

COQUITLAM SHARKS AQUATIC CLUB

VOLUNTEER PROGRAM POSITIONS

Volunteerism is a crucial aspect of swimming life and vital to the successful community of the Sharks.

REQUIREMENT: 20 hours/ Family

VOLUNTEER POSITIONS FOR ANY SPORT

Swimming, Water polo, Synchro or Diving

Concession: Sharks manage the concession at Spani Pool, approximately from June 27th thru Sept long weekend. This is a source of revenue for the club which assists in keeping fees down for **EVERYONE**. It is important that ***every sport family*** contributes time in the concession and does not do 'no-show' for the shift. **No-shows will be directly charged \$30.** Food services director / volunteer manager is happy to assist you in finding someone to cover the shift if required.

Please note: Mandatory training session to be attended. This ensures that safety considerations are followed and costly equipment is not broken. You will also be taught opening and lock up procedures.

Candy Bag Supplier (2-3): Vital friend of the concession. Candy bags are a hot and popular seller in the concession. These volunteers will fill bags of candy, delivers to the concession, and ensures the supply is always topped up.

Concession Volunteer Coordinator: This person(s) assist the Food Services director in ensuring the concession is staffed by calling concession volunteers a few days before the shift to remind them that their volunteer time is coming up shortly. Reports to Director any holes in the schedule. Monitors and reports no shows

Club Canopy Manager: Ensures Shark club canopies are picked up for meets and set up at the site. Ensure the safe return of canopies back to Shark shack. **Waterpolo parents, please note – this can be an opportunity for you.**

Club Photographer: If you are experienced photographer who knows, how to shoot sports pictures, we'd like to hear from you.

Social Media Manager: We have website (you obviously know that), Facebook and Twitter feed. They cannot manage themselves, so – if you're into social networks, this is your chance. Timely response to requests will be much appreciated.

Equipment Manager(s): Take inventory at the beginning and end of season including equipment required for sports - training and meets, and concession. Maintain itemized list of equipment inventory: including sign out of equipment loaned to clubs. Monitor throughout season for improper storage of equipment, missing equipment and damaged equipment and report to executive. Ensure proper winterized storage of Sharks equipment.

Technical Resources Team: Electricians, Plumbers, General Handyman, IT Engineer. All hands on deck!

SPORT-SPECIFIC POSITIONS

SWIMMING

Clerk of the Course: The clerk of the course plays an important role in the smooth functioning of a swim meet. Organization, patience, a loud voice and a friendly manner is vital. Many young swimmers are nervous and excited prior to their events and require a calm and friendly face to ensure they are called into the right race, right heat, right lane. Easy but busy job.

Marshalling: The marshalling area is where the swimmers are held until it is time to load onto the deck. This position works in a team generally of 2-3 volunteers. Ensures swimmers are in the right race, right heat, right lane. Lead young swimmers out on deck if required. Requires a firm, fair and friendly and fun approach to calm and organize nervous and excited young racers. Cues racers up on deck to ensure meet runs on time with minimal delays between heats. Herd even more anxious parents away from the marshalling area. Coaches can be called to calm and comfort swimmers when needed.

Timers: BEST seat in the house. Arrive at your assigned lane 10-15 minutes prior to the start of the meet to receive directions from referee. Ensure that the swimmer's name on the heat sheet on your clipboard coincides with the swimmer in your lane by asking the swimmer's name. Press plunger when the swimmer has completed the required distance. Cheer on the young athletes and assist when necessary to get out of the pool. Deck food service provided.

Stroke and Turn: Rules and guidelines exist to regulate fair play, and to prevent the unfair advantage of one competitor over another. The official's responsibility is to see that no competitor gets an unfair advantage by doing something that is prohibited by the rules. A thorough knowledge of the rules and regulations is central to effective officiating, including familiarity with recent rule changes.

An official should be aware of stroke variations that are legal, as well as those that are illegal. Consistency in the application of the rules at all competitions is paramount. A DQ at a minor meet now may save disqualification at an important meet later in the season for the same infraction.

Please note: Training sessions will be provided.

Office: The **crash desk** and **recording clerks** are responsible for determining the official times of each swimmer and the order of finish in each race. There is training provided for the crash desk and the Colorado timing system. We are in desperate need of people to step into this position as our volunteers are currently having to fill hours for the entire day. Preferable to have some computer savvy but we will train.

