



**The Athens/Clarke County Dolphins Swim  
Team**

**Volunteer Handbook**

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## Introduction:

Welcome to the Dolphins Swim Team! Whether you're new to the sport or have been with us for a long time, we hope that you are ready for a fun-filled summer as a Dolphins swim parent!

In order to run a successful program, we rely on parent volunteers, particularly when it comes to running meets. We generally host five dual meets over the course of a season, with each one requiring the help of our parent volunteers.

This handbook is designed to give you a idea of what each volunteer position entails and will outline the specific duties pertaining to each. If you are new and unfamiliar with the world of competitive swimming, this handbook will help out. If you've never done one of these jobs, don't worry; they're designed to check, balance, and back each other up, so making a mistake is seldom a problem. Plus, there's always someone available to answer any questions you might have.

Our meets would not be possible without the help of our parent volunteers, so thank you in advanced for all of your time and effort put into our team!

That being said, let's dive on in...

## **Volunteer Coordinator:**

In order to ensure that we have the right people in place before and during each swim meet, we rely on our Volunteer Coordinator. The Volunteer Coordinator's primary function is to organize volunteers to fill the various positions needed to run a successful meet.

### **Duties:**

- Recruit volunteers
- Assign volunteers to positions
- Assist the Head Timer in set up of watches and lane time sheets
- Understand the details of each volunteer position and answer any questions from other volunteers
- Supervise and delegate tasks to all volunteers

**Time-frame:** The Volunteer Coordinator is a season long position. During all swim meets, the Volunteer Coordinator should be available to help manage Volunteers from the beginning of the swim meet to the end.

**Reports to:** Dolphins Head Coach

## Concessions Coordinator:

The Concessions Coordinator is in charge of coordinating with the Dolphins Head Coach to come up with a list of donations necessary to run the concessions stand before each meet. It can be a shared position, but it's generally best to have one person as a point of contact.

### **Duties:**

- Collect and store concession donations throughout the summer
- Help run the concessions stand at swim meets by pricing items, picking up ice, and ordering additional food items (such as pizza),
- Assisting the Volunteer Coordinator in recruiting concession workers and helping

**Time-frame:** The Concessions Coordinator is another season long position. While the Concessions Coordinator is certainly encouraged to watch his or her children compete, supervising the Concessions Stand is a key duty during the meets.

**Reports to:** Dolphins Head Coach and Treasurer

## Concessions Worker:

During each swim meet, the Dolphins Swim Team runs a concessions stand. The concessions stand is one of our primary means of income, which helps pay for caps, ribbons, and other items not provided by the county.

### **Duties:**

- Run concessions stand by selling food items and heat sheets
- Pass out drinks to all volunteers and coaches at swim meets

**Time-frame:** Throughout swim meet or throughout duration of volunteer shift time.

**Reports to:** Concessions Coordinator

## Treasurer:

The Treasurer of the Dolphins Swim Team keeps track of and manages Dolphins finances.

### **Duties:**

- Collects money from the Concessions Coordinator and Equipment Coordinator
- Keeps track of our Dolphins Swim Team bank account
- Distributes checks when necessary

**Time-frame:** The Treasurer is a season long position. While working swim meets is not a requirement, he or she must be able to donate time throughout the entire summer to perform outlined duties.

**Reports to:** Dolphins Head Coach

## **Equipment Coordinator:**

The Equipment Coordinator is in charge of ordering and distributing equipment such as t-shirts, caps, swim suits, and goggles. This requires coordination with the Dolphins Head Coach, the Treasurer, and various manufacturers of equipment.

### **Duties:**

- Order swim caps, t-shirts, swim suits, and goggles for sale at the beginning of the season
- Maintain Dolphins equipment such as watches, clipboards, pencils, etc. and replenish when necessary

**Time-frame:** The Equipment Coordinator is a season long position. The Equipment Coordinator must also be available during practices at the beginning of the season, and at swim meets to distribute equipment to the team.

**Reports to:** Dolphins Head Coach and Treasurer

## **Ribbons and Awards Coordinator:**

The Ribbons and Awards Coordinator for the Dolphins Swim Team is in charge of ordering ribbons for our swim meets and medals to give out at our end-of-the season pool party. The Ribbons and Awards Coordinator will use a filing system to keep track of and distribute all of the ribbons throughout the season.

### **Duties:**

- Ordering ribbons and medals at the beginning of the Dolphins season
- Labeling all the ribbons after each swim meet
- Filing all the ribbons after each swim meet
- Distributing all the ribbons to each swimmer

**Time-frame:** The Ribbons and Awards Coordinator is a season long position. He or she must be able to work after each swim meet. Ribbons should be labeled and distributed within one week of the completion of competition.

**Reports to:** Dolphins Head Coach and Treasurer

## **Meet Announcer:**

The Meet Announcer will be in charge of the audio system at swim meets. This will include setting up the equipment (speakers, microphone, etc.), playing music during warm-ups, making announcements about concessions, calls for volunteers, and calls for swimmers to report to the bullpen before each event.

### **Duties:**

- Set up audio system before swim meets
- DJ music during meet warm-ups
- Announce what events are currently swimming
- Call swimmers of each event into the bullpen
- Make miscellaneous announcements about concessions, calls for volunteers, etc.

**Time-frame:** The Meet Announcer will be asked to announce through the duration of the swim meet.

**Reports to:** Volunteer Coordinator, Dolphins Head Coach, and Bullpen Coordinator

## Timers:

At each swim meet, 16 timers (2 behind each lane) are needed. Timing is a fairly simple job, and allows you to be on the pool deck right in the middle of all the action! The timers have the best seat in the house, and are greatly needed, as our swim meets will not begin without all 16 timer positions filled.

