



## 2010 Parent Volunteer Sign-Up Form

The Antioch Waves Swim Team depends on parent volunteers to run home meets. No parent is expected to be an expert, but all parents are expected to help during each home meet. When you help AWST, you are helping kids learn, grow, and have fun. Every effort will be made to place volunteers in their preferred role. Detailed job descriptions are on the next page and also online at [www.antiochwaves.org/team](http://www.antiochwaves.org/team). The number of times a family is required to work at a meet will be based on the number of swimmers on the team and the number of home meets. When jobs are assigned, each family will receive a reminder notice in their family folder detailing their job assignment, date of the meet, and time frame needed. This will be your only notification, so it is extremely important to check your folder daily. A master job list will be posted on the swim team bulletin board at each home meet.

If a volunteer cannot help at their assigned meet, they are required to find a replacement. If a volunteer needs to switch a job assignment, the volunteer is expected to check the master list and work it out with another parent, or find a replacement prior to the meet. The coaches and parent board will not be responsible for making adjustments for parents. Volunteers who fail to find a replacement or are a "no show" will have to pay a \$50 fine before the volunteer's children will be allowed to swim again. We would much rather see parents help their child's team than collect a fine.

All families are required to fulfill the volunteer commitment.

**PLEASE RETURN THIS COMPLETED FORM  
AT THE PARENT INFORMATION MEETING  
ON JUNE 6, 2010 AT 7:00 p.m.**

**My preferred volunteer jobs are (check three):**

- |   |  |
|---|--|
| <input type="checkbox"/> Meet Official      | <input type="checkbox"/> Bullpen Manager           |
| <input type="checkbox"/> Announcer          | <input type="checkbox"/> 8 and Younger Coordinator |
| <input type="checkbox"/> Set-Up (4-5pm)     | <input type="checkbox"/> Ribbon Writer             |
| <input type="checkbox"/> Clean Up (9:30 pm) | <input type="checkbox"/> Concessions Team          |
| <input type="checkbox"/> Timer              | <input type="checkbox"/> Computer Scorer           |
| <input type="checkbox"/> Runner             | <input type="checkbox"/> Scoring Assistant         |
| <input type="checkbox"/> Raffle Cashier     |  |

**Most jobs are assigned for one shift, not the entire meet. Check all shift(s) you are available:**

- 1<sup>st</sup> Shift (5:15-7:30 pm)  
 2<sup>nd</sup> Shift (7:30-9:30 pm)

**Volunteer Name:** \_\_\_\_\_

**Swimmer Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



## **MEET OFFICIALS**

We always need meet officials. Each meet requires 3 to 6 trained officials. If you are interested in becoming an official, please speak with a board member. We will sponsor the class for you. If you are a certified judge or starter, please let a board member know ASAP!

## **ANNOUNCER**

Spectators and swimmers want to know when an event is called to the bullpen, when an event is called to the blocks, what event is in the pool, emergency announcements, etc. One announcer is needed for each meet.

## **SET-UP/CLEAN-UP TEAM**

Four people are needed before a meet and another four people are needed at the end of a meet. These volunteers set up or take down the sound system, timer's chairs, bullpen area, scoring tables and chairs, coaches chairs, concession counter, and grill (one shift handles set-up and the other shift does take-down).

## **TIMERS**

This is one of the easiest and most exciting jobs. It is also the job that requires the most volunteers – 22 per meet! WE ALWAYS NEED MORE TIMERS. One timer is a backup for the entire meet. Ten timers work the first half of a meet (two per lane) and ten work the second shift. If you can press a button on a stopwatch, you can be a timer.

## **RUNNERS**

A runner retrieves time cards from timers after each event and brings the cards to the scoring table for final calculations. One runner works first shift, another works second shift.

## **RAFFLE CASHIER**

Raffles are conducted during all home meets as a fundraiser. The Raffle Cashier will collect cash and distribute raffle tickets to paying customers. This person is based at the concession stand, but should also walk around during the meet to socialize and invite people to participate in the raffle.

## **BULLPEN MANAGERS**

The Bullpen is a staging area where swimmers gather a few minutes before their event. It keeps the meet moving along quickly and avoids waiting or forfeiting caused by missing swimmers. Two volunteers per shift are responsible for getting swimmers their cards and placing them in lane order prior to the event being called to the blocks.

## **8 AND YOUNGER COORDINATORS**

Our youngest swimmers enjoy some extra hand holding since many of their parents are busy volunteering at the meet. Two volunteers (one per shift) help the 8-and-unders get to the bullpen, line up in the bullpen in correct heat and lane order, deliver their swimmer cards to the timers, and assist the swimmers to the correct lane block when it is their event and heat.

## **RIBBON WRITERS**

The Ribbon Writer sits at the scoring table and is responsible for attaching preprinted labeled results (swimmer's name, event, heat, and time) on ribbons and sorting them by team. One volunteer per shift.

## **CONCESSIONS TEAM**

In addition to providing snacks and dinner to home and visitor team, the concessions area is a great Team fundraising program. Six volunteers are needed (two counter workers per shift, and two grillers per meet to grill hot dogs and hamburgers). These volunteers are allowed to leave temporarily when their children are swimming. Our concession stand is a good place to work and carry on conversations at the same time. It's also a great way to meet people!

## **COMPUTER SCORER**

The Computer Scorer needs to be familiar with Windows and have knowledge of how events are run in a meet. The Computer Scorer enters averaged swimmer times in the computer, prints off ribbon labels, and performs other computer-related tasks as requested. One volunteer for entire meet.

## **SCORING ASSISTANT**

The Scoring Assistant sits at the scoring table and is responsible for receiving the event cards from the runner, putting them in order and averaging the times for computer entry. This person must have meet running expertise in order to troubleshoot when problems arise. This job requires ability to work with coaches, officials, and timers if necessary. One volunteer per shift.