

Volunteer Guide

Introduction to Volunteering

The success of the Medlock Bridge swim team is dependent on parent involvement by every family on the team. Parents (one from each family) are required to volunteer at least 5 times during swim meets throughout the season. If you do not fulfill your volunteer duties, your child may not be allowed to compete at subsequent meets.

It takes over 60 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, the Computer Operator, and our coaching staff. 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 swimmers events.

Most positions are assigned to work a shift which is ½ a meet (1st half is events 1 – 42 and 2nd 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. Please email any changes to the volunteer coordinator at volunteer@medlockbridgebarracudas.com. 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.

Swim Team Committee Volunteers

The Medlock Bridge Barracuda Swim Team is run by a committee of volunteers:

Team Reps	Evan Hsi & Carolyn Cunningham
Announcer	Matt Monckton
Bull Pen Coordinator	Carolyn Cunningham
Computer	Christian Baumgarth
Cuda Café Managers	Keri Michaelis & Stephanie Kelsh
End of Season Party	
Photography/Slide Show	Erin Blackwood
Ribbons	Katie Ross
Records	Dave Hess
Swim Suits/Caps	
Spirit Wear	Jonna Pointer
Team Photo	Carolyn Cunningham
Timers/Judges	Melanie Kohler
Treasurer	Jon Blackwood
Trophies/Awards	Preeti Hess
Volunteer Coordinator	Lisa Odendahl
Communication/Web/Registration	Erin Blackwood

Volunteer Positions and Responsibilities

***Team Reps**

- Usually a team of 2 people.
- Coordinates all aspects of the Swim Team Committee 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
- Communicates with opponents for each swim meet
- Manages the coaching staff (e.g. hiring, feedback, evaluation, etc.)
- Communicates as required with the Homeowners Association Board
- Serves as a communication point for all parent feedback
- Serves as point of contact during swim meets

***Announcer**

- Keeps spectators and swimmers informed of the progress of the meet by announcing each event and heat
- Makes other announcements as necessary and periodically announces the score
- Makes announcement to promote concession sales.
- Must pay close attention to the Starter and the progress of the meet so as not to confuse the swimmers or the parents.
- This job is for someone who is confident with public speaking.
- This is a committee member and this position will be filled prior to the season.

***Bull Pen Coordinator**

- Makes sure all Bull Pen Volunteers are where they need to be at the start of each half of the meet
- Hands out bullpen equipment before meet
- Helps the new Bull Pen Volunteers understand how and when to line swimmers up
- Fills in as a Bullpen parent if someone does not show for their assignment
- This position requires a seasoned Bull Pen Parent who is organized and calm under pressure
- This is a committee member and this position will be filled prior to the season.

Bullpen

- Checks in swimmers as they arrive to the meet
- Makes sure kids stay in their assigned bullpen area until their events
- Makes sure they have their events written on their hands
- Gets them lined up before their event.

***Communications/Website/Registration**

- Maintains website
- Maintains bulletin board
- Communicates with team about important information via email and website
- Monitors registration and ASA registration
- Provides newsletter items, etc.
- This is a committee member and this position will be filled prior to the season.

***Computer**

- Prints reports prior to meet
- Inputs results during meet
- Runs reports at end of meet
- Exports meet results
- Communicates meet results to communications person
- Ensures computer has up to date software
- Maintains computer supplies (computer, paper, ink, printer)
- Attends appropriate training to be proficient in Team Manager and Meet Manager
- This is a paid position.

***Cuda Café Manager**

- This is usually a team of 2 people.
- Plans menu for home meets
- 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
- This is a committee member and this position will be filled prior to the season.

Cuda Café

- Serves in Cuda Cafe.
- Must be comfortable handling money and making change.
- 1st shift will come early to prep drinks and supplies.
- 2nd shift will continue serving and help with clean up.

Deck Manager

- Make sure swimmers are lined up in their appropriate lanes prior to their races
- Must be able to read a heat sheet.

***End of Season Party**

- Plans and organizes end of season party
- Works with Treasurer on budget
- Obtains volunteers to work party
- Purchases supplies and food
- Sends info to communications chair to send out reminders
- Collects RSVP and money if needed
- Decorates and works at party
- Coordinates with the property management company to reserve the pool and schedule required lifeguards
- This is a committee member and this position will be filled prior to the season.

Event Board

- Listens to the announcer and turns the event numbers and heat numbers on the event board to match the announcer.

