



2023 Volunteer Policy and Job Descriptions

Swim team events and meets are a lot of fun, but they do require many volunteers to be successful. We need each family to complete a **minimum of 8 volunteer jobs** during the season. We ask that a minimum of 6 of these jobs be completed at meets. You will have plenty of opportunities to fulfill your volunteer commitment between meets, team events, and the Burke Centre Festival.

We make this as easy on you as possible. You'll find that volunteering is a great way to make friends, learn about swimming, and keep busy at all those swim meets! We have an amazing volunteer coordinator who is available to speak with you about how you can help the team this summer.

Volunteer Deposit Check: All families must submit a volunteer deposit check for \$300. If you complete your volunteer requirement, we will void your check at the end of the season. All checks are due at new swimmer evaluations or the first day of practice. Checks should be made payable to Burke Centre Swim Club. Your swimmer cannot participate in practice or meets unless we have received your check. Please put the name of your swimmer(s) in the memo line of the check.

Volunteer Opt-Out Check: We do understand that you may not be able to volunteer your time this summer. If your family cannot volunteer this season, then you may

submit a volunteer opt-out check for \$300. All checks are due at new swimmer evaluations or the first day of practice. Checks should be made payable to Burke Centre Swim Club. Your swimmer cannot participate in practice or meets unless we have received a volunteer deposit check or a volunteer opt-out check. If you're unsure about ways you can volunteer, please speak with the volunteer coordinator. We do need a lot of help behind the scenes and welcome all help. We really do want your time and not your money.

Volunteer job sign-ups and check-in: The volunteer coordinator will send an email to the team about when families can sign-up for jobs in Team Unify. We will open jobs for the season early and all at once. Throughout the season, be sure to frequently check for open jobs on team unify to see how you can help. At the event, you must sign in at the volunteer check in to receive credit. You're expected to work the entire shift of your job. If you aren't signed up for a job, please stop by volunteer check in to see if additional help is needed.

Tracking your completed volunteer jobs: You can check your completed volunteer jobs throughout the season in team unify. This is the best way to see how many jobs you have completed for the season.

MY ACCOUNT>>>MY REPORTS>>>JOB SIGNUP REPORT

GENERAL VOLUNTEER JOB DESCRIPTIONS

CLERK OF COURSE: Help the head clerk of course make sure swimmers get to the right place at the right time to swim their events. You get to be on the pool deck interacting with swimmers!

LANE TIMERS: We need 9-18 timers for every meet, whether we're home or away. Please don't worry if you've never timed before; it's easy! The Head Timer leads a timers meeting during warmups to review exactly what you need to do. There are two buttons on the stopwatch: you press it once when the race starts and again when the swimmer in your lane touches the wall; press the second button to clear the watch for the next race. There are three timers per lane and a Head Timer operating extra watches in case you make a mistake or miss getting someone's time, so you have backup!

CARD RUNNERS: This job is on the pool deck and, if you're looking to get a little exercise and all your steps, this is the job for you! Runners should ask the Head Timer for duties. We recommend attending the timers meeting during warmups if you have never been a runner before. You'll carry cards from the timers and DQ slips from the referee to the computer operator (via the bucket dangling from the community center

above). You'll basically be walking back and forth from one end of the pool deck to the other end of the pool back transporting cards.

RIBBON WRITERS: At the meet, these individuals prepare ribbons to be distributed to the swimmers. Ribbons are completed and placed in the swimmer's folder located in the Family Box. The swimmers LOVE ribbons and look forward to receiving them in the family box after each meet. At our home meets, you'll have a nice view of the meet from the air-conditioned clubhouse. Enjoy!

HEAT RIBBON DISTRIBUTOR: Get ready for swimmer smiles! Stand by the finish and pass out heat winner ribbons on Wednesday meets.

SNACK BAR: The swimmers LOVE the snack bar, and this is a huge fundraiser for the team. The snack bar coordinator will be there to help as you take payment, pass out items, or maybe even operate the popcorn or snowclone machine.

SNACK BAR DONATIONS: Help us stock our snack bar. You can sign up for snack bar donations once per season.

CARD SORTERS AND READERS: You'll sort the cards and DQ slips so they are ready for data input by our computer operators. The computer operator will be there to give you instructions. At home meets, you'll have a great view of the meet from the air-conditioned clubhouse.

POOL SET UP AND ICE: Volunteers help set up the pool, clubhouse, and snack bar for home A and B meets with the pool set up coordinator. Pool set up includes, but might not be limited to, setting up lane lines, putting up backstroke flags, setting out cones to reserve parking spaces for key volunteers, moving deck furniture, setting up tables and canopies. This job is done before the meet and only takes about an hour. You'll also be asked to bring some ice for our snack bar when you come for pool setup.

