

## 2024 Volunteer Job Details

ANNOUNCER	
<b>Description:</b>	Announce swim events, heats and swimmers. Call age groups to the ready bench throughout the meet. General announcements are made throughout the day to make families aware of the events around the pool.
<b>Training:</b>	No prior experience or training required.
<b>You like:</b>	Comfortable being the voice of the team and on a microphone. Okay making a few mistakes every now and then in your quest to announce each swimmer's name correctly. Always wanted to be a DJ, TV show host, emcee and super comfortable telling people what they need to know and with authority all while being chill and cool about it.
<b>You don't like:</b>	Being the center of attention and having to multitask in a time sensitive environment.

SWIMMER AND VOLUNTEER CHECK IN / RUNNERS	
<b>Description:</b>	<p><b>Check In:</b> Responsible for checking in all swimmers and parent volunteers prior to the start of the meet. Early arrival prior to check in. Once the check-in process is over you turn into a Runner.</p> <p><b>Runners:</b> Deliver meet sheets to specific stations on deck so that the meet can run according to schedule. Collect DQs from stroke &amp; turn judges and hand them to computer ops.</p>
<b>Training:</b>	No training needed, just a happy face. As a runner you'll work a single on-deck shift delivering meet sheets and collecting DQs to hand off to computer ops.
<b>You like:</b>	Anyone who can greet parents, read a list and enjoys being mobile and moving on deck. Attention to detail to help people check in their swimmers and into their volunteer jobs. If you want to know the official results right away, this is the job for you.
<b>You don't like:</b>	If you're not an early riser and don't like talking to or interacting with people, this job is not for you. There is some standing around waiting for the right event to collect timing sheets and waiting for the official scoring results so if you don't like to wait, skip this job.

CLERK OF THE COURSE	
<b>Description:</b>	The clerk confirms each swimmer is in correct heat and lane prior to the start of the meet. Communicates to the starter that all swimmers are accounted for prior to the start of each heat. There is an AM and a PM shift.
<b>Training:</b>	No previous training required.
<b>You like:</b>	Somebody who is loud enough to be heard in a sometimes loud environment. Comfortable being around a lot of kids at a time.



	Organized and capable of managing 12 or more swimmers behind the blocks at any given time.
<b>You don't like:</b>	Being assertive and accountable all at the same time.

<b>COMPUTER OPS</b>	
<b>Description:</b>	Help set up and run the computer system for tracking all events and times during our home meets. This position is also required to work at Champs, regardless if you have a swimmer swimming at Champs.
<b>Training:</b>	Training is required to work at computer ops. Training is led by the chair and returning computer ops team members from previous years.
<b>You like:</b>	You enjoy computers and technical work that sometimes can be stressful. You have an easy demeanor and can stay focused to deliver and achieve a specific result. In essence, the meet is being run by this group of volunteers so "making it all happen" is key to the meet's success. Oh, and you have one of the best shaded seats in the house to see every race.
<b>You don't like:</b>	Deadlines, mission critical tasks, being an integral part of a team. If you prefer sun, socializing, sharing pics of your kids with friends at a meet, being on social media all day long, adding to your "fun" calendar, then you'll want to skip this commitment.
<b>Chair's Description:</b>	Oversees all facets of comp ops, including Colorado System. Also helps maintain and update sections of Barracudas website. Is a master of data, reports, pre and post meet data gathering/sharing. Leads comp ops volunteers to achieve a successful meet. Ensures each meet is well stocked with toner, paper and fully functioning computers, meet-seeding and interfacing with the opposing team.

<b>RIBBONS</b>	
<b>Description:</b>	Place stickers on placement ribbons in addition to filing the ribbons in swimmers' family folders the Monday following a swim meet.
<b>Training:</b>	Minimal training is required, but it can be learned "hands on."
<b>You like:</b>	Anyone can do this job, and the kids love the ribbons!
<b>You don't like:</b>	If you are not able to attend Monday morning practices, this isn't for you. The little ones like their ribbons to appear in their boxes ASAP.

<b>HOSPITALITY</b>	
<b>Description:</b>	Help prepare and serve snacks and drinks to coaches, judges, timers and other volunteers.
<b>Training:</b>	No previous training required.
<b>You like:</b>	You're a social butterfly and everyone likes you. What could be better and easier than walking around the deck feeding and watering on-deck volunteers? You enjoy the sun, talking to others, seeing all the action and are a true people person.
<b>You don't like:</b>	Sun, hot sun, crowds of bodies that magically get in your way, walking for 2.75 hours and being patient.



