

CS Tsunami Swim Team
Volunteer Positions

Volunteer Coordinator (2016—Nassasia Scoresby)

- Ideally this is one to two parents who handle this position all season long. A parent who fulfills this position all season long is eligible for a 50% refund of swimmer registration fees.
- Works with Team manager and age group parents to make sure all volunteer positions are filled for each swim meet.
- Understands and answers parent questions about volunteer positions, and refers parents to team manager when unable to answer the questions.
- At the meet makes sure all volunteer positions are covered and have a pretty good handle on which parents are actually working.
- Helps to hold some first shift positions for 6&U ONLY parents whose swimmers are often done at the end of first shift or very beginning of second shift.

Age Group Parents

- Ideally we would have one age group parent for every age group and every gender, so a total of 10-12 each season (only 10 if we combine 13/14 & 15-18 as we have fewer swimmers in those age groups)
- Helps to foster a sense of team and social connection between swimmers and parents in each age group
 - Encouraged to coordinate with age group parents on a meet set up location
 - Encouraged to set up social gatherings for outside of swim team events (can be as simple as play date at a park, does not have to be elaborate, just a chance for kids and parents to get to know one another)
- Works closely with Team Manager and volunteer coordinator to make sure parents understand the importance of their role at meets, are volunteering, understand volunteer positions, and specified volunteer positions are covered.
- May help at getting kids to ready bench, and/or making sure kids are lined up correctly for relays and heats stay together.
- A parent who fulfills this position all season long is eligible for a 50% refund of swimmer registration fees.

Computer Entry

- requires NWAL certification *prior* to the season starting
- This person enters times and DQs for all swimmers at home meets. They sit in the Computer room at the entrance to Adamson Lagoon, but can certainly pop out to watch their swimmer(s) race.
- One person required for each meet
- Should have some training & understanding prior to taking on this role
- Two volunteers, or one volunteer & an assistant can help facilitate faster time entries and meet wrap up
- Responsible for posting results periodically throughout the meet.

- 2016 season: Mark Lingo, Chris Conrey, Natalie Vela and Melissa Daigneault if necessary.

Clerk of Course

- Requires NWAL certification *prior* to the season
- For home meets responsible for seeding the meet through Swim-team.us website, creating heat sheet & timer sheets, and combining events
- Works with team manager and age group parents to make sure all swimmers who want to swim are signed up and entered in the meet.
- Works with opposing team rep to verify they have all swimmers entered
- Works with meet referee to finalize scratches and any deck entries
- 2016 season: Melissa Daigneault

Head Timer

- Runs timer volunteer meeting 15-minutes prior to the start of the meet
 - Timers should start watches with the light on the starting device, not the sound
 - Timers should stop watches when any part of the swimmer touches the end wall
 - Timers will walk to the opposite end of the pool for all 25 M races
 - One timer in ever lane is also the scribe, and responsible for writing down the times for each swimmer
 - The timer/scribe should try to verify the swimmer's name for every heat
 - Timer/scribe also may need to make timer sheet available to Officials to notate DQs.
 - Timer/scribe should still record times even for a DQ, b/c sometimes DQs are overruled, and the time will be needed
- Starts two stop watches for every heat of every race, and provides one of those to any timer who has a problem or failed to start their watch
- Makes sure timers are ready prior to the start of every heat
- Reminds timers when it is time to switch ends of the pool (starter & ref will also help move timers)
 - After event 18—move to time 25s (freestyle)
 - After event 24—move back to block end for 50s
 - After event 30—move to time 25s (breaststroke)
 - After event 34—move back to block end for 50s
 - After Event 40—move to time 25s (6&U backstroke)
 - After Event 42—move back to block end for 50s (End of 1st shift)
 - Second shift starts at block end with Event 43 (10&U IM)
 - After event 50—move to time 25s (backstroke)
 - After event 54—move back to block end for 50s
 - After event 60—move to time 25s (butterfly)
 - After event 64—move to block end for remainder of meet

Timer

- We need 12-24 parents per meet to work as timers. Every lane should have three timers/event, helping to get times for the swimmers.