POOL CLEAN UP AND TAKE DOWN: Volunteers will work with the Clean Up Coordinator after home A and B meets to clean up the pool deck, clubhouse, and snack bar. This includes, but might not be limited to, removing lane lines and backstroke flags, moving tables and chairs back to original placement for public pool usage, and cleaning pool area by picking up trash, emptying trash cans and straightening the clubhouse, stocking paper towels and toilet paper in the restroom, moving tables in the clubhouse, and breaking down the snack bar. This job typically takes less than one hour.

PARKING LOT ATTENDANT: During home meets, we offer the parking lot at the Commons to the away team families, the team reps, the head coaches, the announcers, and the lead computer volunteers. The parking lot attendant makes sure that only approved volunteers or families park in the Commons Lot and directs all other traffic to the VRE parking lot. Also be sure that no cars are parked along the road, or they will be ticketed. Direct anyone in need to the available handicap spaces.

FLOATERS: There may be a “floater” position available at meets. This volunteer is on standby to fill in for any volunteers who don’t show up at the last minute or need a break for any reason during the meet. Please keep in mind this could end up being any job at the meet – within reason, of course! If you aren’t needed to fill in for another volunteer position, please see the volunteer coordinator or volunteer check-in who can give you some other ways to help during the meet, like checking on paper towels and toilet paper, offering water to the volunteers, or taking the trash to the dumpster.

VOLUNTEER CHECK-IN: There may be a volunteer check-in position available at some meets if our volunteer coordinator isn’t available. You will check in all volunteers, direct volunteers to appropriate locations on deck, and ensure all volunteer jobs are filled.

SWIM-A-THON VOLUNTEERS: The Swim-a-thon is an annual charity event we do with the Burke Centre Penguins. There's swimming and dancing and eating and raffles and silent auctions and just a whole lot of fun for both the kids and adults! Of course, we need a lot of help making this happen, so please think about signing up to volunteer while you're there enjoying the festivities!

END OF SEASON AWARDS CELEBRATION: Some assistance is needed before, during, and after our end of season party. See the sign up for specific tasks and help where you can!

BURKE CENTRE FESTIVAL: The Burke Centre Swim club is asked to fulfill volunteer shifts on both days of the Burke Centre Festival. This event is typically the second weekend in September, on Saturday AND Sunday. Our shifts will involve assistance with specific attractions or booths at the festival, collecting tickets, answering questions, helping people on/off or in/out of the attraction, etc. We may not know our assigned shifts or duties until closer to the festival, but we always need help. This is a great way to fulfill your volunteer commitment if you can't help during the summer.

STARTERS AND REFEREES (OFFICIAL- Requires training from the CSL): The Starter is responsible for announcing the event and start of each race. The Referee is responsible for making the final decision on a possible infraction by a swimmer or team. Referees must be Starter and Stroke and Turn certified. Starters must be Stroke and Turn certified. *Requires training at an Officials Clinic offered by The Colonial Swim League. A clinic at the Commons Community Center in Burke Centre is offered each June, prior to the beginning of the season. The date and time are announced via email to the team.*

STROKE AND TURN JUDGES (OFFICIAL-Requires training from the CSL): These individuals are responsible for monitoring the swimmer's strokes and recording a possible disqualification (DQ) during a meet. *Requires training at an Officials Clinic offered by the Colonial Swim League. A clinic at the Commons Community Center in Burke Centre is offered each June, prior to the beginning of the season. The date and time are announced via email to the team.*

TEAM KEY VOLUNTEER POSITIONS

Each position satisfies the volunteer commitment for the entire season!!! Positions include social/spirit coordinator, snack bar coordinator, spirit wear coordinator, swim-a-thon coordinator, pool set up coordinator, pool clean up coordinator, head timer, announcer, winter swim coordinator, head clerk of course, team representative, team photographer, BCSC registrar, BCSC sponsorship coordinator, BCCS liaison to BCC. These volunteers are critical for our team's success!

SNACK BAR COORDINATOR- Leads snack bar volunteers during meets. Purchases, organizes, and inventories all food and drinks for snack bars and handles funds raised during meets.

SWIM-A-THON COORDINATOR- Organize the annual swim-a-thon to include planning the food and drinks, decoration, music, fun, prizes, charitable organizations, and online donation platform. Communicate the details to family members and volunteers, and present special awards at the end of season awards ceremony.

