

Force Aquatics Volunteer Position Descriptions

In order to continuing evolving as one of the top small clubs in Ohio, we need the help of EVERY family. Serving as a timer at a meet is just ONE job you can assist us with. There are many you can do from home, especially if you have small children. By registering for the spring/summer 2025 season, you are agreeing to fulfill a needed position. First come, first served. If you do not choose a position, your family will be assigned to one. For consistency purposes, we would like people in these positions long term. If we need to add people to a committee, we can.

There are some positions which are compensated in the form of reduced monthly training fees, complimentary meet fees, annual certifications paid for by the team, and apparel. This is because these are VITAL to our long term success. We cannot (and should not) depend on Mt. Carmel/Power Wellness Corp to support all of our needs and wants. Failure to fulfill a position will result in your team account being assessed a \$150 penalty at the conclusion of each season. It will also prohibit you from registering for the upcoming season within the window for current families.

In addition to one volunteer commitment per family per season, **each family will be required to fulfill 1 timing assignment for the 2025 Spring/Summer season. Exempt from the requirement are: officials, booster club officer, and members of the home meet committee.** This will be monitored and recorded for compliance purposes. Because not everyone attends the same meets and some we are not required to supply timers, timing cannot stand alone as a volunteer position. Since we will be holding 2 home meets this summer, there will be opportunities to time.

Home Meet Committee (5):

1. Volunteer Coordinator (1): Responsible for creating the Sign Up Genius, sending the Sign Up Genius out, tracking volunteer sign up, and ensuring people fill their positions on the day of the meet. Once the event is complete, the person will send list to Coach Eric to be recorded. This position is separate from what Heather Hanks does. This position is specific to gathering volunteers for our home meets. ***filled**

1. **Set- Up and Clean-up Coordinator (1):** with 2 assistants
2. **Computer Console operator (1):**
3. **Administrative Official (1):** This position requires certification through USA Swimming. We currently have 1 (Amy Kauderer) but would like another!
4. **Administrative Official assistant/apprentice (1):** This person should be willing to train towards becoming a certified AO through USA Swimming.

***a discount on monthly training fees will be offered to individuals willing to train for this position.** It is that important! All certification and renewal fees are paid by the team.

Safe Sport Coordinator (1): Responsible for monitoring the USA Swimming Safe Sport website to communicate upcoming training sessions for athletes and parents. Will send out emails via our Team Unify platform. USA Swimming will track completed sessions. We need to be a Safe Sport certified club. How do we get there? By athletes and parents completing online Safe Sport training. As a bonus, we will receive a discount on our annual club renewal fees through USA Swimming (over \$100).

Fundraising Committee (5):

Responsible for creating and following up on fundraising initiatives for the team. Members will actively contact businesses and organizations to create partnerships. What the team can offer in return for support: advertisement on team shirts, advertisement on team banner, advertisement on social media accounts.

Examples of past initiatives:

silent auction of baskets for banquet

“Squares” for OSU/MI football game.

Social Media Committee (2-3):

Responsible for managing the official team IG and FB accounts. Will be in communication with a coach assigned to be a liaison. Social media committee will work with the fundraising committee in terms of advertisement of our team sponsors.

Team Website Assistant (1): Works with head coach to keep website updated. ***filled**

Hotel Coordinator (1): Responsible for contacting head coach to obtain upcoming season's schedule. Contacts properties to set up blocks and sends information out to team membership. ***filled**

Spirit Wear Committee (3):

Responsible for managing the team's spirit wear website. Responsible for ordering shirts for championship meets and banquets. Will also manage the team towel order process. Information on this position can be obtained from Kristy Bowman who is currently managing spirit wear.

Volunteer Coordinator (1):

Responsible for creating Sign Up Genius for away meets for which the team is assigned volunteers. There is a separate position for our home meet volunteer coordinator. Once the event is complete, the coordinator will pass the list to Coach Eric to be recorded.

***filled**

Officials Representative (1): Maintains a list of current Force officials and is responsible for sending out officiating requests from meet hosts. Organizes officials for home meets to ensure adequate coverage. Also serves as a resource for parents wishing to become an official. ***filled**

1. **Officials representative in-training (1):** will take over in Summer 2026

****Parents willing to serve as officials have their registration, training, and renewal costs paid by the team. Also included are 2 white polo shirts. For each meet worked, meet fees are free for one swimmer. Officials are also exempt from the 1 timing position requirement per season.** If you are an official and actively work meets, this fulfills your volunteer requirements for the team. **Officials are crucial to our team's success! We need more!**

Record Board Committee (2):

Will initially work with Mt. Carmel GM Brian Tomlinson in the planning of the new record board. At the end of each season, will obtain a list of all records broken from Coach Eric in order for replacements to be ordered. (Steve Bowman is currently working on this initiative). **Mt Carmel has agreed to cover the cost of the board, our job is to keep it current!**

Team Meal/Event Committee Coordinator (1):

Responsible for organizing and executing team meal planning for championship meets and any other gatherings such as breakfasts, team events (done by training group). There will be one parent from each of the 6 training groups on this committee. A total of 7 parents will comprise this committee. This committee will have a budget from the booster club and will need to actively engage with the booster club officers. **We need 1 parent to oversee the coordination of events.**

Maroon/Silver Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities. This person is automatically on the team meal committee. ***filled**

Force Prime Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities. This person is automatically on the team meal committee. ***filled**

Force 1 Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities.
This person is automatically on the team meal committee. ***filled**

Force 2 Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities.
This person is automatically on the team meal committee. ***filled**

Force 2+ Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities.
This person is automatically on the team meal committee.

Force 3 Parent contact (1):

Lead contact for training group. Assists with the planning and execution of group activities.
This person is automatically on the team meal committee.

New Family Liaison (1):

Contact person for families new to the team. Responsible for making initial contact with new families to offer support in navigating the team experience (registration, meets, ect). Coach Amy will provide the contact information, your job is just to reach out and offer assistance. This individual should be an “experienced” swim parent.

Banquet Committee (5):

Plans, organizes, and executes team spring banquet (i.e. logistics, food). This committee will have a budget from the booster club. This committee will need to actively engage with the booster club officers, awards, and senior awards committees for planning purposes.

Banquet Awards Committee (3):

Plans for and orders awards for team banquet in the spring. Will have a budget from the booster club. Will also be contact with Mt. Carmel management as they contribute to

award costs. This committee will need to actively engage with the booster club officers and banquet committee for planning purposes.

Senior Awards Committee (3):

Responsible to ordering senior shadowboxes for spring banquet. Duties include: obtaining team cap for each senior from head coach as well as any team records the athlete currently holds. This committee will have a budget from the booster club and actively engage with both the booster club officers and banquet committee. Mary Chalton and Jen Thomas can provide more information on this process to the committee.

Booster Club Positions

President: Kristy Bowman (current)

This position is compensated by monthly dues for one swimmer covered by the team. No other volunteer requirements are asked from this person/family.

Vice President: Mary Chalton (current)

This position is compensated by having partial monthly dues for one swimmer covered by the team.

Apprentice Vice President (1): ***Needed now**

Treasurer (1): Jen Thomas (current)

Apprentice Treasurer (1): ***Needed now**

Secretary (1): Leah Lumbaca (current)

