

## Descriptions of different roles to be filled by Team Parents

- Team Director **EVERYONE**  
-Partner with Coaches to load Hy-Tech meet entry files, communicate with visiting teams to receive entries, process meet entries and prepare timing system for meets.  
-Send printable files to Meet Entry Support volunteers for printing prior to meet. Partner with the Head Coach to support team administration including team budget, manage team calendar, coordinate meet entries and provide support for team programs.  
-Track Team Records and top 10 times.
- Booster Support/Donations **OPEN**  
Attend Booster meetings to provide input from Swim Team & partner with Boosters on Team Donations. Network with families to help increase team donations.
- Crab Feed Coordinator **OPEN**  
Collect money or donations to create a spectacular auction basket, collect wine for Wine Raffle & get volunteers to Sell Raffle tickets for group sales
- Desk Operations Coordinator **OPEN**  
Ensure that Desk operations positions are filled for meets, coordinate necessary training for new volunteers. Positions include running Colorado Timing system, reconciling Colorado/back up times and Hy-Tech results. Help set up Colorado & Hy- Tech prior to start of meet.
- Set-Up Coordinator **OPEN**  
Coordinate the set up of home meets which includes Colorado Timing System Harness, Scoreboard, Harness, Plungers & Touchpads
- Officials Coordinator **OPEN**  
Ensure there is officials coverage for all CP hosted meets.
- Volunteer Coordinator **OPEN**  
Review volunteer requirements for meets prior to the meets and notify team if there are any volunteer needs that are not filled prior to the meet. Coordinate check-in of volunteers and filling of any open positions.
- Apparel Coordinator **Shareef Dajani**  
apparel orders and distribution to team
- Meet Check-in **OPEN**  
Check athletes in at the meet and partner with desk for any scratches prior to the start of the meet.
- Senior Event Coordinator **OPEN**

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Manage Senior Night at the last home dual meet, get cake & Senior gifts and collect senior bio information for senior night and submission into boosters and TU. Coordinate Senior Picture.

- Awards Night Coordinator OPEN

Coordinate activities associated with AWARDS night at end of season.

- Pasta Feed Coordinator OPEN

Coordinate Dinner donations and oversee Pasta Feeds. Coordinate necessary volunteer support for set up and take down.

- Snack Shack Coordinator OPEN

Secure Donations and supplies for Snack Shack at home meets & coordinate sales.

- Sponsorship Program Support OPEN

Solicit community sponsors to help with our CP Aquatics Facility Improvement initiatives.

- Take-Down Coordinator OPEN

Coordinate the set up of home meets which includes Colorado Timing System Harness, Scoreboard, Harness, Plungers & Touchpads, chairs and tents.

- Team Photographer & Results Reporting OPEN

Take event photos throughout the season for website and end of season slideshow and Submit Meet results, photos, and team happenings to the E-news Editor twice a month.

- Team Pictures OPEN

Coordinate Team Picture day with Photographers and get picture purchases for swimmers.