

## **Reflection Riptides**

### **Volunteer Positions and Job Responsibilities**

The only way that our summer swim league works, and is fun and safe for children is through the help of Parent Volunteers. **Please review the jobs below; help is needed for every job and in some cases a coordinator is identified who will organize volunteers.** Please note that at least one adult/teen member in every family should expect to work at every meet, in addition to taking on some of the “seasonal” jobs.

#### **Home Meet Set-Up**

Responsible for coordinating meet set-up for home meets, including set up tents, chairs, lane lines, starter and all other required activities. Checklist is available.

#### **Meet Volunteers/Deck Officials**

- **Referee** – Head official responsible for enforcing rules, and assigning and instructing other officials. Referee may disqualify a swimmer for violations of rules that s/he observes, and rules on conflicting decisions by judges. Referees must receive League/USS Training and be qualified in Stroke and Turn and all USS Rules. The Home team provides the Referee.
- **Starter/Announcer** – Announces event number, and upon receiving clearance from Referee, will take charge of start of the race. The Home team provides the Starter/Announcer.
- **Stroke and Turn Judge** – Judges each event to ensure that swimmers comply with rules of starts, turns, finish and mechanics of each stroke and notes violations/disqualifies swimmers. Stroke and Turn judges must receive League/USS training. Each team provides 1-2 judges. Generally, the Stroke and Turn Judge also acts as Relay Judge.
- **Head Timer** – Assigns timers and head lane timer, signals the referee when timers are ready, runs a backup watch and relieves timers as necessary. It is suggested that Head Timers receive League/USS training. The Home team provides the Head Timer.
- **Timer** – Operates a stop watch to record the swimmer’s time. Timers do not “judge” starts or finishes; this is the job of the Stroke and Turn Judge and/or Referee. Each team provides 9 timers at all dual meets.
- **Clerk of Course** – Reviews and assigns swimmers’ lanes, arranges heats, and moves swimmers from the designated waiting area to the starting blocks. Each team provides a clerk of course.
- **Runner** – Collects time and disqualification (DQ) cards from the head lane timers and stroke and turn judges after each event. DQ cards are taken first to the Referee for a signature, and then provided along with the time cards to the Scorer. Runners generally work only at Home meets.

- **Scorer** – Records swimmers times after each event, prepares scoring ribbons based on finish times, and scores meet.

### **Concession Workers**

The concessions workers purchase, set-up and sell food and drinks during home meets. This is an important fundraising activity for the team and requires 4-6 people at our home meets.

### **Team Area Manager**

Assists Clerk of Course and coaches in “policing” the team area during a meet, organizing swimmers before their events, and directing clean-up of team area following a meet. Generally a position for a parent with infants or young children who can sit with team.

### **Ribbon Production/Distribution**

Responsible for pasting the official labels on ribbons to present to swimmers after each meet. Great job for parents to do during practice!

### **Social Events**

Coordinates social events, including potluck and others planned events, purchases food/paper goods and manages and organizes this activity.

### **End of Season Party Coordinator**

Coordinates with Team Reps and Coaches to organize the events for the End of Season party. Plans menu, purchases food, drinks, paper products and coordinates volunteer activities throughout the evening. Timeline: Weeks prior to and during this event.

### **Trophies**

Coordinates with Team Reps on ordering and delivery of Trophies for the End of Season party.

### **T-Shirt and Apparel Sales**

Coordinates with team representatives on orders for League, Olympics and Reflection Team shirts and apparel.

### **Team Representatives (League/HOA)**

Team representatives are responsible for all activities of the swim team, including hiring and managing coaches, representing Reflection in the Herndon Swim League and other area league events, team registration, volunteer training and all details relating to swim team operations. Any questions or concerns about the team, about decisions or disqualifications during a meet should be brought to the attention of one of the Team Representatives.

### **Volunteer requirement**

Each family is required to contribute at least 24 volunteer hours (working in the roles described above) during the course of the season. Families **not** meeting this volunteer requirement will forfeit their non-participation fee collected during registration. All other non-participation fees will be refunded at the end of the season party.

*Our special thanks to the Reflection Recreation Committee and Reflection Homes Association members who ensure that Swim Team has the resources and support it needs!*