

Volunteer Job Descriptions

As a volunteer run organization, the Brighton Green Community Association relies on volunteers to open the pool, maintain the grounds and facilities, host events and coordinate the swimming program. Volunteers are also essential in organizing and running a safe, timely and enjoyable swim meets, both home and away. Below is a list of the volunteer duties that need to be filled for swim meets:

SWIM TEAM VOLUNTEER DUTIES

Home meets require more volunteers than away meets. Most jobs during a meet are divided into two shifts: 1st half begins at 5:45pm and lasts through the end of backstroke (event 33) and 2nd half begins with the butterfly (event 34) through the end of the meet.

There are some jobs that require time outside of the meet, including RMAL training sessions. Each family is expected to contribute time to the swim team. Volunteers should plan to attend the mock meet if held in early June in order to be oriented to their duties and to help train new volunteers.

Below are job descriptions for each of our positions and how many we need for that role.

Volunteer duties include:

Referee: Supervise competitions to assure that meets are run fairly, equitably and according to the rules and regulations of United States Swimming and RMAL. Settle any differences and make final decisions about any disputes during a meet. (1 per home meet) Mandatory RMAL training.

Head Timer: Organize timers and operate backup stopwatches. (1 each half, home only).

Timer: Assigned a lane with 2 other timers. Using a stopwatch and a plunger, time the swimmer in your lane and let the recorder know what time you got. (6-8 per half, home and away)

Recorder: The recorder will stand behind the timers to record the times that have been collected and hand their sheet to the runner. (3-4 per half, home and away)

Clerk of Course: Organize swimmers into heats and lanes based on times and competitive classification, make sure swimmers are ready and in line, send swimmers to the blocks. (1 each half, home meet).

Clerk of Course helpers: Assist the Clerk of Course in organizing swimmers. (1 each half, home meet)

Strokes and Turns Judge: Supervise the swimming for all individual and relay events to assure that starts, strokes, turns and finishes comply with the rules and regulations of USA Swimming. Disqualify ALL swimmers who are not in compliance. If there are sufficient experienced judges available, an attempt will be made to "shadow" new judges at their first meet to help in the training process. (2 per shift, home and 2 away). Mandatory RMAL training.

Starter: Operate the Colorado Starting System, starts all events to assure that there are no false starts. (1-2 per home meet) Mandatory RMAL training.

Announcer: Call swimmers to report to swimming events, announce results and other important information at home meets. (1-2 per home meet)

Positive Check-In: Arrive early to swim meets (approximately 4:30pm for home, and 5:00pm for away) in order to check in swimmers and volunteers. Check the sheet provided by coaches to see which events the swimmers will swim. Mark off the swimmers on the sheet and let swimmers know what events they are swimming. Will usually be done right before the meet even starts! (2-3 per meet)

Computer Operators: Tabulates results of each meet using Hytek software. Set up timing equipment. Make sure equipment is running properly. Stores times for each heat/event. Resets timing system for next heat/event. Works to ensure accurate results. Determines the official time for each swimmer by comparing the CTS time with the timer sheets and reviews DQ cards. (2-3 per home meet, works entire meet) Mandatory RMAL training.

Runners: Collect heat sheets from recorder/timers after each event and deliver to the computer table, pick up printouts from the computer operator. (1 per half, home meet)

Hospitality: Serve beverages to workers at home meets. (1-2 per half, home meets)

Young Gator Coordinator Parents: Help organize swimmers ages 8 and under and escort them to clerk of course. (2-3 per meet)

Bake sale Coordinator: Set up table and determine prices for items to be sold at the home meet bake sales. Encourages parents to bake items for the sale. (1-2 per home meet)

Grill Coordinator: Purchase supplies and operate the grill during home meets. (2-3 per home meet)

Movie Day Parents: Supervise swimmers attending movie day on meet days. (2-3 per meet, this occurs during the day)

GO GATORS! WE LOVE OUR VOLUNTEERS!!

Don't be afraid to jump in and get involved. Learning the jobs helps you to quickly understand the process and makes the meet more fun. Getting to know the children and watching them improve is truly rewarding. Helping the swimmers is our primary goal. Thank you for contributing your time and effort in support of a positive season. Contact the volunteer coordinator for more information.