

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.
Officiating Volunteer Administration Jobs			
Club Officials Administrator	12/Year		Experienced at various officiating positions. Organizes officiating clinics, answers member officiating questions, maintains records of club officials etc.
Meet Volunteer Coordinator	8/Meet		Works with Club Officials Administrator on volunteer staffing at Meets. Liaises with parent volunteers prior to Meets. Full year commitment is required for this position.
Meet Volunteer Assistant	2/Meet, 0.5 Time trial		Assists with Meet Volunteer Coordinator with administrative tasks and provides support during Meets. Full year commitment is required for this position.
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. Also responsible for labeling and sorting of awards.
Electronics	3/Prelims	2/Finals	Prerequisite: Electronics officials clinic. Knowledge of Hytek & Ares timing systems.
Judge of Stroke Official	3/Prelims	2/Finals	Prerequisite: Judge of Stroke Clinic

Inspector of Turns Official	2/Prelims	1/Finals	Prerequisite: Inspector of Turns Clinic
Chief Timer	3/Prelims	2/Finals	Prerequisite: Chief Timer Officials clinic.
Lane Timer	2/Prelims	1/Finals	Prerequisite: Introduction to Swim Officiating Clinic.
Meet Check In Helper	0.5/Session		Checks in & records volunteers for volunteer positions before the start of the competition. Responsible for providing sign in sheets to Meet Volunteer Coordinator.
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.
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.
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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.
Aug/Sept Registration Helper	1/Session	Requires knowledge of registration process and registration package. Ability to translate in another language an asset.