



Spring Cypress Swim Team

Parent Volunteer & Job Descriptions

Our team is a volunteer effort and it requires that all parents be involved. The following section identifies all the positions that must be filled in order for the swim season to run smoothly. Positions are divided into four categories: Committee Heads, Committee Helpers, Day-of-Meet Helpers and Behind-the-Scenes Helpers.

One parent from each swim family is required to maintain one of these positions throughout the summer season (but we wouldn't say no to BOTH parents!). You will sign up for your position at Registration. Rest assured, most volunteer positions allow enough flexibility for parents to watch their childrens' swim events.

In addition to the positions below, many timers and scribes are needed at each meet to record swimmer's times. Volunteers from both teams fulfill these positions. It is SCST policy that these do not count as your regular volunteer position. However, it is a tremendously fun job... volunteers can watch events up close and stay cool by the edge of the pool during outdoor meets! The Head Timer/Scribe will recruit volunteers prior to each meet. Please be prepared to step up!

COMMITTEE HEADS

These positions are typically manned by experienced parents who lead a group of parent volunteers.

Clerk of Course

Manages, configures, and maintains the computer system for the meet software programs. Helps the coaches seed the meets, imports/exports program data to support meet configuration, result analysis, report generation and other team activities. Generates Heat Sheet master.

Head Age Group Coordinator (AGC)

Interfaces with all the age group coordinators to make sure they understand their roles and responsibilities. Send out tips, reminders, best practices and other important emails.

Head Heat Sheet

Clerk of Course generates Heat Sheet Master and e-mails to print shop. Head Heat Sheet is responsible for picking up Heat Sheets, delivering to meet and managing sales.

Head Team Spirit

This volunteer is responsible for communicating with and coordinating the efforts of the Fun Friday/Pep Rally crew, Team Record Board, Time Improvement Awards, Ribbons, Hospitality, Award Tent, End of Year Party.

Head Equipment Manager

This volunteer is responsible for transporting tent equipment to both home and away meets; also organizes and oversees the tent set-up and break-down teams.

Head On-Deck

Volunteers "on-deck" help move swimmers smoothly between the Ready Bench, Lane Chairs and back. Head On Deck oversees these volunteers and manages volunteer shifts.

Head Ready Bench

Ready Bench volunteers use color-coded lane cards to sort swimmers at the Ready Bench into their assigned events, heats and lanes. Head Ready Bench oversees these volunteers, manages volunteer shifts and ensures event heats flow smoothly.

Head Runner

Runners stand near scribes, collect timing paperwork as it is completed, organize it into lane order and deliver to the Clerk for entry into the computer system. Head Runner oversees these volunteers and manages volunteer shifts. This volunteer also distributes necessary paperwork to the Ready Bench, On-Deck, Scribes, Officials and Coaches and posts swimmer results during the meet.

Head Timer/Scribe

Timers time swimmers during the meet; scribes write down times for entry into the computer system. The Head Timer/Scribe is responsible for ensuring all timer/scribe positions are filled in advance of each meet and for managing timer/scribe shift changes during the meet. They are also responsible for running back-up stopwatches during the meet in the event of a stopwatch malfunction in any lane.

Head Referee

This volunteer has total responsibility for making sure a meet is run fairly for ALL swimmers and makes sure starting equipment is in proper working order before each meet. They answer all questions concerning procedures and rules and help recruit new officials and get them certified.

Head Communications

This person maintains the website, which is updated regularly during the summer season, and also communicates key information team-wide as necessary. They interface regularly with Board Members, Clerk of Course, Head Volunteers, Team Council and Coaches to ensure parents are kept informed. Head Communications also writes coach bios and team meeting recaps, creates team forms and charts, updates swimmer stats and keeps reports current on the website.

Head Concessions

Head Concessions is responsible for managing the concessions menu and pricing, maintaining concessions inventory, getting equipment and food to and from meets, storing equipment and unperishables and managing the concessions volunteers and shift changes.

Head Team Store

Head Team Store is responsible for selecting and pricing team store items, working with vendors, maintaining inventory, managing the ordering process, operating the team store during practice and meets and managing and scheduling team store volunteers.

Sponsorship Coordinator

This person is responsible for obtaining and/or managing sponsors; obtaining logo artwork for display on the website and t-shirts; creating Spirit Ads and order forms; managing the Spirit Ads ordering process and creating the Spirit Ads page for the Heat Sheet.

COMMITTEE HELPERS

Meet Starters and Referee

The starter and referee are officials trained by NWAL who announce and start the events. They judge all starts, finishes, and exchanges. They also judge all strokes and call false starts. They are responsible for any challenges that may arise during the meet.

Stroke & Turn Judges

At each meet, both the home and visiting teams provide stroke, turn, and finish judges. These judges watch the swimmers during their events, judge whether or not their strokes and turns are swum correctly, disqualify swimmers for incorrect strokes and turns, and, in the process, help swimmers learn their strokes and improve their technique. This is a very important position and requires NWAL training.

Computers

The computer crew supports the Clerk of Course. They run entry reports prior to the meet, exchange them with the competing team and run the team computers during the meet. They print seed time sheets to be delivered to scribes and swimmer assignment sheets to be delivered to ready bench and officials. They enter swimmers' official times as they are delivered by the runners. They run reports of meet results and provide them to (1) the ribbon crew for place and time improvement ribbons and (2) communications for posting on the website.

Scorekeeping Verifier

This volunteer coordinates the various pieces of information that need to be entered into computer to score and process the meet. This includes timing lane sheets and disqualification sheets, getting them in proper order and providing them to the computer operator in an orderly fashion.

Runners

Runners distribute sheets containing heat and swimmer info to scribes, then collect completed sheets, keep them organized and deliver them to the computer team for official entry.