Floater

- Fills in any job as needed if someone does not show up for their job
- If all jobs are filled, the floater will check with Bullpen, Timing, Concessions, Ribbons, Team Reps, etc. to see if anything needs to be done. This person will be on-call to help where needed.
- This person needs to be flexible and able to do any job

Hospitality

- This person will arrive early to the meet to reserve parking spaces for meet official and team rep.
- Put up signs welcoming other team.
- Deliver water to coaches and officials.
- Direct guests and answer questions.

Master Recorder/Runner

- Collects the Judges Sheets and the Timers Sheets and bring them into the computer room.
- Records the times from the timers' sheet to the judges' sheets and then give them to the computer operator.
- Lots of walking involved.
- Must be detail oriented.

***Photographer/Slide Show**

- Takes pictures at practices and meets.
- Produces slide show for end of season party.
- Obtains equipment for slide show (projector, screen, sound equipment).
- This is a committee member and this position will be filled prior to the season.

Place Judge

- Each team shall provide a place judge.
- Must have a clear view of the race and finish line at all times
- Judges the place finishes as they see them.
- Writes 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.
- In the event that they cannot resolve the dispute, they can declare a tie.
- Good eyesight is essential.

Judge's 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 UK 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 UK 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 and find out a reason and write that down too.
- The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges. This person needs to be detail oriented.

***Records**

- Maintains records and record board.
- Orders letters and numbers for new records.
- Updates record board by the end of the season party each season.
- Communicates new records to coaches so records can be updated on team computer and website.

***Ribbon Coordinator**

- Maintains swimmer files.
- Ensures inventory of ribbons.
- Files ribbons at meets.
- This is a committee member and this position will be filled prior to the season.

Ribbons

- Places labels on ribbons and files ribbons in swimmer's boxes.
- May need to stay after the meet to finish.

***Spirit Wear**

- Plans, organizes and designs spirit wear for team
- Procures company to supply spirit wear
- Takes orders
- Distributes items to team.
- This is a committee member and this position will be filled prior to the season.

***Swim Suits/Caps**

- Procures a supplier for suits/caps.
- Picks out new suits
- Provides samples at sign-ups
- Places orders
- Distribute suits and caps.
- This is a committee member and this position will be filled prior to the season.

***Team Photo**

- Schedules a date with the photo company.
- Provides order forms to team.
- Provides info to communications chair to put info on website.
- Places order, distributes photos.
- This is a committee member and this position will be filled prior to the season.

***Timers/Judges Coordinator**

- Maintains timing equipment
- Distributes equipment during meet
- Makes sure all timers, judges, recorders and runners know what to do
- Fills in as timer/judge as needed.
- This is a committee member and this position will be filled prior to the season.

Timers

- Each lane will have 2 people.
- One will run the stopwatch and one will record times on timer's sheet.
- Neat handwriting is a must
- Staying focused on the races is important.

***Treasurer**

- Collects and accounts for check & cash receipts.
- Supports committee chairs in development & accounting of budget.
- Liaison with Homeowners Association.
- Reconciles monthly budget.
- Submits payroll requests for coaches.
- Keeps custody and accountable for petty cash.
- Manages cash receipts & disbursements (Cuda café, starters).
- This is a committee member and this position will be filled prior to the season.

***Trophies/Awards**

- Procures company for trophies and awards
- Orders/receives trophies
- Organizes trophies for party
- Delivers trophies to those not at party.
- This is a committee member and this position will be filled prior to the season.

***Volunteer Coordinator**

- Maintains volunteer jobs on website.
- Tracks volunteer hours.
- Communicates to the team to fill volunteer jobs.
- Checks in all volunteers and swimmers.
- Provides name tags for all the volunteers.
- This is a committee member and this position will be filled prior to the season.

