

VOLUNTEER POSITIONS & POINT VALUES

Job	Point Value	Description
Board of Directors		
President	16/Year	Attends and chairs all Board meetings, AGM and GM. Assists Director of Swimming in executing the Club's Vision.
Vice President	6/Year	Attends all Board meetings, AGM and GM and assists the President & Director of Swimming.
Treasurer	16/Year	Attends all Board meetings, AGM and GM and oversees club finances with the help of the Club Bookkeeper. Responsible for creating annual budget and reporting finances at AGM.
Board Secretary	8/Year	Attends all Board meetings, AGM and GM and records meeting minutes.
Member at Large	5/Year	Attends all Board meetings and helps the Club execute its vision.
Year Round Jobs		
Club Officials Director	12/Year	Experienced at various officiating positions or in training for Senior officials training. Organizes officiating clinics, answers member officiating questions, maintains records of club officials etc.
Aug/Sept Registration Helper	1-2/Session	Requires knowledge of registration process and registration package. Ability to translate in another language an asset.
Swim Meet Jobs (excluding Time Trials)		
Meet Manager	3/Prelims 2/Finals	Prerequisite: Meet manager officials clinic. Requires excellent communication skills and an attention to detail. Knowledge and experience in all swim meet jobs an asset.
Referee	4/Prelims 3/Finals	Prerequisite: Referee officials clinic. Knowledge of all Swimming Canada swimming rules.
Starter	3/Prelims 2/Finals	Prerequisite: Starter officials clinic. Knowledge of all Swimming Canada swimming rules.
Administrative Desk	3/Prelims 2/Finals	Prerequisite: Swimming Canada Administrative Desk clinic.
Electronics	3/Prelims 2/Finals	Prerequisite: Electronics officials clinic. Knowledge of Hytek & Ares timing systems.
Stroke & Turn	3/Prelims 2/Finals	Prerequisite: Inspector of Turn and Judge of Stroke Clinics
Chief Timer	3/Prelims 2/Finals	Prerequisite: Chief Timer Officials clinic.
Lane Timer	2/Prelims 1/Finals	Prerequisite: Introduction to Swim Officiating Clinic.

Job Sign Up Coordinator	1/Session	Checks in & records volunteers for volunteer positions before the start of the competition. Responsible for providing sign in sheets to Office Manager.	
Warm up Safety Marshall	0.5/Session	Ensures all safety protocols are followed during warm up of a competition. Prerequisite: Safety Marshall Clinic.	
Food Room Coordinator	8/Meet	Plans, purchases and prepares food for volunteers at our major swim meets. Works with Food Room Leaders on the meal plan for the competition.	
Food Room Shift Leader	1/Session	Responsible for delegating Food Room Helper roles and ensures food room operations are being completed. Volunteer must also do Food Room Helper job and will rewarded those session points.	
Food Room Helper	2/Prelims	1/Finals	Assists with food preparation, service and clean up with direction from Food Room Shift Leader.
Awards Helper	1/Session	Labels ribbons & medal and sorts awards for each team.	
Pool Set Up	1-2/Meet	Helps to set up lane ropes, tables, chairs for our major swim meets the night before the first session.	
Pool Take Down	1/Meet	Helps to put away lane ropes, tables, chairs for our major swim meets following completion of final session.	
Team Photographer	1/Session	Volunteer has an eye and camera for taking great pictures of our swimmers and volunteers. Digital images are sent to a specified coach following the meet.	

Time Trials, Mini Meets & Pass Meet Jobs

Time Trial Referee	2/Session	Prerequisite: Referee officials clinic. Knowledge of all Swimming Canada swimming rules.
Time Trial Starter	1/Session	Prerequisite: Starter officials clinic. Knowledge of all Swimming Canada swimming rules.
Time Trial Admin Desk	1/Session	Prerequisite: Swimming Canada Administrative Desk clinic.
Time Trial Electronics	1/Session	Prerequisite: Electronics officials clinic. Knowledge of Hytek & Ares timing systems.
Time Trial Chief Timer	1/Session	Prerequisite: Chief Timer Officials clinic.

Time Trial Lane Timer 1/Session **Prerequisite:** Introduction to Swim Officiating Clinic.

Time Trial Stroke & Turn	1/Session	Prerequisite: Inspector of Turn and Judge of Stroke Clinics.
Warm up Safety Marshall	0.5/Session	Supervises that all safety protocols are followed during warm up of a competition. Prerequisite: Safety Marshall Clinic
Mini & Pass Meet Timer	0.5/ Meet	No training required. Parents time and record swimmers' races using Swimmingly App.

Additional Volunteer Positions

Chaperone	4/Day of meet	Prerequisite: Criminal record check. Energetic, positive attitude, excellent communication skills and ability to work well with others.
Social Events Coordinator	8/Year	Volunteer aids Office Manager with organizing team socials events such as Welcome Back BBQ, XMAS party, awards banquet, year-end party.
Social Event Helper	1-2/Job	Jobs may include shopping, food service, bbq, attendance, clean up, set up.
AGM / General Meeting Attendee	1/Family	Each family represented will earn 1 point for attending. 1 person cannot represent multiple families.
Officials Clinic	0.5/Clinic	Parent(s) attends an officials clinic. PPP is not awarded for repeating officiating clinics. PPP is awarded <u>after</u> completing related deck experience