On Deck

The On-Deck crew takes the swimmers from ready bench to lane chair or blocks and ensures they remain in the correct lanes and heat order. On-Deck is also responsible to making sure the relay teams stay in the proper order and line up on the correct end of the pool for their event.

Timers/Scribes

These individuals work as a team; timers use stopwatches to time swimmers in a given lane and report those times to the scribes who record them. ***Please note that timing/scribing DOES NOT COUNT as your season volunteer requirement. It is an extra function in which ALL swim parents are expected to participate.***

Safety Marshall

These volunteers police the deck, enforcing rules to keep swimmers safe and making sure to limit the deck area to meet officials, key volunteers and swimmers.

Hospitality

The Hospitality Team provides cold drinks to on deck workers and are also welcome to prepare baked goods and/or recruit other Stingrays families to contribute goodies.

DAY OF MEET HELPERS

We need many parents in this area. Most of these jobs are worked in two shifts on the day of a meet. The early shift starts at check-in and goes until the end of the 6 & Under Backstroke (Event 26). The second shift goes from the end of the first shift until the end of the meet.

Concessions

Concessions sales are a major source of income for our team. The concessions team is responsible for delivering concessions equipment and dry-goods items from the storage unit to the meet, setting up and breaking down the concessions stand, working the stand during the meet and delivering equipment and dry goods back to the storage unit. They will work with food and money and must have patience with long lines and kids. Volunteers must be able to either arrive at the meet early to set up or stay until the end of the meet to break down.

Ready Bench

This job requires being on your feet for several hours for some fast paced well-organized fun. It is critical to get the kids in each age group organized for each heat in order and lined up ready to swim. Using the master meet program, the Ready Bench crew arranges swimmers in the proper event, heat and lane in the ready bench area. How well this job is done determines how fast paced the meet will be. A loud voice (the kind that will pump the kids up) and patience are a must.

Heat Sheet Sales

These volunteers man the Heat Sheet sales table. Sales end 30 minutes after the start of the meet.

Age Group Coordinators

These volunteers manage a group of swimmers of the same gender and age group during the meet. They are responsible for downloading their swimmers' entries from the website before the meet; checking in swimmers; communicating absences to the Clerk of Course; ensuring swimmers know their events; escorting swimmers to the Ready Bench in a timely and organized manner when their events are called; and assisting the Ready Bench as they seat the swimmers. They remain with swimmers in the Age Group Tents between events and ensure swimmers are picked up following the meet – a critical function because many parents are working the meets and cannot watch their swimmers in the tents.

Tent Teams

Tent teams are responsible for setting up the Age Group Tents, ready benches, lane ropes, chairs, etc. needed for each meet, and for breaking it down afterwards. ***Please note that participation on Tent Teams DOES NOT COUNT as your season volunteer requirement. It is an extra function in which ALL swim parents are expected to participate. A schedule will be posted at the beginning of the season.***

BEHIND THE SCENES HELPERS

These parent volunteers organize and coordinate important Stingray events, such as Pep Rallies, Fun Fridays, Team Socials and the End-of-Season Party.

Announcer

Announcers broadcast event information throughout the entire duration of the meet to assist AGCs and swimmers in getting to their events on time. They also make any other necessary announcement throughout the meet. They are responsible for the transportation, set-up/break-down and maintenance of announcing equipment.

"Place" Ribbons Coordinators

These volunteers work in the clubroom during the entire meet. Using labels generated by the Computer crew, they are responsible for creating ribbons for both teams during home meet and for organizing the ribbons for easy delivery by the coaches during practice.

"Time Improvement" Ribbon Coordinators

Following each meet the Clerk of Course prints individual swimmer time improvement labels. These volunteers are responsible for cutting ribbons, affixing stickers, placing ribbons in the Family File Folders and for communicating with the Team Store when new ribbon supplies need to be ordered.

Team Record Board

These volunteers are responsible for acknowledging Stingrays swimmers who break team records. This includes creating and maintaining event placards posted at the Longwood Bend practice pool and creating/distributing personalized Stingrays certificates.

Team Store/First Aid

These volunteers assist the Head Team Store in taking team orders and delivering merchandise. They are responsible for sales shifts at registration, practices and meets. They are also a central location for the distribution of first-aid items.

Spirit Squad

These individuals are responsible for planning, implementing and hosting Fun Fridays and Pep Rallies.

Team Reporter

This volunteer writes a recap of each meet and provides to the Communications Manager for posting on the website.

Prize Tent Coordinator

Ten and under swimmers who beat their best times for an individual event get a ticket to visit the "Prize Tent." This volunteer secures trinkets and secures volunteers to man the tent during the meets.

End-Of-Season/Awards Party Coordinator

This volunteer is responsible for planning, implementing and hosting the Stingrays Awards Party, including venue, food/drink, and awards. The Awards Party is typically held in late June/early July to celebrate the conclusion of the season.

Photographer

These volunteers photograph swimmers during meets, upload to online sites and provide links to the Communications Manager for posting on the website.

Swimmer Pictures

This individual coordinates the swim pictures that are taken of each swimmer at the start of the season, and coordinates the ordering and payment process for swim families.

Coach/Student Volunteer Gifts

This volunteer is responsible for collecting donations and purchasing an appropriate gift for coaches, student volunteers, outgoing board members and other areas of special recognition.

Historian/Knowledge Transfer

The Historian/Knowledge Transfer volunteer(s) are responsible for creating, maintaining and updating, as necessary, a "How To" Manual for all Stingray volunteer positions. The manual will include a job description and timing for all of our important volunteer positions that make the Stingrays team run. It will serve as a reference resource to new volunteers taking on positions and ensure a smooth transition for all volunteers in the future.