SPIRIT WEAR COORDINATOR: The spirit wear coordinator organizes the teams spirit wear sales. Each season, we sell some inventory at meets or events and have an online spirit store with t-shirts, tanks, swim caps, hats, magnets, and more. Be sure to order your spirit wear so that you and your swimmer(s) are ready to go

for team meets! This is a big fundraiser for our team.

SOCIAL EVENTS COORDINATOR: We have so many fun social events during the season, including spirit nights and age group activities. Some social activities will occur during practices, and some will occur during weekdays or evenings. All events are posted in team unify so you can add them to your calendar and join the fun.

TEAM REPRESENTATIVE: The team representative acts on behalf of the team Board of Officers to the Colonial Swim League. The Team Rep. participates in League meetings and is the spokesperson for his/her respective team at these meetings. They act as the meet manager for home meets and are responsible for the smooth running of all meets. They coordinate meet dates and locations. The Team Rep. will also act as the liaison between the referee at a swim meet and any party with a dispute over a referee's decisions regarding any swimmer's performance.

ANNOUNCER: Using the team's PA equipment, this volunteer announces meet events, shares important information, and plays music during all home meets. The announcer may also help set up and use the equipment for other events, such as the end of season awards celebration or spirit nights.

TEAM PHOTOGRAPHER: The photographer captures photos during meets, team events, end of year awards celebration and more. The photos are shared with the team for families to enjoy.

HYTEK COMPUTER OPERATORS: We need a few volunteers who use HyTek Meet Manager to organize the meet and enter each swimmer's time, and manage the meet to include scores, records, reports, and ribbon labels. Files are transported electronically to **HyTek Team Manager** for record keeping and data management to help run the team. Coaches use this data to keep track of a swimmer's progress throughout the season and to help in meet placement. Training is provided. *This position requires attending at least one training session sponsored by the Colonial Swim League.*

LEAD CARD OPERATOR: This volunteer oversees the sorting and processing of swimmer cards. This volunteer works with the computer operator, computer support, and ribbon writers inside the air-conditioned clubhouse!

HEAD TIMER: This individual is someone who attends Saturday (A), and Wednesday (B) meets to organize/supervise the Stinger volunteer timers. During home meets, duties involve conducting a pre-meet briefing with the timers from both teams to highlight the rules and timing procedures, running backup watches during each heat,

and coordinating with the starter and referee to keep timers ready and the meet moving. The team owns a collection of stopwatches, which you maintain during the season.

WINTER SWIM COORDINATOR: We offer a one-hour per week opportunity on either Sunday or Saturday night for swimmers to practice with coaches during the off-season. From September through May, practices are held at one of the local REC Centers, typically South Run or Audrey Moore. The location and night may change each year depending on what the team is assigned from the county. This person handles registration and contracts with Fairfax County Park Authority to rent the lanes, submits monthly payroll requests to our treasurer, serves as the liaison between the facility and the team, collaborates with coaches, and is on deck to ensure each practice runs smoothly.

HEAD OFFICIAL: This volunteer leads and organizes our team officials, communicates with the Colonial Swim League, and serves as an official during meets.

BURKE CENTRE SWIM CLUB KEY VOLUNTEER POSITIONS

The Stingers Swim Team is one of the two teams of the Burke Centre Swim Club with the other team being the Penguins. There are a few club level volunteer positions. The position may be held by a member of either team and is held for multiple years to help establish relationships and continuity. Each position satisfies the volunteer commitment for the entire season!!!

SPONSOR COORDINATOR/LIAISON: This position is new for 2021-22 season! The Club sponsor coordinator will solicit local businesses to sponsor the swim club. They will then ensure the club/teams are meeting any agreed upon sponsorship requirements. They will coordinate and schedule any fundraising nights at local restaurants (Chick-Fil-A, Chipotle, etc.). This is a new position, so the sky is the limit. Any funds brought in through sponsorship will allow the club to pay our coaches more, improve training aids, improve team spirit functions, and help the club in general.

BURKE CENTRE CONSERVANCY LIAISON: The BCC Liaison must be a member of the BCC in good standing. The Liaison is the sole point of contact between the swim club/teams and the BCC. They work with the teams to generate our yearly usage request and ensure our charter and usage request is approved each year. The Liaison communicates any team/club needs to the Conservancy such as club house requests. They also are who the Conservancy calls for team related questions or issues. They attend Conservancy Board of Trustee Meetings and working sessions and provide club input on any BCC issues that may have an impact on the teams.

BCSC CLUB REGISTRAR: Receives all official swimmer registration and provides each team with a roster of current members. The registrar forwards all registration fees to the BCSC treasurer.

BCSC Treasurer: The treasurer records and tracks income and expenses, issues reimbursements, and handles coach payroll.