

2010 ORCA VOLUNTEER POSITIONS Rev 1.28.10

Here is a **list of Orca volunteer positions** and descriptions. We need to enlist the support of all Orca families to ensure a successful season. Remember that it takes about 100 volunteers to run a single swim meet. We also need volunteers for our social functions. These events are both essential to building team spirit and important sources of revenue for the team.

10&UNDER COORDINATOR: Supervises the 10&Under parents to get the swimmers lined up for their races and make sure each swimmer swims in his/ her proper race. Responsible for getting heat sheets from computer desk and checking supplies and assigning jobs prior to the day of the meet. Also assists 9-10 swimmers with hand-marking, setting up 9-10 Lineup Board. On meet day, organizes the effort to line up swimmers, including posting heat sheets, getting lane assignments marked on swimmers' hands and lining them up in order and to the starting line in time for the races. Also ensures that relays swimmers are confirmed. **This position fulfills your volunteer commitment for the entire season. (REQUIRES ONE SEASON'S EXPERIENCE AS 10&UNDER PARENT.)**

10&UNDER PARENTS: At home and away meets, these volunteers work with 10&Under Coordinators to mark swimmer's hands, line up swimmers in race order, lead them to the start and make sure each swimmer swims his/ her proper race, including relays. **A minimum number of required meets will fulfill your volunteer commitment for the entire season.**

ALL-STAR MEET VOLUNTEERS COORDINATOR: After notification of the swim league's needs, this coordinator recruits parents of participating All-Star swimmers for pre-assigned positions at the All Star Meet, follows up job assignment with a reminder to each volunteer and attends meet to supervise volunteers. **This position counts for 3 commitments.**

ANNOUNCERS (2) (One per shift): At home meets, the announcer broadcasts race information, public service notes, new records, etc. Works with Meet Director and Starters to keep meet on schedule. **This position fulfills your volunteer commitment for the entire season.**

AWARDS COORDINATOR: Procures trophies for Awards Night. Works with Coaches, Computer Desk Rep or Easy Meet Operator and Board to obtain complete list of trophies and awards for all swimmers, and for the Parent's trophies. Works with trophy vendor to select appropriate trophies, medals and ribbons for each award. Must be present at Awards Night ceremony. Following Awards night works with vendor to correct any errors or omissions. **This position fulfills your volunteer commitment for the entire season.**

BAR COORDINATOR(s): Working with a co-coordinator, this volunteer procures all beverages and supplies for social functions, such as Pasta Power, BBQ, and Awards Night. Volunteer must be available during set-up & clean-up to supervise volunteers and must be able to store alcohol beverages at their home. **This position fulfills your volunteer commitment for the entire season.**

COLORADO OPERATORS (2) (One per shift): Operates the Colorado Timing System during home meets. **Attendance at an on-deck clinic is required for aspiring Colorado operators.**

COLORADO ASSISTANTS (2) (One per shift): Works with the Colorado Operator during home meets. Assembles Colorado printouts, lane sheets, and DQ slips as each event finishes. Marks changes and any DQ's on the Colorado heat-sheet. The completed packet for each swimming event is then passed on to the Easy Meet data entry person. The Easy Meet data entry and this position can be alternated during a shift.

COMPUTER DESK REPRESENTATIVE – Oversees operation of computer desk. **REQUIRES EXPERIENCE WITH COLORADO TIMING SYSTEM AND EASY MEET/EASY TEAM PROGRAM.**

At the beginning of the season, enters data for all swimmers in Easy Meet computer.

- Works with head coach to ensure all swimmers seeded for each meet.
- Communicates with representative from opposing team and exchanges Lineups.
- Ensures that lineups from both teams are entered into Easy Meet. Prints out heat sheets for announcers, race officials, timers coaches, posting at pool, 8&Under Coordinator and 9-10 Parent.
- At the meet: Assumes responsibility for all computer equipment and personnel. Fills in as needed.
- Forwards a report of the meet to the MSL publicist.
- Verifies meet results and forwards final Meet Results and Best Times to Webmaster, Communications Director and President. **This position fulfills your volunteer commitment for the entire season.**

EASY MEET OPERATORS (4) (TWO per shift): During meets, imports times from the Colorado after each swimming event. Makes any swimmer changes or timing adjustments for an event; this information is obtained from the event packet assembled by the Colorado Assistant. Prints results for each event. Prints ribbon labels. Keeps an eye on any records that may be broken and passes on information about new records to the announcer. Computes the score at regular intervals and passes it on to the announcer. At the end of the meet prints the entire results for the visiting team and for Orca coaches. Gives visiting team a backup of the meet.