Announcer: Be the voice of a swim meet! We give you a mic and you call the Race Events.

Runners: general assistance, guiding U6 swimmers on deck for a 25 m race, posting event results, running scratches from the crash desk to clerk of course and marshalling. Great opportunity for a long, but not strenuous workout!

Deck food service: Food prep and service on deck to the officials, timer and coaches. Great view of your young athlete racing.

Meet Food Service: Preparing breakfast / lunch / BBQ at the Concession at Meets. You love to barbecue? This is your dream job!

Parking Lot Attendants: Are you an early riser? This job is for you. Direct traffic at our home meets, ensure drop off zone safe for athletes and parking bylaws are adhered to. Assist guest families to approved parking locations.

Set Up for meets: Assist setting up lane ropes, timing system, tents, diving blocks etc.

Tear down after meets: cleanup and storage of equipment after meet is completed.

Director of Officials: a person overseeing and coordinating all other officials involved in running a meet. This position is typically filled by a person who spent several years on deck working all possible aspects of the meet, since thorough understanding of meet mechanics and rules is required.

Meet Manager: very important role, sometimes shared by two or more people.

A Meet Manager is responsible for:

- The organization of the details of the meet.
- The mechanics of running the meet.
- Having the necessary equipment and personnel available during the meet. A checklist is available for this purpose.
- Obtaining and assigning duties to meet officials. Individuals responsible for timing, recording and marshalling will ensure that all positions are filled in their areas. The Meet Referee will confirm all appointments.
- Disseminating all meet forms and information, including the official results.
- Seeding all pre-seeded meets.
- Preparing entry lists and heat sheets prior to the start of each session.

- Chairing the Jury of Appeal.

Meet Referee: Referees are expected to act in many capacities. They are the final judges, the guarantors of fair play for all competitors, and the directors of the proceedings. Their discipline and conduct will be reflected in the way in which the meet progresses. They are the key to a successful competition. The Referee is in full charge of the session and has the final authority on all action taking place during the session.

A Referee is expected to:

- Be an experienced official, knowledgeable in all areas.
- Have a thorough knowledge of the rules.
- Be impartial.
- Be able to make sound judgments, quickly.
- Be consistent.
- Be able to concentrate on a number of tasks simultaneously.
- Continually oversee all of the deck officials.
- Anticipate problems and head them off.

Volunteer Coordinator: When club hosts a swim meet, lots of volunteers are involved (just look at the list above). It's a responsibility of volunteer coordinator to line up sufficient number of people – by advertising available positions before the meet and following up with meet manager on which positions are filled and which will require filling.

SYNCHRO

Setup: Set up tables for scoring, judges chairs, etc.

Announcer: Make any and all announcements, including introducing competitors and scores (script is supplied).

Scoring: Record figure scores announced by referees.

Computer assistant: enters scores in scoring software and prints results.

Timers: Time and record the times of all routines.

Runners: Collect score chits from judges after each routine and deliver them to the computer assistant.

Cleanup: cleanup and storage of equipment after meet is completed.

DIVING

Setup: Set up tables for scoring, judges chairs, etc.

Runner: Collect scores from judges and deliver them to the computer assistant.

Judging: Give marks for jumps; qualification required.

Awards: Assist with awards labeling and delivery.

Score Recorder: Record figure scores announced by referees

Tallier 1 & 2: Calculate final score according to scoring rules.

Master Recorder: Oversees and controls dive meet flow.

Take down: cleanup and storage of equipment after meet is completed.

WATER POLO

Canopies: At away tournaments the canopies allow the players a protected place to rest between games, as well as being a centralized location for the team. The canopies need to be taken from the Shark Shack, set up at location, taken down from location and returned to the Shark Shack after the tournament in good condition.

At home tournaments, the following is the clubs responsibility:

Secretary: The Secretary is responsible for the score sheet and the accurate recording of events that occur during a water polo game.

Timekeeper/Game Clock: The timekeeper is responsible for the accurate and precise running of the clock during the water polo game.

Scorekeeper: This position ensures that the score is accurately shown, and at larger tournaments, is also in charge of the kick out board.

Set up: Before the tournament, the goals need to be put into place (with the help of players in the water), goal ropes attached, Officials/Referees and Food tables set up, electronics organized (shot-clocks, timing system, electronic scoreboard if used).

Take down: After the tournament, the goals need to be removed and stored, tables removed, electronics taken down and stored.