



## Introduction to Volunteering

Our swim program depends heavily on active parental involvement from all the families of the Oxford Mill Stingrays. Each family is required to volunteer either through leading one of the parent committees or performing a volunteer role at the swim meets.

It takes up to 50 volunteers to run a swim meet successfully and in a timely manner. The only positions working at the meet that are not volunteers are the Starter Referee and our coaching staff. We track all volunteer commitments through a point system in which each family in the program will be expected to earn volunteer points. Each family will need to earn **seven** volunteer points. Volunteer points can be earned through performing a volunteer role at a swim meet (e.g. timer, bullpen, recorder, etc.) or taking on a Parent Committee role. Each swim meet volunteer role will earn from one to four points and a committee role can earn up to seven points.

## Parent Board / Committee

To provide the best possible experience for our children we have several parent committee roles.

## Parent Committee Roles and Responsibilities

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### Team Rep (7pts)

- Coordinates the Parent Board meetings and ensures each committee role is filled and the responsibilities are being fulfilled
  - Represents the team with the Atlanta Swimming Association (ASA) by attending all meetings and communication with ASA
  - Manages the coaching staff (e.g. hiring, feedback, evaluation, etc.). Periodically attends practice and provides feedback to the coaches.
  - Serves as a communication point for all parent feedback including serving as an escalation point for parent concerns regarding coaching decisions
  - Communicates as required with the property management company (e.g. reserving facilities, scheduling police officers)
  - Ensure the pool facilities are ready for the season (e.g. starting blocks, flags, etc.)
  - Manages communication with opponents for each swim meet
  - Updates all team documentation for each season and posts on the website
  - Manages the team web site and content updates as required
  - Provides updates on the team through a weekly newsletter during the season
  - Prints records certificates and speeding tickets
  - Supports the Head Coach and Volunteer Coordinator with any required team communication
  - Provides content for neighborhood newsletter as required to promote the team and its accomplishments
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### Treasurer (7pts)

- Works with the Parent Committee to create the annual operating budget and manages all aspects of the budget throughout the season
  - Facilitates the pre-season recruiting campaign
  - Contacts new Oxford Mill families and informs them of the summer swim program
  - Promotes OM swim team in nearby neighborhoods that don't have swim teams
  - Manages the registration process and collects team fee payments and refunds
  - Provides periodic financial updates of how the team is tracking against the budget and provides an end of season financial statement
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- Manages expense reimbursement throughout the season
  - Ensures the coaches and meet official are being paid as required
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#### Fundraising (7pts)

- Purchases required food, drink, and supplies for each home meet
  - Orders food required for each home meet
  - Manages the concession funds and provides expense and income details to the Treasurer
  - Manages concession staff volunteers during meets
  - Solicits sponsors for the team prior to the season
  - Obtains the sponsors' logos for use on the team website and banner
  - Facilitates the design and ordering of the team and sponsor banner(s)
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#### Volunteer Coordinator (7pts)

- Ensure that sub-committee roles for Apparel, Fun Swim and Awards, and Team Banquet are filled each season, provides necessary training, and the required activities are completed.
  - Manages the sign-up of all parent volunteers
  - Ensures that parents are aware of their obligations and communicates volunteer assignments prior to each meet
  - Trains volunteers as necessary
  - Manage the meet setup and coordinates volunteers during each meet
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#### Sub-Committee - Fun Swim and Awards (7pts)

- Orders and coordinates the pickup of doughnuts for Friday Fun Swim
  - Coordinates the distribution of ribbons, speeding tickets and awards with the coaches
  - Ensures that the treasure box is stocked for speeding ticket awards
  - Coordinates the treasure box / speeding ticket redemption during Friday Fun Swim
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#### Sub-Committee - Team Banquet (7pts)

- Coordinates the end of season party
  - Manages end of season party volunteers
  - Coordinates food, drinks, and supplies for the end of season party
  - Coordinates with the property management company to reserve the pool and schedule required lifeguards
  - Coordinates end of season awards (e.g. trophies, gift cards, etc.) and coach's gifts
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#### Sub-Committee - Apparel (4pts)

- Coordinates the design of the t-shirts, swim suits, and swim caps
  - Manages the order process for t-shirts, swim suits, and swim caps
  - Manages the delivery of apparel to parents/swimmers
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## Volunteering at a Swim Meet

It takes up to 50 volunteers to run a swim meet successfully and in a timely manner. Some positions have you right on deck – announcer, timer, judges, recorders, and deck manager... where all the action is. Other positions like ribbons and concessions are not quite in the thick of the meet but do allow for volunteers to step away to watch their swimmer's events.