EQUIPMENT MANAGER: Responsible for inventory, maintenance, storage, repair and replacement of Orcas meet equipment and other property. Works with Meet Director, Computer Desk Rep, Set-up and Take-down Coordinators. Assistant to Meet Director at home meets. **This position fulfills your volunteer commitment for the entire season. COMBINED WITH MEET DIRECTOR IN 2010**

FUNDRAISING/SPONSORSHIP: Seek sponsorship funds from local companies and prepare a sponsorship package with tiers based on participation. Administers the program by either getting banners printed, sponsorship participation integrated into team communications, etc. Works directly with the Board to implement the sponsorship program. **This position fulfills your volunteer commitment for the entire season.**

HEAD TIMERS (2): Supervises timers. At home meets, makes lane assignments for each volunteer. At away meets, gets lane assignments from home team and assigns volunteers. **This position fulfills your volunteer commitment for the entire season.**

HOT CHOCOLATE/STAR BOARD COORDINATOR: Every Friday practice make hot chocolate for swimmers. Responsible for urn, chocolate, whipped cream, cups and other supplies needed to provide swimmers with a special treat when they are done with their practice. 1st shift (8&under) is responsible for set-up, 2nd shift (11&up) is responsible for clean-up after last practice. Creates ‘Star Board’ with all swimmer’s names and posts at pool. Throughout season tracks, displays, and updates “best times” on board after each dual meet, all-stars, and championships. **This position fulfills your volunteer commitment for the entire season.**

MARKETING/OUTREACH: Set up outreach program at all surrounding schools before registration day to include recruitment letter, clearing with local schools/districts. Planting stories in local newspapers/media outlets. Advertising registration day with signs/flyers/word of mouth. Establishes a marketing/outreach plan to not only recruit during registration period, but also throughout the year so as to keep the Terra Linda Community aware of the Orca Team.

MEET DIRECTOR: Oversees the home meets, to get them started and finished on time. On day of meet, oversees set up and takedown, including setup and takedown of computer desk. Responsible for testing equipment prior to the race. Works with equipment manager, computer desk rep, set-up and take-down

coordinators, head timers, announcers and starters. **This position fulfills your volunteer commitment for the entire season. (Poolside training required.) COMBINED WITH EQUIPMENT MGR IN 2010.**

MEET SET-UP COORDINATOR: Supervises Friday night and Saturday morning setup for home meets, including canopies for tents, starting blocks, backstroke flags and scoreboard. Also, makes sure tables and chairs for timers and computer desk are obtained from rec center and stored in room 5. Prior to the meets, identifies individual take-down tasks and confirms assignments with the scheduled crew members. On the morning of the meets, supervises set-up of tents, timing system, PA system, etc. **This position fulfills your volunteer commitment for the entire season. (Poolside Training required.)**

MEET TAKE-DOWN COORDINATOR: Supervises take-down crew at end of home meets. Prior to home meets, the take-down coordinator identifies individual take-down tasks and confirms assignments with scheduled crew members. Following the meet, supervises restoration of pool area to its original pre-meet state. Ensures that equipment is properly stored in shed, ready for next meet. **This position fulfills your volunteer commitment for the entire season. (Poolside training required.)**

MEET AND SOCIAL PHONE/EMAIL REMINDER: Prior to meets and social events, calls and emails all volunteers to remind them of their jobs and shift times. The volunteer list for each event is provided by the Volunteer Administrator/Coordinator. Great job for someone who cannot attend meets/events and can do this job from home. **This Coordinator will also provide the same function for Champs and will fulfill your volunteer season commitment and family Champs commitment.**