### **Duties:**

- Report to the Head Timer and/or Volunteer Coordinator, and he/she will assign you to your lane. Each lane has two Timers
- Both Timers will be given a stopwatch, which must be started at the start signal of each race and stopped when the swimmer in your lane has touched the wall
- Each lane will be given a clipboard and a pencil. Both times from each timer must be written on the lane time sheet on the clipboard
- To prevent confusion and insure accuracy, it is recommended that Timers verify the swimmer assigned to each lane by asking his/her name and making sure the swimmer is in the correct lane

**Time-frame:** Timers are asked to volunteer for either the first half of the swim meet or the second half. Relief Timers will be called during the mid-way point of the swim meet.

**Reports to:** Head Timer and Volunteer Coordinator

## Head Timer:

The Head Timer is the back-up just in case something goes wrong with one of the watches of a Timer.

### **Duties:**

- The Head Timer will be given two stop watches
- These two watches must be started at the start signal at the beginning of each race
- The Head Timer must be constantly observing the Timers, and if one of these Timers signals that his/her watch was started late, broke, or encountered another mishap, the Head Timer will come over and trade watches with this Timer

**Time-frame:** The Head Timer will be asked to volunteer for either the first half of the swim meet or the second half. A relief Head Timer will be called during the mid-way point of the swim meet.

**Reports to:** Volunteer Coordinator

## **Assistant to the Meet Administrator:**

At each of our meets, we hire a Meet Administrator who works in the lifeguard office collecting lane time sheets, entering times into the Hy-tek software, and generating meet results. The Assistant to the Meet Administrator (two each meet) will carry out all the duties given to him/her by the Meet Administrator. This position may seem complicated, but is actually fairly simple.

### **Duties:**

- Read off times to the Meet Administrator to simplify the process of entering times into the computer
- Check order of finishes against times to verify results and report to the Meet Administrator

**Time-frame:** The Assistant to the Meet Administrator will work in the lifeguard office for half the duration of the swim meet.

**Reports to:** Volunteer Coordinator and Meet Administrator

## Runner:

The Runner's duties are very simple and straightforward. If you are a sibling of a swimmer and looking for something to do at swim meets, this is the perfect job for you!

### **Duties:**

- Collect all the lane time sheets from the Timers and bring them to the Meet Administrator
- Collect the finish reports from the Finish Judge and bring them to the Meet Administrator
- Post meet results

**Time-frame:** The Runner will work through the duration of the swim meet.

**Reports to:** Volunteer Coordinator and Meet Administrator

## Finish Judge:

The Finish Judge will have a seat at the end of the pool, where he/she can be in clear view of where each swimmer touches the wall. This position is useful because when times are close or inaccurate from the Timers, it is helpful for the Meet Administrator to see which swimmers touched the wall first and in what order.

### **Duties:**

- Remain seated at the end of the pool and record with pencil and paper the order of finishes from each swimmer during each race

**Time-frame:** The Finish Judge will be asked to volunteer for either the first half of the swim meet or the second half. A relief Finish Judge will be called during the mid-way point of the swim meet.

**Reports to:** Volunteer Coordinator

## **Bullpen Workers:**

The Bullpen is where the 6 & Under, 7-8, and 9-10 swimmers get sent before each of their races. At the bullpen, five rows of eight chairs will be lined up under the tent. Swimmers will be assigned to each event, heat, and lane according to the heat sheet, sat down in the chairs, and then walked up to the starting blocks before their races. The Bullpen Workers are responsible for maintaining order in the bullpen, communicating with the meet announcer, and understanding the heat sheet. Two Bullpen Workers and a Bullpen Coordinator must be present at all times during the meet.

### **Duties:**

- Listen to the Bullpen Coordinator when he/she calls out names with heat and lane assignments and place children in their respective chairs
- Walk each heat of swimmers up to the blocks before their races
- Report any missing swimmers to the meet announcer so that he/she can be called into the bullpen

**Time-frame:** Bullpen Workers will be asked to volunteer for either the first half of the swim meet or the second half. Relief Bullpen Workers will be called during the mid-way point of the swim meet.

**Reports to:** Volunteer Coordinator and Bullpen Coordinator

## **Bullpen Coordinator:**

The Bullpen Coordinator must be able to take charge and handle a large amount of children at one time! Essentially, the Bullpen Coordinator's primary duty is to call out names of kids along with their heat and lane assignments. The other two Bullpen Workers will place the swimmers in the chairs and walk them up to the blocks.

### **Duties:**

- The Bullpen Coordinator must be aware that coaches will make relay changes which differ from information presented in the heat sheets. Check for any changes made on relays or individual events on the change sheets located at the bullpen table and make sure that these changes are observed in the bullpen
- Call out children's names along with heat and lane assignments
- Direct Bullpen Workers in their duties (i.e. make sure children are placed in the correct chairs and are brought up to the blocks in a timely fashion)
- Communicate with the Meet Announcer so that swimmers will be called into the bullpen on time

**Time-frame:** The Bullpen Coordinator will be asked to run the bullpen through the duration of the swim meet.

**Reports to:** Volunteer Coordinator

## Heat Sheet Coordinator:

The Heat Sheet Coordinator's only requirements are to have access to a printer and to bring the heat sheets to the swim meet. The Dolphins Head Coach will email PDF files of the heat sheets to this volunteer before swim meets.

### **Duties:**

- Print enough heat sheets for all the coaches and to sell at the concessions stand

**Time-frame:** Must be available to bring printed heat sheets to the meet prior to meet starting time.

**Reports to:** Concessions Coordinator and Dolphins Head Coach