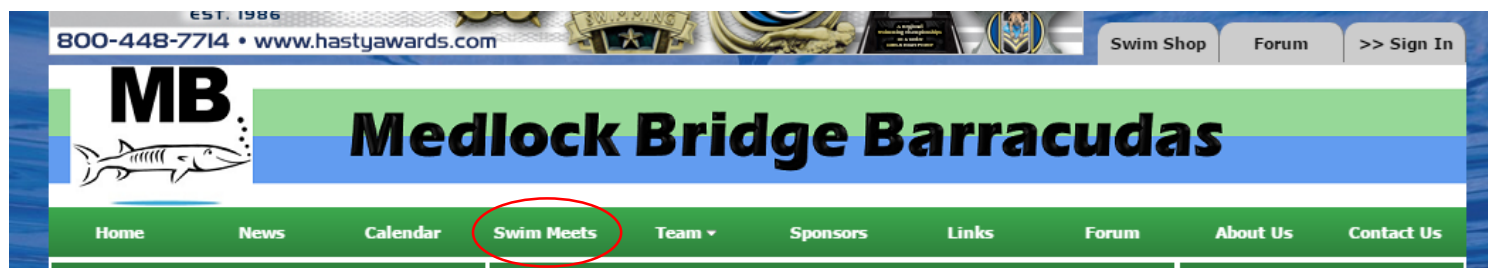
*Committee Member

How to Volunteer

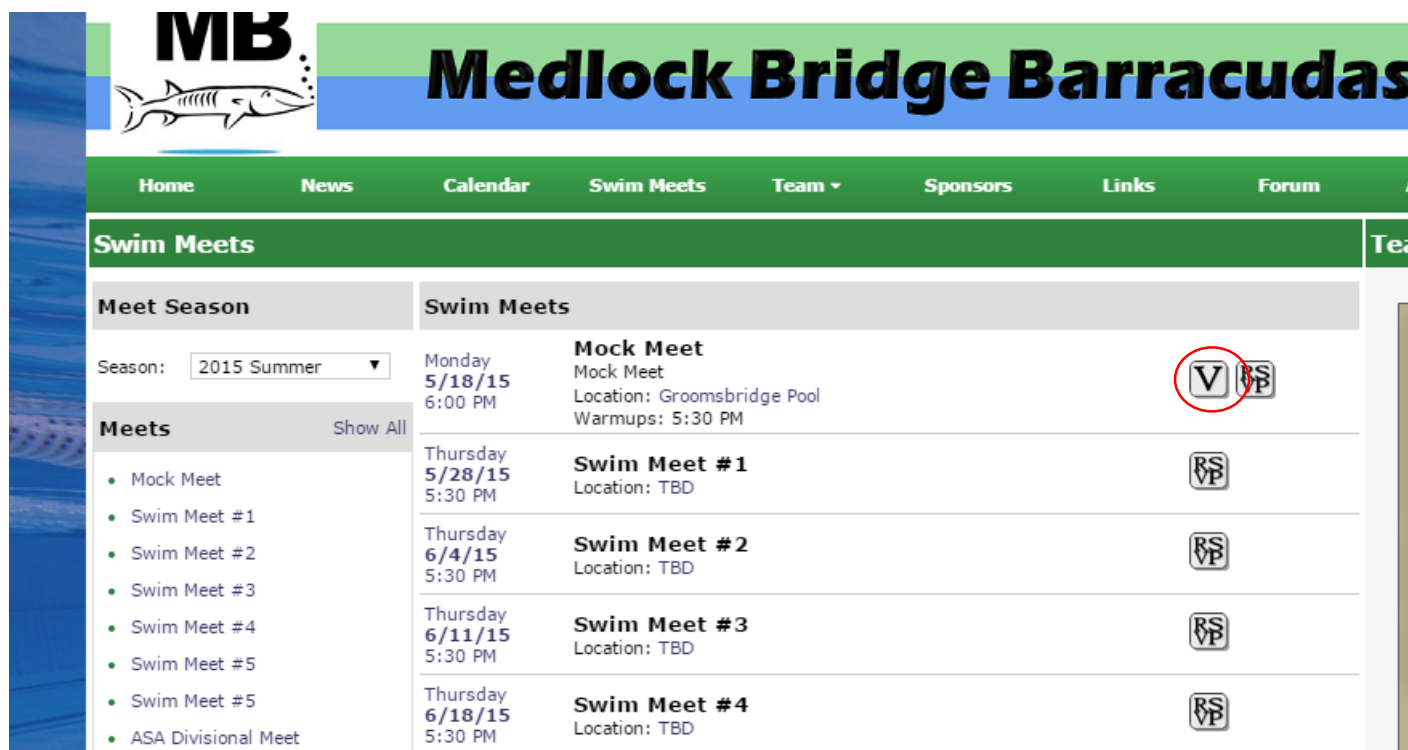
Volunteer sign-up is done on the team website at <http://medlockbridge.swim-team.us/>. Sign-up for positions is done on a first come first serve method. We understand that you may not be able to attend all swim meets; however you are still required to volunteer 5 times. If you do not volunteer, you will be assigned a position so it is best to sign up ASAP to ensure the job you want.