ORCAWEAR COORDINATOR: Orcawear is a major Spirit Activity and a significant source of funds for the team. The Orcawear Coordinator runs the Orcawear business, buying and selling the Orcawear. Responsibilities include planning and coordinating outfits to go with the team swimsuit, shopping, working with vendors, managing budget and inventory, etc. Takes orders and arranges for delivery/pick-up, etc. Also works with swimsuit vendor (T&B Sports) to distribute suits ordered at Sign-up Day. Orcawear is generally sold at Splash Day, Time Trials and all Home Meets. **This position fulfills your volunteer commitment for the entire season.**

ORCATHON COORDINATOR: This creative & enthusiastic volunteer organizes and supervises all aspects of the Orcathon, one of our biggest fundraisers of the season! Responsibilities include, but not limited to; announcing and organizing the pledge drive, soliciting for and securing the prizes, organizing and supervising the lap counters and other volunteers, collecting the pledges and presenting the prizes. **This position fulfills your volunteer commitment for the entire season.**

PASTA POWER NIGHT COORDINATOR: Oversee the planning, procurement of food for event and oversee volunteers in the kitchen, serving and bar for this team building event on the eve before the team's first meet. **This position counts for 3 jobs.**

REFEREE: This position requires experience as a stroke & turn judge with either the MSL or USS swim league. A thorough knowledge of USS swim rules and the MSL approved amendments is also required. Annual attendance at the MSL and the USS swim officials clinics is necessary to stay abreast of rule changes. Attendance at all home meets is required. The MSL referee arranges for all team officials, including stroke & turn and relay exchange judges, at home and away meets.

It is the responsibility of the referee to hold the officials' meeting with both teams' stroke & turn judges, relay exchange judges, and home team starters prior to each meet. At the officials' meeting, the referee reviews the exceptions to USS swim rules, assigns all officials to their positions, reviews the procedure for DQ calls and submissions, and reviews home pool limitations. The referee confirms agreement of the officiating tone and

instructs both teams' officials accordingly. If the coaches have not attended the officials' meeting, the referee should discuss the agreed upon officiating tone with each coach to ensure compliance.

The referee shall review all DQ's prior to their submission to the desk and shall hear all protests brought by a proper authority (coach, team president, or team representative). The referee must remain on deck at all times during the meet and be positioned to observe the stroke & turn judges, and to hear and evaluate the cadence of the starter to ensure that a fair standard of officiating and race starting is observed throughout the meet. Additionally, the referee works with the championship volunteer coordinator to assign stroke & turn officials, relay exchange officials, and referee(s) as required for Championships Meet.

It is incumbent upon the referee to ensure a positive atmosphere that puts the swimmers first. The role of the referee is to maintain a standard of fair play for both teams. **This position fulfills your volunteer commitment for the entire season.**

RIBBONS DESK: At home and away meets, this volunteer works with computer desk to place computer-generated labels on appropriate ribbons, and then file the ribbons in each swimmer's family folder. (Check individual sign up sheet for specific shift time.)

RIBBONS/ RECORD-BREAKERS COORDINATOR: Responsible for the ORCAS ribbons. Supervises the Ribbons Desk at home meets. Responsible for getting the family folders to the away meets and back. There are two sets of ribbons, one for Heat places and one for Record-Breakers. Record-breakers include Team Records and Pool Records. This coordinator manages the inventory, including ribbon recycling and acquiring new ribbons at the beginning of the swim season. Procures Pool Record ribbons for visiting team members. Works with the computer desk to resolve problems, including missing ribbons. **This position fills your volunteer commitment for the entire season.**

RUNNER (TIME SHEETS): At home meets, collects time sheets from the recorder for each lane, as the sheets are completed, and delivers them to the computer desk. **DQ RUNNER.** Runs DQ slips from the referee to the computer desk. These runners also post the Race Results. **These positions will be assigned to High School Volunteers earning Community Service Hours.**

SET UP CREW MEMBER: Two crews, one Friday evening and one Saturday morning. Works with Set-up Coordinator to set up equipment for home meets, including tents, starting blocks, chairs, backstroke flags, scoreboard, computer desk, timing system and PA system. Colorado Timing System set up includes harness 3 cables, pushbuttons, starter and data cables.

