



WAC VOLUNTEER REQUIREMENTS 2025-2026 Short Course Season

We will be implementing a point system to meet mandatory volunteer requirements. For any family we up to two swimmers, the family will be required to earn 100 points of volunteer credit. For families with more than two swimmers, you will be required to earn an additional 20 points per swimmer. A portion of the points earned **must** be earned through a meet that WAC is hosting (you will be required to work at least one WAC hosted meet). Failure to earn points will result in a fee of \$2.50 per point.

Credits can be earned as follows:

• WAC BACKER PRESIDENT	100 points/Full commitment
• WAC BACKER VICE PRESIDENT	100 points/Full commitment
• WAC BACKER TREASURER	100 points/Full Commitment
• WAC BACKER SECRETARY	100 points/Full Commitment
• FUNDRAISER COORDINATOR	100 points
• CORPORATE SPONSORSHIP	100 points
• TEAM PHOTOGRAPHER	100 points/Full Commitment
• APPAREL COORDINATOR	75 points
• WAC BACKER COMMITTEE MEMBER attends 75% of meetings and coordinates an event	50 points
• EVENT COORDINATOR	varies on event
• SNACK BAR COORDINATOR HOME MEETS	50 points
• HOSPITALITY ROOM COORDINATOR	50 points
• HOST MEET COORDINATOR per meet	50 points
• USA CERTIFIED MEET DIRECTOR per meet	75 points
• USA CERTIFIED OPERATIONAL RISK MANAGER per meet	75 points
• USA CERTIFIED REFEREE per meet	50 points
• USA CERTIFIED STARTER per meet	40 points
• USA CERTIFIED S&T per meet	30 points
• SAFETY MARSHALL per meet session	25 points
• TIMER /RUNNER per meet session	20 points
• RIBBONS/ AWARD per meet	20 points
• CONCESSION HELPER per meet session	20 points
• CHAPERONE per event	20 points
• HOST MEET SET UP/CLEAN UP	15 points

Additional ways of earning credits may be available throughout the season, as communicated to parents.

VOLUNTEER POSITION JOB DESCRIPTIONS

APPAREL COORDINATOR - Work with coaches and WAC Backers to design, order and distribute apparel orders for the year, including t-shirts, fundraising shops, and other apparel orders.

CHAPERONE – act as a chaperone at WAC Backers sponsored events

CONCESSION HELPER – Includes set up and clean up of concessions for a WAC hosted meet. May be required to make a run during to meet for additional supplies. May be responsible for delivery of water to pool deck officials.

CORPORATE SPONSORSHIP – Obtains a corporate sponsorship for WAC Backers to help offset costs of events, meets, equipment, etc. Corporate Sponsorship must be in excess of \$1000.00 and must be approved by WAC Backers and coaches.

FUNDRAISER COORDINATOR – Oversee fundraising efforts of WAC Backers, including multiple events and the Swim-A-Thon. Attends monthly meetings.

HOSPITALITY ROOM COORDINATOR FOR HOST MEET – Responsible for running the Hospitality Room at WAC hosted meets, ensuring that volunteers, officials and coaches have food and drinks available.

HOST MEET COORDINATOR – Ensures the smooth operation of WAC hosted meets by acting as a liaison between the needs of the facility, coaches, and officials. Ensures that everything needed for the Host Meet for it to run efficiently during the meet.

HOST MEET SET UP / CLEAN UP – Arrive at the meet early and stay after the meet to help clean up the pool area and break down all equipment and return the facility back to normal.

RIBBONS/ AWARDS – Responsible for placing result stickers on awards and organizing awards by team.

RUNNER – Collects timer's sheets after each event or as needed by Officials and brings them to the scoring table.

SAFETY MARSHALL – Requires minimal training and membership with USA Swimming. Works with the Operational Risk Director and Referee to ensure safety rules and being followed. Requires routine inspections of the locker rooms.

SNACK BAR COORDINATOR FOR HOST MEETS – Organizes volunteer and food offerings before and during the meet for every WAC hosted meet.

TEAM PHOTOGRAPHER – Responsible for taking photos at swim meets and events. The photographer should have their own camera and lens. Uploads photos to team account. Will require background clearances.

TIMER – Ensure correct swimmer is swimming in the event and accurately start and stop watch and depress plungers. Records swimmers time.

USA CERTIFIED MEET DIRECTOR – Requires training and membership with USA Swimming. Responsible for organization and coordination of the meet, from sanctioning, event and swimmer entries, to the running of the meet and distributing final results, as required by official training. Shirt provided to newly credentialed individuals if needed.

USA CERTIFIED OPERATIONAL RISK DIRECTOR - Requires training and membership with USA Swimming. Responsible for the safety of WAC hosted meets. Ensured warmup procedures and safety plan of the meet is met, in accordance with the requirements of USA Swimming. Shirt provided to newly credentialed individuals if needed.

USA CERTIFIED REFEREE - Requires training and membership with USA Swimming. Responsible for the coordination of officials and other meet personnel to ensure that the USA Swimming Rules are being fairly implemented in accordance with training and USA Swimming requirements. Shirt provided to newly credentialed individuals if needed.

USA CERTIFIED STARTER - Requires training and membership with USA Swimming. Works with the official team and referee to ensure a fair start for all events. Shirt provided to newly credentialed individuals if needed.

USA CERTIFIED STROKE AND TURN OFFICIAL - Requires training and membership with USA Swimming. Works with the official team to ensure USA Swimming Rules are followed in each swim and turn. Shirt provided to newly credentialed individuals if needed.

WAC BACKER COMMITTEE MEMBER – Participate in 75% of the monthly meetings for WAC Backers and help coordinate one event during the season.

WAC BACKER PRESIDENT – President of the parent run organization supporting WAC; works closely with coaches and runs monthly meets to support the social, fundraising and communication needs of the swim club. Requires approval of Lindsay or possible election.

WAC BACKER SECRETARY - Part of the Executive Board of WAC Backers; works with WAC Backers to produce and distribute minutes of the meetings. Attends monthly meetings.

WAC BACKER TREASURER- Part of the Executive Board of WAC Backers; works with WAC Backers to support the financial goals of the committee. Attends monthly meetings.

WAC BACKER VICE PRESIDENT – Vice President of the parent run organization supporting WAC. Works closely with the coaches and President to meet the goals of WAC Backers. Attendance at monthly meetings.