

SWIM TEAM PARENT VOLUNTEER FORM

Swim meets require a large volunteer staff. In fact, a typical swim meet takes over 40 parents to time, officiate, and score, and that does not include pool set-up and tear down, running the snack bar, or non-swimming team activities. *A commitment from the families of the swimmers is essential to make the meet run as smooth and fair as possible.* There are jobs before, during, and after the meets that can put your good talents to use. Please review the list below and mark at least three choices of jobs you would be willing to undertake. When ALL FAMILIES pitch in and help, no one individual or family will be over-burdened. We have an EXCELLENT record of volunteerism here at Fairfax and we are hopeful that this season will be another fun and productive summer for all of our swimmers! Thank you in advance for your willingness to help out.

Questions? Contact: Nancy Ober (703) 273-5377

NAME _____ **PHONE** _____ **EMAIL** _____

___ **Team Registration:** Process registration forms.

___ **Developmental (B) League Team Rep:** Organizes Monday night meets.

___ **Tadpoles Coordinator:** Organizes and coordinates the Tadpole program.

___ **Tadpoles Helpers:** Helpers assist coordinator with lessons, set up, etc.

___ **Tadpoles Party Coordinator/Helpers:** Plans and organizes the end of season party for the Tadpoles. Helpers assist with set up, awards, etc.

___ **Concessions Coordinator:** (Home Meets only) Sat morning or Mon evening. Responsibilities include: purchase, set up, prepare and sell food & snacks during the meet, clean up.

___ **Concessions Helpers:** Helps the coordinator with set up, preparation and selling of food & snacks during meets, clean up.

___ **Concessions Shopper:** Purchase and deliver supplies for the snack bar.

___ **Spirit Wear/Items Coordinator:** Coordinates the sale of team shirts, caps, and other team items.

___ **Restaurant Coordinator:** (Away Sat Meets) Select and arrange for group meals at restaurants following above-mentioned meets. Gets to pay entire tab for the team. Just kidding.

___ **Pep Rally Coordinator:** (Before Home A Meets only) Plans, advertises and coordinates the pep rallies on Friday night before a home meet.

___ **Friday Donuts Coordinator:** Coordinates the purchase and delivery of donuts for Friday practices.

___ **Friday Donuts Helpers:** Purchase and deliver donuts as scheduled by the Coordinator.

___ **Ribbon Coordinator:** Files the ribbons after A and B meets in the correct family folder.

___ **Meet Set Up/Break Down:** (Home Meets only) Friday night and Saturday morning helps prepare the pool for the meet. Puts in lane lines, backstroke flags, sets up Clerk of Course area, timing boards, spectator seating and helps to put it all away after the meet.

___ **Breakfast Coordinator:** Organizes team pancake breakfast to be held during and after practice on Relay Carnival day (July 14th). Posts a sign-up sheet for food and volunteers.

___ **Swim Team Banquet Coordinator:** Organizes the End of Season Team Banquet to be held on 7/31/11.

___ **Swim Team Banquet Helpers:** Set up tables, arrange the food and clean up afterward.

___ **Slide Show Coordinator:** Plans and produces the slide show for the team banquet.

___ **Slide Show Helpers:** Assist with gathering photos, planning and production of the slide show.

___ **Team Parent:** Helps in our team area during meets, e.g., watching children, so the coaches can focus on the meet.

___ **'Secret Pals' Coordinator:** Coordinates the 'Secret Pals' activity. It's like 'Secret Santa' for a week.

___ **Team Web Master:** Manages and maintains our space on the NVSL website.

___ **Team Sponsors Coordinator:** Identifies and manages the vendors who sponsor the team. Coordinates and implements the sponsorship agreements.

___ **Team Photographer(s):** Attends meets and Frog events to take pictures for posterity and to be used in the banquet slide show. Press credentials are free!

___ **Team Photo Coordinator:** Plans and executes the photo of the team. Coordinates production, sale and distribution of photos.

___ **Team Movie Night Coordinator:** Organizes team trips to the movies or a movie night at the pool (renting or borrowing a screen, projector and movie and bringing popcorn).

___ **Coaches' Gifts Coordinator:** Collects money for the coaches' gifts near the end of the season.

___ **Clerk of Course:** Help to organize swimmers into their assigned lanes by seating them on benches numbered for your convenience. Before each event you will walk the swimmers to their assigned lane.

___ **Announcer:** (Home Meets only) Be the voice of the Frogs. Ribbit, Ribbit. The microphone is yours. You announce the event, swimmers for each heat and then the results, along with any other pertinent information.

___ **Data Coordinator:** Coordinates the data entry on Saturday mornings and Monday evenings.

___ **Tables/Ribbons:** Assists with scoring meets, putting labels on ribbons, sorting, alphabetizing.

___ **Marshal:** Monitor and patrol designated pool area during warm-ups and throughout meet.

___ **Timer:** Use a stopwatch to keep track of swimmers' times during the meet.

___ **Chief Timer:** Must be able to work two stopwatches simultaneously. Oversees all other timers, makes sure times are written neatly on cards and middle time is circled. Must have experience being a timer.

___ **Relay Take-Off Judge:** Checks to see if swimmers take-off before the swimmer in the water touches the wall during relay races.

The following positions require certification at training clinics every 2 years from NVSL. Clinics are free. Your willingness to undertake these very important roles is priceless. If you are interested in any of these positions, you will be given the clinic schedule so that you can attend at your convenience.

___ **Stroke & Turn Judge:** Four S&T's are required at each meet. Two from each team. You will watch swimmers to ensure they are executing legal stroke technique, starts, turns and finishes. You will disqualify (DQ) any swimmer who is not swimming a legal stroke.

___ **Starter:** (Home Meets only) Announces each event, tells swimmers to take their mark and then presses the buzzer to indicate the start.

___ **Referee:** (Home Meets only) Ensures that the meet runs smoothly and that all rules are followed. Accepts or overrides DQ's. Gets his/her very own whistle.