SNACK BAR COORDINATOR AND CO-COORDINATOR - This position fulfills your volunteer commitment for the entire season.

- oversees and coordinates the team snack bar
- checks inventory of supplies prior to time trials (plates, napkins, forks, etc.)
- maintains inventory records, determines prices, produces menus
- determines quantities to buy according to size of both teams & weather
- coordinates shopping and food preparation. Needs to be reachable by phone on Friday.
- supervises Snack Bar Volunteers
- oversees snack bar on day of meet from morning set-up to end of meet cleanup
- responsible for cash box during meet
- takes inventory at end of meet
- takes home food prep utensils for washing
- takes home all perishable items for refrigeration and stores for next meet

Questions? The Snack Bar Coordinator for 2010 is James Able at ableja@wellsfargo.com.

SNACK BAR – BREAKFAST BURRITO MAKER (Home Meets): Purchase ingredients (donated by maker) and prepare forty (40) burritos (20 sausage and/or bacon, 20 plain). Bring by 8 am.

SNACK BAR – DEVEILED EGG AND BAKED POTATO MAKER (Home Meets): For eggs: Purchase ingredients (donated by maker) & prepare eggs. For potatoes: Purchase 25 potatoes (donated by maker), wash and cook potatoes. Deliver eggs and potatoes to the snack bar by 8 AM on Saturday.

SNACK BAR – FRUIT SALAD MAKER (Home Meets): Purchase ingredients (donated by maker) and prepare an assorted fruit salad (watermelon, grapes, strawberries, etc), enough for 50 servings. Bring to snack bar by 8 am on Saturday.

SNACK BAR - PASTA AND COOKIE MAKER (Home Meets): For pasta: purchase pasta (donated by maker) and cook two (2) pounds two (2) different kinds of pasta (with olive oil, butter, parmesan cheese and pesto). For cookies: purchase ingredients (donated by maker) and bake three (3) dozen “kid-friendly” cookies or equivalent dessert. Bring to the snack bar by 10 AM on Saturday.

Questions? The Snack Bar Coordinator for 2010 is James Able at ableja@wellsfargo.com.

SNACK BAR WORKER: At home meets, this volunteer takes orders and collects money at the snack bar. There are two shifts. Depending on shift, may help with food preparation, set up or clean up.

SOCIAL COORDINATOR: This volunteer in collaboration with the Board, creates and executes “fun-raiser” swimmer and family events to take place throughout the season. **This position fulfills your volunteer commitment for the entire season.**

STARTER: Attendance at starters’ clinic is required for aspiring starters. At home meets, the starter gets the races started (“Swimmers step up – judges and timers ready, swimmers take your mark,” and fires starter). Working with announcer, sets the pace of the meet and helps keep it running on schedule. Assists with starter equipment set-up, take-down, and maintenance as necessary. Attendance at MSL or USS Starters’ Clinic is required for aspiring starters. Experience in swim meet procedure and dual meet format preferred. **This position fulfills your volunteer commitment for the entire season.**

STROKE & TURN Officials - Watches the swimmers in assigned lanes to see that all swimmers are swimming the stroke properly and making correct turns, to ensure that the race is fair, and to identify swimmers who need to improve. Stroke and Turn officials report to the Referee, who makes the final determination regarding disqualifications (DQ’s). **This position fulfills your volunteer commitment for the entire season. TRAINING PROVIDED.**

This is a specially trained position that requires some practice to learn and do well. All stroke & turn officials need to have a good understanding of stroke mechanics. It is essential to learn the rules of the MSL. In addition, an experienced stroke & turn official should possess an understanding of the philosophy and intent of these rules.

Stroke and turn officials must be receptive, honest, consistent and self-disciplined leaders and team players. Stroke & turn officials are also expected to work as relay exchange judges as needed. As with the referee position, individuals are expected to attend the annual MSL Officials Clinic. US Swim Clinics are also available from time to time and provide valuable additional training and experience.

For the novice, basic training is provided through the MSL and attendance is strongly recommended. On-deck training will be provided with the new official shadowing an experienced stroke & turn judge until the new official is comfortable taking on complete individual responsibility. When a new official begins to work solo, experienced judges will observe and provide feedback. This is done in the spirit of ensuring consistent and competent application of the rules. The novice stroke & turn official should have the same interpersonal and leadership skills as the experienced judge.