<b>MEET REF</b>	
<b>Description:</b>	The meet referee is the head official. He/she has full authority over all officials, shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet. Any dispute or question regarding judgment calls, lay officials, entries, dual meet procedures, or the operation of the meet will be decided by the meet referee, whose decisions will be final.
<b>Training:</b>	This is a role a volunteer grows into having held many other positions with the team over a few years. Once you are seasoned then you're trained, being able to officiate a meet on behalf of the team.
<b>You like:</b>	High level of responsibility, calm and reasonable demeanor and ability to see problems through resolution all while being super diplomatic.
<b>You don't like:</b>	Accountability, responsibility and having to attend almost 100% of our team meets.

<b>PHOTOGRAPHER</b>	
<b>Description:</b>	Take appropriate photos of our swimmers at meets. These photos are assembled into an end-of-season video (30+ minutes) which is shown during the awards banquet.
<b>Training:</b>	Have your own pro and semi-pro camera equipment and be able to use your own gear for the season. Experience taking action sports photos is a plus.
<b>You like:</b>	You have an eye for excellence and can capture the moment as you blend into the background. A creative mind and eye, and love to frame unique and interesting photos filled with kids' emotion, spirit and fun.
<b>You don't like:</b>	Not into creativity, and working on a long-term commitment for the team. Hard deadlines as the season ends in helping make the team video.

<b>POOL DECK MARSHALL</b>	
<b>Description:</b>	Walk the pool deck, locker rooms and club lounge to ensure that kids are not loitering around the club. Also works to keep swim team children (wearing team swimsuits) out of the club hot tubs and back pool.
<b>Training:</b>	No previous training required.
<b>You like:</b>	An easier type of job, working alone on your shift, and have a positive demeanor instructing children where they cannot be during a meet. Understand that there are safety issues at hand, thus why we keep unsupervised children out of harm's way.



<b>You don't like:</b>	Being in the direct sun and being firm with people in advising them where they are not supposed to be. If you're more on the timid side then skip this job.
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<b>READY BENCH</b>	
<b>Description:</b>	Organize and check-in all swimmers ages 10 and under in the ready bench staging area. Walk swimmers to the blocks and ensure they are in the right lane for their races.
<b>Training:</b>	Some basic information of how the swimmers are seated by heats and lanes, and then who is taken first, etc. to the blocks.
<b>You like:</b>	Somebody willing to make sure that the younger swimmers are assembled and make it to the blocks for their respective heats. Somebody that can be encouraging to the kids, as some of these little guys can be pretty intimidated by the whole event. You are the Zen master of little kids and they love, adore and look up to you. And you do it all with a smile and gentle voice. If you want a front row seat to all of your kids races this is the place.
<b>You don't like:</b>	Being surrounded by children who need and seek direction and instruction. Having to ensure the kids stay in lane order so they don't wind up in the wrong lane/heat. If you're always looking at your watch and trying to be somewhere else, then this job likely isn't for you.

<b>SETUP &amp; TEARDOWN</b>	
<b>Description:</b>	Performs meet setup the night before a meet. Setup consists of hanging wires/cables, placing chairs, ropes, tables and umbrellas, tents at various volunteer stations, audio speakers, audio system and more. Teardown is the same crew at meets end, putting the same items away in the team shed.
<b>Training:</b>	Training provided at the beginning of the season. It is requested if you start with this role, please stay with this role for the season.
<b>You like:</b>	Being able to watch the whole meet and all of your swimmer's races. Are able to work the night before a meet to set up and work at the end of the meet to tear down, meaning you have a flexible schedule for these specific time commitments. You enjoy being outside, are handy and can carry and move large or heavy loads unimpaired.
<b>You don't like:</b>	Physical work. If you don't like preparing for a party of your 600 closest friends, then you probably won't enjoy this job. If your work schedule is inflexible, then this might not be a good fit for you.

