



Sahuarita Stingrays Swim Team Parent Volunteer Policy



Session Obligations

Families (Pups – Eagle rays) will be required to work the following sessions per home meet whether the family has a swimmer swimming at the meet or not*:

- Any meet with six or more sessions – 3 Sessions
- Any meet with three to five sessions – 2 Sessions
- Any meet with two or fewer sessions – 1 Session

You will be charged \$30.00 per session for any missed required sessions. As an alternative, your family can make a direct donation of \$500 to cover all volunteer obligations for the year. This fee will be non-refundable and will not be prorated. If you cannot volunteer at the meet, please arrange to work an additional session with the board at the next home meet.

Volunteer Sign-Up

All volunteers must first register/sign up for jobs using the team's website. Volunteers must also check in at the Clerk of Course for each session worked to be counted. If a volunteer does not check in at the Clerk of Course, the session will not be counted, and your account will be charged \$30.00 per missed session at the conclusion of the meet.

To sign up as a volunteer for an upcoming meet:

Log into your account

- Click "Events" at the top of the page and find the meet
- Click "Job Signup" to see the available jobs/sessions
- Choose the jobs/sessions you would like to work
- Click the button with the green plus sign that says "Signup."



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Common Meet Volunteer Positions and Brief Descriptions

Admin Official

It is required to obtain a USA Swimming Certification and non-athlete registration (the team will reimburse fees). Admins are responsible for working with officials and other meet personnel to accurately record swimmers' times, which may require timing adjustments and computer entries. This position requires a person who can focus in noisy situations and multi-task.

Admin Assistant

No previous experience is necessary. This position may include collecting timer sheets, posting results, filing, and organizing.

Admin Runner

No previous experience is necessary. Runners collect the timing sheets from the lanes after the races and deliver them to the administrative referee. They may also post results throughout the facility or deliver them to the Clerk of Course.

Announcer

No previous experience is necessary. Uses a public address system to announce each event and the heat of the meet. Makes required sponsorship announcements and announces the results at prelim / final meets.

C6 Operator

Basic training is required. Responsible for operating the Colorado Timing System (computer hooked to timing system) and monitoring timing or equipment errors. Must have the ability to function and multitask in a noisy environment.

Clerk of Course

Assisting with the administration of the meet, including but not limited to athlete and coach check-ins, distributing coach information, and other paperwork. Training can be given during a meet.



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Concessions

Responsible for selling heat sheets, water, sharpies, highlighters, and shirts.

Head Timer

Must be able to maneuver quickly to lanes needing assistance. No previous experience is necessary. The head timer starts two stopwatches at the start of each race to serve as backup watches in case there is a problem or malfunction in a lane during the race. They also communicate with officials regarding any replacement timer needs or problems.

Lane Timer

No previous experience is necessary. Timers operate either a button or a stopwatch during each race and record the stopwatch time on a timing sheet. Training is given before the start of the day's first race. Children 11 or older can sign up for sessions as a timer, as long as there is a second timer that is an adult. If no adult timer is present, then the minimum age is 14. Families with younger children are welcome to bring them to help, but it will not count as an additional session.

Hospitality

No previous experience is necessary. Hospitality servers help coordinate the food set up, preparation, and serving in the hospitality room. Hospitality runners assist the hospitality staff with bringing snacks, beverages, and meals to coaches, officials, and volunteers and helping to refill dispensers on deck. Children the age of 14 or older can sign up for sessions in the hospitality area if they have volunteered in the hospitality area with a parent at a prior meet and have approval from the board coordinator.

Meet Marshal

USA Swimming requires Meet Marshals to run a meet properly. They assist the officiating staff by observing the deck and surrounding areas to ensure all safety rules are followed. The online training and tests are quick.

[Log into](#) your USA Swimming account.

Menu options Education >> Course Catalogue >> Meet Marshal Exam



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Officials / Official Trainees

Officials must have USA Swimming Certification, including background checks, concussion prevention, and Safe Sport training. The team will reimburse all fees. Only those interested in becoming an official should sign up for the trainee positions. No previous experience is necessary to shadow/train. Click [here](#) to learn how to become an official. No previous swim knowledge is needed.

Set Up/Clean Up

Must lift heavy items, take the trash out, and help set up tables, chairs, and easy-ups. You must arrive one hour before the start of warm-ups and will finish one after the conclusion of the meet.

Additional Volunteer Opportunities

If you are unable to volunteer for one of our mandatory meets, you may do one of the following:

- Find an alternate volunteer to fill your spot.
- Obtain a team sponsor. Contact admin@sahuaritastingrays.com for more information.
- Provide other professional services. Contact admin@sahuaritastingrays.com with any other skills, services, or creative ideas.
- All the above MUST be pre-approved by a member of the Stingray Board.
- Please contact admin@sahuaritastingrays.com with any additional questions.

*Volunteering is not required if swimmers are part of the home school or fitness program and do not compete in ANY meets.