



# Parent Commitment & Volunteer Information

**Parent commitments through volunteering activities are keys to the success of any NNA swimmer. It is one of the most rewarding experiences parents provide to show their support for their children.**

**NNA Hosted Swim Meets:** NNA hosts 2 major meets per swim year. All families are requested to work at these meets regardless of swimmer participation. Our meets are the NNA Age Group Open (2 days - March) and the Silver State Championships (3 days - July) each year. Depending on the meet, 1-2 shifts (3-4 hours each) will be requested. These meets are a substantial portion of our fundraising efforts each year.

**Timing at Meets:** Each team that attends a meet is expected to provide timers based upon the number of swimmers they bring to the meet. Each family is required to time at the meets when their swimmer is participating. Sign-ups are done if possible prior to the meet or prior to the meet. Please check in at the coaches' table for the sign-up sheet.

## NNA Jobs

Each family is requested to volunteer in (2) NNA hosted meets: 1

### *NNA Age Group Open (March) & the Silver State Championships (July)*

Below is a list of Jobs for NNA. Detail description of the jobs is found on the next pages.

Announcer	Award	Check-In	Clerk of Course	Colorado System (Computer Skills Needed)
Committee Chairs	Grill Master	Head Timer	Hospitality	Marshals
Meet Director	Meet Runner	Set Up/Tear Down	Snack Bar	Snow Cone Operator

# NNA - Job Committee Descriptions

**Meet Director** – This position is required by USA Swimming for every meet held. The main responsibilities include, but are not limited to: obtaining a meet sanction, preparing and distributing meet announcements, organizing meet committees and distributing final results. The director is an overseer, avoiding direct involvement in any one committee or activity. This person needs to be registered with Pacific Swimming either as an athlete, official or non- athlete and have completed the required USA Swimming background checks. Additionally, this role needs to work jointly with the head coach, the coaching staff, parent committee chairs to insure that all financial and team required elements are in place for the swim meet.

**Facilities Committee Chair(s)** – This person will work closely with the facility personnel (lifeguards, marshals, timing equipment operators, etc.). In general, these individuals are responsible for transporting equipment to and from the meet site, preparing the facility and equipment for the meet, and cleaning up after the meet. The meet marshals are included on this committee. The facilities committee is also responsible for establishing a lost and found area and a first-aid area with supplies, helping the meet director with coordination of volunteers including but not limited to; head timers, announcers, clerk of course, runners, Colorado operators and set-up and tear-down, and for overseeing meet safety procedures

**Announcing** – Responsible for communication during the meet. The meet announcer needs to communicate clearly and concisely the heat information, awards status, and any other announcements necessary during the meet.

**Awards Coordinator** – Organizes awards prior to the meet, prepares awards during meet and distributes to teams throughout and at the end of the meet.

**Check-In/Scratch Table** – Responsible for checking-in swimmers for the events they are entered for the meet, and scratching them from those they do not plan to swim. Communication with the Clerk of the Course to close events for check in approximately 30 minutes before the event is to begin.

**Clerk of Course** –oversees the Check-In/Scratch table area where swimmers report prior to the meet. The Clerks of Course will help check in swimmers and is responsible for much of the pre-competition paperwork at the meet, and is the custodian of the scratch box and relay forms, when these are used.

**Colorado Operation** – Works the Colorado computer system that records the results of each heat and event.

**Head Timer** – The head timer works with the meet’s head starter to insure that all timing requirements are met. Serves as the back-up timer for lane timers in the event a back-up time is necessary.

**Runners** - There are two types of runners. One is responsible for obtaining the timed results from the individual lanes and giving them to the Hy-Tek computer operator. The second runner takes event heat sheets from the Hy-Tek computer person to the posting board. Duties include distributing all swimmer lane assignments to the starter, officials, coaches, announcer, and distributing results to announcer, awards desk. Runners also post final results.

**Safety Marshals** – Marshalls are required to monitor and police the pool and facility to insure safety and compliance with both City and USA Swimming regulations. Warm-ups cannot commence unless Marshalls are in place to insure safety for swimmers and venue guests.

**Set-Up/Tear-Down** – These volunteers are responsible for setting up the facility, and tearing it down after the meet. This job includes setting up tables and chairs for the meet and other basic duties needed to get the facility ready for the meet.

**Hospitality Committee Chair(s)** – The hospitality committee chair works with the meet director to determine the budget and the amount of food needed for the volunteer workers at the swim meet. They are responsible for providing meals during the days of the swim meet as well as various snacks throughout the meet for the coaches and officials as well as snacks (when appropriate) to timers. This chair will work closely with the snack bar chair.

**Hospitality** – Food and drinks are provided for coaches, officials and timers at the meets. Volunteers in this role perform various duties ranging from getting the snacks ready, to serving these meals and snacks to the coaches, timers, officials, and volunteers working at the meet.

**Snack Bar/Concessions Committee Chair(s)** – This committee chair is responsible for running the snack bar. They are responsible for setting the menu and coordinating the snack bar. Ensure that **all** staff working in the snack bar knows the role and responsibilities for this job as well as the operators for the snow cone and cotton candy machines and grill masters. Also needs to aware of local ordinances regarding the preparation and sale of food.

**Grill-Master** - This job requires someone to coordinate and purchase breakfast supplies to cook for the team during different team events. Requires cooking and setting up the grill.

**Snack Bar/Concessions workers** – Snack bar staff sell food and drink to patrons attending the meet. Work involves purchasing items, food preparation, restocking food supplies, clean up and selling of food items.

**Snow Cone / Cotton Candy Machine Operators** – Operates the snow cone machine and the cotton candy machines and sells the items to the guests and will work closely with the snack bar staff.

**Thank you for your continued support for your children and Northern Nevada Aquatics!**