- Timers start a stopwatch with the light on the starting device, and stop when any part of the swimmer touches the wall
- 1 timer per lane also records and writes down the time on all three stop watches
- timers should also verify the name of the swimmer in their lane and swimmers sometimes get out of sequence, but having the right name with the time will allow the results to be accurate.
- Also make timer sheets available to “stroke & turn officials” and referee for writing down DQs of swimmers.

Runner

- collects event sheets from timers and takes them to computer entry personnel
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Heat Ribbons

- small blue heat ribbons are given to 6&Under swimmer after the swim and also to the first place 7/8 swimmer in each heat
- This is a relatively easy job and unless we have surplus of volunteers should be done by one person for the entire meet.

Awards & Ribbons

- At all home meets we are responsible for preparing award ribbons for all swimmers at the meet.
- This involves putting information stickers on the back of the relevant ribbon, and sorting out our team ribbons from the away team.
- we need to get the opposing teams prepared for them by the end of the meet. They do not necessary have to have the stickers on them, but we need their ribbons pulled and their stickers printed at a minimum.
- Tsunami team ribbons should also be sorted into the “ribbon” box by last name & family folder
- This job doesn’t start until at least all the relays have been swum, and has gaps of time while results are being entered in to the computer.
- Some of the sorting can also be done after the meet even at home and in air conditioning.

Ready Bench Coordinator

- The ready bench is where swimmers are lined up by heat, lane and event. It is vitally important to running an efficient swim meet.
- The ready bench coordinator must be able to direct lots of loud excited, sometimes nervous swimmers to the correct spot, and keep them moving towards their next race still lined up. AND BE POSITIVE.
- Great way to get to know lots of swimmers!
- **Ready Bench Helper**—helps the ready bench coordinator run the ready bench
- **10&Under relay & heat helpers**—for the very young swimmers, particularly at the beginning of the season, the whole ready bench and race process can be difficult, particularly with the relays. This person/persons would work at the start end of the pool (someone at both ends during relays) to help keep the swimmers lined up in the right lanes and heats.

- This role can be done by anyone, but the age group parents who know the swimmers is one good choice
- Another option is some of our older swimmers (13/14 and up) who are comfortable and familiar with the process. We need to let the ready bench coordinator know where they are, so they aren't scratched from relays/events if they are behind the blocks helping keep younger swimmers lined up.
- We also have new labeled mats for the back end of the pool to help get and keep the young relay swimmers lined up.
- This role is not considered Critical to meet success but is helpful.

Announcer

- Not critical to meet success but helpful
- Announcer will be in our near guard room and use the Adamson Lagoon PA system to help call swimmers to the ready bench in a timely manner
- Announcer will also announce volunteer shift change & try to give spectators and indication of what events are presently being swum.

Clean Up Crew

- A few parents to stay after the meet and help the CS Aquatics staff tear down swim meet and get ready to open the pool to the public.

Stroke & Turn Officials

- requires NWAL certification prior to the season
- Every home meet requires:
 - **1 Referee**
 - Tsunami's use Mr. Felipe Zambrano
 - Ref certification takes 3 seasons as you must first certify as SNT (stroke & Turn), then certify starter, and then an official can certify a referee.
 - **1 starter**
 - As of 2016 we have one certified starter: Shannon Huchingson
 - **2-16 stroke & turn officials,**
 - depending on pool size and available volunteers can use up to 16 (no lie)—dividing out the roles of stroke officials and turn officials and dividing the pool into smaller segments
 - Tsunamis typically use 4-6 per meet. 2-3 from each team.
 - During the 2016 season we have the following SNT Officials:
 - Penny Carmody
 - Shannon Huchingson—she is our starter, but also certified as SNT
 - Kimberly McAdams (but she is not likely to be available for many meets in 2016 season)
 - Elizabeth Martinez
 - Melissa Daigneault

- One of the biggest challenges of our team is to get started earlier and let people know about this opportunity for training, and to get people to progress through the different levels.
- A parent who fulfills one of these positions for at least 3 meets is eligible for a 50% refund of swimmer registration fees. If a parent fulfills one of these positions all season long they are eligible for a 100% refund of fees.