



Dear Dolphin Families,

Welcome to the Round Rock Dolphins Swim Season! Volunteering is an integral part of our swim team. Without the help from the parents, the meets simply could not run. Based on our schedule, the number of families on our team and the positions we need filled, each family is being asked to volunteer a minimum of **7 shifts** this season.

How do I sign up you ask? I am glad you asked. We will open volunteer sign-ups online through Swimtopia at a later date after registration this season. We will notify everyone on our website as well as through email when we will be opening signups so you will have plenty of notice. I will be asking each family to sign up for all 7 shifts for the season through SwimTopia. When signing up online, please keep the following steps/guidelines in mind...

1. Sign up for at least one (1) shift at Divisionals if your swimmer(s) will compete
2. For all other meets, pick an equal number of 1st and 2nd shifts
3. Note that I will be reviewing all Volunteer sign ups by family and adjusting as necessary based on the rules #1 and #2 above.

REMEMBER! In order to register your swimmer(s) for the any meet, including the Practice Meet, your family must first sign up for all 7 shifts.

I look forward to working with all of you to coordinate you volunteer roles this season. If you have any questions, please contact me at volunteer@rrdolphins.org.

THANK YOU FOR SUPPORTING OUR TEAM WITH YOUR VOLUNTEERISM!

***Please see the next page for a list
and description of all Positions***



DESCRIPTION OF VOLUNTEER POSITIONS

INTRODUCTION: The Dolphin swim team exists and functions due to the efforts of volunteers and coaches. Without the volunteer efforts of swimmer's parents, the team would not exist. The parents or guardians of the swimmers on the team are counted upon to support the team by volunteering their time and effort. Most volunteer positions and jobs are at swim meets, although there are a few positions where the work is done outside of meet settings. These pages describe the primary volunteer positions. There are approximate 180 positions to be filled! Please review and plan to select your preferred volunteer positions prior to checkout at registration. We will work very hard to place you in one of your requested positions, but sometimes that is not always possible.

TIMERS: Keep accurate time of the swimmer in the lane to which they are assigned and record all three times on the event card at the end of the event. The timers also verify that the event card is correct for that lane, swimmer, and event. (30 volunteer slots. 24 timers are needed to work ½ meet shifts at each home and away meet. Timers will be contacted by the head timer during the week before the meet. Volunteers are expected to plan to work multiple meets)

STROKE JUDGES: Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke. (8 volunteer slots. 4 judges are needed to work ½ meet shifts at all home and away meets. Volunteers are expected to plan to work multiple meets)

EXCHANGE JUDGES: They are only required for relay events and shall be positioned at each corner of the pool. One Exchange Judge from each team shall be positioned at the corners of the pool. These exchange judges shall be responsible for observing exchanges. (10 volunteer slots. 8 judges are needed to work ½ meet shifts at all home and away meets. Volunteers are expected to plan to work multiple meets)

READY BENCH: They are the keys to keeping a meet on schedule. They organize the swimmers into heats before the start of each event. Swimmers must arrive at the ready bench with an event card for their event. Ready bench workers must:

1. Verify each swimmer or relay team has a valid event card (i.e., with their name and the correct event, heat, and lane) for the event being staged.
2. Check their copy of the official heat sheet to verify that all swimmers on the list are present. Notify the age group parents of any missing swimmers, and notify the coach of any swimmers not on the official heat sheet.
3. Arrange the swimmers from both teams into individual heats. During this process the ready bench workers may reassign a swimmer to an earlier heat if there is an open lane and a remaining swimmer is not left to swim alone in the previously assigned heat. Such changes should only be initiated when they will result in fewer heats.
4. If there are very few swimmers in two events (e.g. in the older age groups) then the ready bench workers may combine the swimmers into a single race. (8 volunteer slots. 6 volunteers are needed to work ½ meet shifts at all home meets. Volunteers are expected to plan to work multiple meets)



RUNNERS: Responsible for obtaining the completed event cards and DQ forms for each race from the timers and judges. The cards and DQ forms are delivered to the scoring table. (10 volunteer slots. 8 runners are needed to work ½ meet shifts at all home and away meets. Volunteers are expected to plan to work multiple meets)

SCORING/RIBBON OFFICIALS: Identify the official time for each swimmer in an event and determine the official order of finish, according to the recorded times. Scoring/ribbon officials keep an accurate count of the team points as the meet progresses, post official results, and prepare ribbons. In addition, a volunteer determines the winner of each individual event heat and awards that swimmer a heat winner ribbon. (8 volunteer slots. 3 volunteers are needed to work ½ meet shifts at all home and away meets. Volunteers are expected to plan to work multiple meets)

PIT PARENTS (By Age Group and Gender): Receive all event cards for their age group prior to the start of the meet. Pit parents distribute event cards to the swimmers at the time the announcer calls "first call" for their event. These parents listen to the announcer and begin locating their swimmers about 2 events prior to the "first call" for an event. The Pit Parents for the youngest ages (6 & under and 7-8) are critical to the timely start of the meet. About 15 minutes prior to the start of a meet, pit parent for these ages begin organizing their swimmers. Pit parents must report absentees to the scoring table 10 minutes before the start of the meet. Younger swimmers are personally escorted to the ready bench for each event to prevent them from getting lost or losing their cards. Pit Parents also plan and organize various spirit and theme activities for their groups during the season. (2-3 volunteers slots per gender per age group. Volunteers are expected to plan to work every meet or find substitutes if unable to attend. This is a season long position and Pit Parents stay with their assigned Pit for the entire meet.)

SETUP/TAKEDOWN/TRUCK CREWS: Install the lane ropes, set up the starting blocks, and other items necessary to conduct the meets. They also install canopies and barrier ropes, relocate tables and chairs and assist the meet director in last minute preparations for the meet. During the last few minutes of a meet the crew begins taking down and storing items in preparation for vacating the pool immediately after the meet. All swimmers and parents are expected to help clean up the entire pool area. This position requires time on Friday evening prior to home meets, early Saturday morning prior to the start of meets, and at the end of meets. (10 volunteer slots. All volunteers are needed for both home and away meets for setup as well as tear down)

CONCESSIONS: They set up the concession stand and then operate it throughout the meet. At the conclusion of the meet, they clean up and store the equipment properly for use at future meets. . (40 volunteer slots. 10 volunteers are needed to work ½ meet shifts at all home meets. Volunteers are expected to plan to work multiple meets. 1st shift includes setup and runs from 6:15am to 9:30am. 2nd shift runs from 9:30am to 12:45pm and includes clean up.)

CHECK IN, TRASH, BATHROOMS AND LOST AND FOUND: Responsible for helping volunteers check in and, for Home meets, helping collect trash, check restrooms and manning the lost and found items at swim practice, meets and team sponsored events.

STANDBY: Responsible for assisting the Volunteer Coordinator (Karlen Alexander) and Meet Director (Harry Schultze) with any reasonable request. Looking for volunteers who are flexible in pitching in to deal with family emergencies, unforeseen absences in other positions or generally pitching in for spikes in activities (e.g. Concessions).