RELAY EXCHANGE JUDGE: This job is usually done by the Stroke and Turn Judges. The relay exchange judge checks that a swimmer does not take off before the previous swimmer touches the wall. Training for this position will be provided. Depending upon staffing, the presence of relay exchange judges may be required at both the beginning medley relays and the concluding free relays. Although this position does not require the depth of technical knowledge required of stroke & turn judges, it does demand the same commitment to fair and equitable judgment.

SWIM CLINIC MONEY COLLECTOR – BOARD RESPONSIBILITY IN 2010 – Obtain roster of swimmers names and parent contact info from website or Easy Meet Operator, obtains cash box from Treasurer, pre-orders & picks up donuts, takes attendance and collects money. At end of clinic counts and distributes the money to the coaches. Must be on deck from 8:15-11:45. **This position fulfills your volunteer commitment for the entire season.**

TAKE-DOWN CREW AT END OF HOME MEETS: Works with Take-down coordinator and other crew members to take down equipment and store it so that it is ready for the next meet's set-up, and clean the pool area. This is a good job for a volunteer with an older swimmer or a swimmer participating in later events.

TEAM PHOTOGRAPHERS – ANYONE AND EVERYONE CAN CONTRIBUTE PHOTOS THROUGHOUT THE SEASON!

Takes action shots of the swimmers in races: starts, during and finishes. Take candid and posed photos of swimmers, families, and friends in groups and individually on deck. Must have experience with digital camera. After meets edit best images and uploads them to team photo website (Smugmug.com) which is used as a fundraiser for the team.

TIMER: Each Timer is assigned to one lane, and each lane has three Timers. The Timers record the time for the swimmers in each heat, using the Colorado Timing System push buttons and a manual stop watch, and verify the name of each swimmer. At every meet there are two shifts of Timers. The first shift runs from approximately 8:15 am until 10:30 am; the second from about 10:15 a.m. until the end of the meet. (Check individual sign up sheet for specific shift time.) Supervised and assisted by Head Timer.

VOLUNTEER ADMINISTRATOR: Works together with the Volunteer Coordinator to create all sign up sheets for Registration Day. Once sign ups are complete, enters the signed up team members into the volunteer database and provides weekly lists to the Meet and Social Phone/Email Reminder person.

VOLUNTEER COORDINATOR: Works together with the Volunteer Administrator to refine required jobs to run team home and away meets, social events, and any other team functions that require volunteers. Recruits Season Commitment and volunteers jobs at Registration. Oversees that all families have signed up for required team positions. Checks in volunteers at all team functions. Posts Volunteer Commitments on a weekly basis at the Pool Deck. Emails master list of commitment to Communications Director to distribute to the team on a weekly basis. Coordinates 'missed event' penalty with Board Treasurer. Oversees Meet and Social Phone/Email Reminder person.

WEBMASTER: Maintains the website, posts new and events, and updates posted information, etc.. The webmaster is most active during the season, when the meets start. The Lane Assignments ("Lineups") and Volunteer list are posted before each meet as soon as they are available. After the meet the Results need to be posted, followed by the Best Times, and Photos, if any. For example, the meets are usually seeded on Wednesday, so the Lane Assignments should be posted by Thursday. The Volunteer list should go up at the same time. The results are posted as soon as possible after the meet, usually by Saturday evening. The Best Times can go up on Sunday, Monday at the latest. Photos can be posted as soon as they are available, including Swimmer of the Week. From time to time the Board will want to post information or make corrections or changes to the schedule or calendar. **This position fulfills the volunteer commitment for the entire season.**

WELCOMING TABLE: Depending on the event, this volunteer takes tickets, collects cash, and/or provides information to attendees at meets and social gatherings.

WATERWORLD CHAIR – BOARD RESPONSIBILITY IN 2010. This volunteer takes responsibility for all aspects of this event, including preparing and distributing flyers to members, arranging drivers and chaperones, selling tickets in advance, and set-up at event. **This position fulfills your volunteer commitment for the entire season.**