Sign-up Instructions

1. Login to the website: <http://medlockbridge.swim-team.us/>
2. Click on the "Swim Meets" link from the top of the page



3. Select the meet and click on the "V" icon



4. Click on NEED VOLUNTEER and enter the name of the person that will be performing the role in the desired position and click "Save" NOTE: When you click on NEED VOLUNTEER it will default to the first parent name on the registration record, but you need to enter the name of the parent who is actually volunteering.

Volunteers - Google Chrome

medlockbridge.swim-team.us/team/view_volunteers.asp?Meet=51418

Volunteers for Mock Meet
Mock Meet
05/18/15 (Monday)

Locked By Dates
[opens: 4/19/2015]

Email Non-Volunteers Email Volunteers Export

Volunteer Position	Session 1
Bull Pen 5-6 Boys	NEED VOLUNTEER
Bull Pen 5-6 Boys	NEED VOLUNTEER
Bull Pen 5-6 Girls	NEED VOLUNTEER
Bull Pen 5-6 Girls	NEED VOLUNTEER
Bull Pen 7-8 Boys	NEED VOLUNTEER
Bull Pen 7-8 Boys	NEED VOLUNTEER
Bull Pen 7-8 Girls	NEED VOLUNTEER
Bull Pen 7-8 Girls	NEED VOLUNTEER
Bull Pen 9-10 Boys	NEED VOLUNTEER
Bull Pen 9-10 Boys	NEED VOLUNTEER
Bull Pen 9-10 Girls	NEED VOLUNTEER
Bull Pen 9-10 Girls	NEED VOLUNTEER
Deck Manager	NEED VOLUNTEER
Event Board	NEED VOLUNTEER
Master Recorder	NEED VOLUNTEER

Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER
Timers	NEED VOLUNTEER

If you cannot fulfill your schedule slot, please find a replacement and let the Volunteer Coordinator know.

Save Clear Close

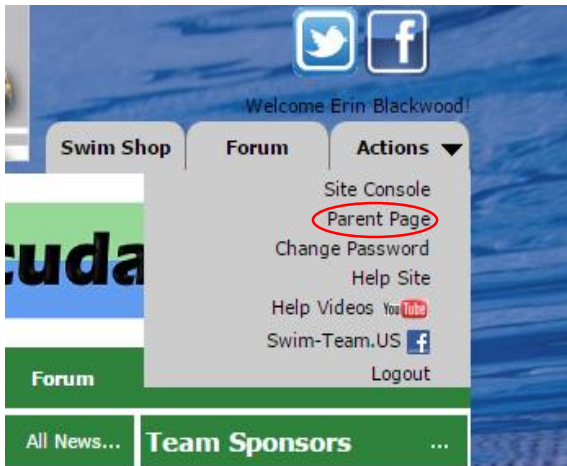
5. Save and Close the window.

6. To change the volunteer position, follow the same steps outlined above. Volunteer sign-up will be unavailable after midnight the Monday prior to each meet. If you need to make a change then, please contact our volunteer coordinator at volunteer@medlockbridgebarracudas.com

Review Volunteer Commitments

Your volunteer commitments can be reviewed on the Parent Page of the website.

1. Login to the website: <http://medlockbridge.swim-team.us/>
2. Click on “Actions” in the upper right hand corner of the home page and select “Parent Page”



3. Click on the triangle next to Volunteer and listing of your volunteer commitments will be listed. This list contains all events that require volunteers. If you have not volunteered for an event it will display “NEED VOLUNTEER” in the Details column. You can click on “V” icon to volunteer for more meets.

email: JBlackw101@aol.com

[Update Profile](#) [Change Password](#)

Commitments ▲ Next Commitment is in 56 days: Mock Meet

RSVP ▲ Action Required! 2 RSVPs Needed YES: 3 NO: 0

Volunteer ▼ Action Required! Total Sessions Required: 4 Total Sessions Committed: 1

Date	Event	Location	Details	Points	Action
Mon 5/18 6:00 PM	Mock Meet	Groomsbridge Po	Master Recorder [1]	1	

Purchases ▲ ...

4. Log out of website when finished volunteering.