Most positions are assigned to work a shift which is ½ a meet (1<sup>st</sup> half is events 1 – 42 and 2<sup>nd</sup> half is events 43 – 86). Please do not leave your post unless you have someone cover for you. If you are not able to fulfill your volunteer duty it is **your responsibility to find a replacement**. There will be two alternate volunteer

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## Oxford Mill Swim Team - Volunteer Guide

positions for each meet as people who can be called on as a replacement. Please email any changes to the volunteer coordinator at [omstingrays\\_volunteers@outlook.com](mailto:omstingrays_volunteers@outlook.com). Please do not contact the volunteer coordinator until you have identified an alternate volunteer.

### **Meets truly go much faster when we are working as a team!**

It is very important to sign in at Volunteer Check-in when you get to the meet. This way we know you have arrived and are ready to work.

## Volunteer Positions and Responsibilities

### Meet Volunteer Coordinator

The Volunteer Coordinate ensures that all positions for the meet are have parents assigned. They will send reminder emails to the volunteers and print name labels prior to the meet. At the meet, they sign the volunteers in, make sure they know their job responsibilities, and finds replacements as needed.

### Announcer

The **host team will arrange for someone to act as announcer**. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the blocks")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on...the event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands to the swimmers.

**Note: This position requires at least one year of experience with swim meets.**

### Deck Manager

**Each team will provide a deck manager**. This person oversees the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the heat sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall arrange for someone to work in the ready area to assist the deck manager in identifying swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical **to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked in by the deck manager.

**Note: This position requires at least one year of experience with swim meets.**



## Place Judges

*Each team* shall provide one place judge. The judges must in all events and, always command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on their updated copy of the meet program. The judge's recorder at the end of the race will copy that order of finish on the UK Judges Placing Form. The place judges override the times and the starter referee over rides the place judges if there is a dispute. If the starter referee is not able to determine the finish order it is recorded as a tie. At no time should the judges refer to the times to determine the order of finish.

**Note: This position requires at least one year of experience with swim meets.**

## Judges Recorder

**The home team will supply a judge's recorder.** This person will place himself/herself behind the place judges with their own copy of the Judges Placing Form. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the Judges Placing Form. **For swimmers who have been disqualified** by the starter/referee the judge's recorder will write —DQ in the place block for that swimmer. The judge's recorder then passes the completed Judges Placing Form to the master recorder. **The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges.** The place judges override the times and the starter referee over rides the place judges if there is a dispute. If the starter referee is not able to determine the finish order it is recorded as a tie. At no time should the judges refer to the times to determine the order of finish.

## Timers / Recorders

At all meets times shall be taken on each lane. *Each team* shall provide two timers for each of their team's lanes. In a five lane pool the home team will provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the lane timer worksheet. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the flash or smoke of the gun or starting device. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool. The second timer shall record times on the timer's worksheet and communicate these times to the master recorder who shall record them on the score sheet.

## Master Recorder

**Each team will provide a Master Recorder.** The master recorder collects the Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer. With all places and times recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.

## Computer Operator

**Each team will provide a computer operator.** They shall work together at the table provided. They will input the results from each event as reflected on the completed UK Judges Placing Form into the computer immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the final meet results. It is suggested that teams alternate this job every group of events: i.e. one operator does the short free then the other operator does the long free. The person who is not currently working on the com



## **Oxford Mill Swim Team - Volunteer Guide**

### **Ribbons**

Ribbon writers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet. The home team provides ribbons for the 1<sup>st</sup> heat of each event. The visiting team provides their own ribbons for all other heats.

### **Bullpen**

Bullpen volunteers will be responsible for gathering the swimmers for their upcoming event or relay and assuring that they are at the correct end of the pool and prepared to climb onto the starting surface. Swimmers should be in position behind the blocks no less than three events before their race. Bullpen volunteers for the younger age groups should stay with the swimmers until they are on the block and prepared to swim. All relays for 6, 8 & 10 and under are 4x 25 yard relays so swimmers in the #2 & #4 starting position on the relay will start from the non block end of the pool and need to be escorted to their position by the Bullpen worker.

### **Concessions**

- Concessions Coordinator – The Concessions Coordinator manages the inventory, orders the food, shops for the required supplies and food, and coordinates the concessions volunteers.
- Food Preparation – Responsible for cooking buttered noodles the day of the meet and bring them to the concessions stand.
- Candy Sales - Reserved for a teenager, but the family will get credit for volunteering.
- Food Sales - Responsible for selling food and drinks at the concession stand. Please report to the Concession Coordinator at the beginning of your session. These volunteers are only needed for home meets.

### **Alternate**

The Alternate will be “on-call” in case a volunteer is in need of a replacement. As an alternate volunteer, you may be contacted prior to the meet by the scheduled volunteer needing a replacement or during the meet to replace a volunteer who doesn’t show up to work.

### **Meet Clean-up**

The entire team is responsible for clean-up and tear down of the pool. The meet clean-up volunteers help coordinate this effort and ensure that parents and swimmers leave the pool and deck in great condition.