sign-in material will be provided by Volunteer Coordinator

(or other Board Member). Thirty minutes prior to the start of the meet, the volunteer(s) will also provide coaches and the Meet Referee with guidance on “no-show” swimmers and aid coaches in paperwork necessary for meet changes that must be filed with the Meet Director. The Swimmer Check In volunteer will be close to the entrance of the pool, whether AWAY or HOME. Upon completion of the swimmer check-in duties, the volunteer will report to the ready bench boss to assist.

*The volunteer shift will start 1.5hrs before the start time of the meet and will end at Event 10. See the CCKST Swimtopia site for meet start times.*

### **Concessions**

*Volunteer Points per Shift = 1*

*Shifts per meet = 2*

*Season Long Commitment Given Preference*

This volunteer will be responsible for selling and organizing the concession stand items and support the Concession Lead in operating the concession area.

*We will allow preteen/ and teens to assist in this position to receive volunteer hours, but they cannot money exchanges. An adult MUST be present at all times since moneys will be exchanged.*

### **Concessions Cook**

*Volunteer Points per Shift = 1*

*Shifts per meet = 1*

*Season Long Commitment Given Preference*

This volunteer will be responsible for preparing grill items to be sold at the concession stand during home meets during lunch and dinner. The cooking will be performed outside the swimming pool area.

*Adult only position. Experience with grilling of hot dogs and hamburgers required.*

### **Meet Concession Pickup/Drop Off / & Party Concession Pickup**

*Volunteer Points per Shift = 2*

*Shifts per meet = 1*

*Season Long Commitment Given Preference*

This volunteer will be responsible for picking up items from area vendors (i.e. Sams Club, Chickfila, Pizza, HEB, Costco, etc.) for meet/party concessions including ice.

Concessions item to be picked up, dropped off, and returned as required by the Concession lead during the meet. Typical items that are required to be returned to vendors (i.e Chickfila bags, Coffee karaffes, etc.)

Storage is limited at the pool and some items require may storage at the pickup persons home. Position requires lifting heavy items (cases of water) and strenuous activity without assistance.

*Adult volunteer position only.*

### **Ready Bench Boss Assistant**

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

*Season Long Commitment Given Preference*

Supports Ready Bench Bosses as requested and insures that swimmers are lined up in correct lanes and heat order for both individual and medley events. Also will require guiding and assisting assist the Ready Bench with any questions or concerns.

### **Ready Bench (Lead or Assist)**

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

Each age/sex group has 1-2 ready bench volunteers. This volunteer will inform the swimmers of their events, their assigned lanes, and take the swimmers to the ready bench area when these events are called. Swimmers must be in the appropriate lane in the Ready Bench area before the volunteer can leave to watch the event. This volunteer will meet the swimmers after the event and take all swimmers back to the seating area. The Ready Bench Volunteer will be provided a heat sheet (list of all the events in the meet) to assist in lining up the swimmers. Under each event, the swimmers have been placed into particular heats (dependent on swim times) and particular lanes. Attention must be paid to relays because there are 4 swimmers in each lane. See the Ready Bench Boss for help on setting up for relays. All swimmers will participate in the Freestyle

Relay and Individual Freestyle and Individual Backstroke (early in the meet). Only swimmers per coach's discretion will participate in Breaststroke, Butterfly, Individual Medley and Medley Relay. The Ready Bench Volunteer must know where their swimmers are at all times. This is a great position to sign up for, although it may sound stressful, it really isn't. Most parents sign up for the age group of their own swimmer in order to be close to them during the swim meet.

\*\*\*\* READY BENCH VOLUNTEERS: THIS IS AN ENTIRE SEASON COMMITMENT. THE MEETS WILL RUN MUCH SMOOTHER IF THE SAME VOLUNTEERS HANDLE SAME GROUPS AT EACH MEET. AGE GROUP POSITION PRIORITY WILL BE GIVEN TO PARENTS OF SWIMMERS IN THAT AGE GROUP\*\*\*\*

### **Deck "Set Up" Crew**

*Volunteer Points per Shift = 1*

*Shifts per meet = 1*

*Season Long Commitment Given Preference*

*\*\*\*Note: This position typically requires repetitive physical or strenuous activity that would require lifting, holding, and pulling of many heavy items (>20lbs) or items of irregular dimensions (e.g. tents, tables, coolers, etc.). If you are unable to perform this type of activity, please do not volunteer for this job.*

The Deck Set Up volunteers show up 2hrs before the meet to support the Deck Setup Lead in preparing the pool for meet operations. This will include helping set up ready benches, tents, chairs for timer, and whatever needs to be done in order to host a successful swim meet.

For away swim meets, Deck Set Up volunteers will support the Deck Set up Lead in preparing for away meets.

### **"Clean Up" Crew**

(Arrive at the end of the meet and work until complete)

*Volunteer Points per Shift = 1*

*Shifts per meet = 1*

*Season Long Commitment Given Preference*

*\*\*\*Note: This position typically requires repetitive physical or strenuous activity that would require lifting, holding, and pulling of many heavy items (>20lbs) or items of irregular dimensions (e.g. tents, tables, coolers, etc.).*

Role is to support the Clean Up Crew Lead. Cleanup volunteers are required to make ready all equipment for the next meet, which includes washing and drying swim team equipment (e.g. tarps, coolers, etc.).

For away meets, equipment is transported and back to the Kraken pool and made ready for use at the next meet.

### **Utility Volunteer**

*Volunteer Points per Shift = 1*

*Shifts per meet = as required*

Check in with Volunteer Coordinator and see what jobs need to be filled. A utility volunteer needs to be able to fill in for any position, so this volunteer must take the judges training course.

### **Parking Patrol**

*Volunteer Points per Shift = 1*

*Shifts per meet = 2*

This volunteer will direct traffic and monitor the parking lot during the event. Must wear identifiable clothing (CCKST will provide an orange safety vest and hand held parking sign). The volunteer will be patrolling parking lot and surface streets around the pool to identify and report parking issues to the Board during Kraken home meets.

### **Hospitality**

*Volunteer Points per Shift = 2*

*Shifts per meet = 2*

This volunteer will serve Water & Lemonade to all of the meet workers, throughout entire home meet. *We will allow preteen/ and teens to assistant in this position to receive volunteer hours.*