<b>SNO CONES</b>	
<b>Description:</b>	Makes and sells sno-cones to meet attendees. It's really that easy.
<b>Training:</b>	No previous training required.
<b>You like:</b>	Everyone likes a sno-cone, some with every flavor on them too. The sno-cone volunteers are like magicians on deck, bringing smiles to faces both young and old. Nothing could be easier than crushing ice with your bare hands (we really use a machine but we wanted this description to sound more impressive), and then adding flavored syrup



	on top per the buyer's request. All that's needed is a smile, a happy demeanor, an appreciation for childhood and the ability to count money. This is a team fundraiser that helps support the Cudas.
<b>You don't like:</b>	Sticky. Very sticky syrup. It easily washes off but some people just freak out when they get sticky. This is a people-person position. If you like kids, parents and grandparents, then this is perfect. If not, then consider something different.

<b>SPIRIT TENT</b>	
<b>Description:</b>	Operates and staffs the spirit tent during both home and away meets. Doles out prizes to swimmers achieving new personal records.
<b>Training:</b>	No previous training required.
<b>You like:</b>	Being super cordial and congratulatory when kids achieve new personal best times. You are like Santa Claus, but in summer. Who doesn't like candy, smiling and being a cheerleader for kids?
<b>You don't like:</b>	While you love your kids, you prefer not to have 250 at a meet to congratulate and offer kudos for a job well done. Sitting in the same location/space for 2.75 hours at a meet. Lugging a tent, table, chairs and swag and goodies to each meet.

<b>STARTER</b>	
<b>Description:</b>	Responsible for starting each of the heats and identifying false starts.
<b>Training:</b>	Training is required to identify false starts and work the equipment.
<b>You like:</b>	Someone with precision and willing to pull the trigger on a false start. Prior swim experience is very helpful.
<b>You don't like:</b>	There is a lot of standing and you may get splashed, so if you like to sit more than stand and like to stay dry then this is not for you.

<b>STROKE &amp; TURN</b>	
<b>Description:</b>	Judge swimmers' strokes, kicks, starts and turns and determine if they have the proper form for each. Prepare disqualification sheets if improper technique is identified.
<b>Training:</b>	Training required and some experience is a plus.
<b>You like:</b>	Someone who has an eye for technique.
<b>You don't like:</b>	Someone who doesn't have time to get trained and doesn't want to stand by the pool in the sun for a couple of hours, disqualifying the swimmers.

<b>TIMERS</b>	
<b>Description:</b>	Responsible for timing all events. By far this job requires the most number of volunteers at each and every meet. Meets can't run without



	a sufficient number of timers.
<b>Training:</b>	Minimal training required, normally one time at the start of the season to demonstrate stopwatches and the information that must be recorded for each heat.
<b>You like:</b>	If you enjoy watching the thrill of competition, this is the one for you. You have literally a front row seat in the shade! Timers simply push a button (electronic plunger). One of the timers also has a stopwatch and one timer records the stopwatch time on paper. You also get snacks delivered by our hospitality volunteers.
<b>You don't like:</b>	If you tend to get distracted easily and don't like to get your feet wet, you may want to skip this one.
<b>Chair's Description:</b>	Making sure there are sufficient timers signed up for each event, and coordinating with the volunteer check-in to make sure your lists are the same, and that parents have or haven't checked in. Confirm that all stopwatches are functioning properly prior to the meet and bring stopwatches to the meet. Preparing lane assignments and making sure timers are aware of their lane assignments and make it to their respective lanes. Greet the opposing team's head timer and coordinate on any logistics/training prior to the start of the meet. Hold a timer meeting prior to the start of the meet giving final lane assignments and answering any questions from your volunteers.

<b>PARKING LOT MARSHALL</b>	
<b>Description:</b>	Is the gatekeeper of the Broadstone parking lot on meet days. Allows Broadstone families to park at the rear of the club lot and instructs visiting team members where to park per the meet welcome letter.
<b>Training:</b>	No previous training required.
<b>You like:</b>	Enjoy working with people, authoritative, an early riser, someone who can be firm yet kind and always keeps a smile.
<b>You don't like:</b>	Let's face it, sometimes people don't like to follow the rules or think the rules don't apply to them. If you do not enjoy telling people where they can park and turn away people who are trying to park in the lot when they are not supposed to, then you'll want to skip this job.

<b>REMIND APP</b>	
<b>Description:</b>	When you are sitting at the meet in your tent you cannot always see the scoreboard or hear over the loudspeaker what stroke or race they are on. In order to keep parents in the loop our team



	uses the Remind APP. It's a simple app that sends texts to whomever is subscribed. The Remind APP volunteer sits with the announcer or the ready bench and sends out texts throughout the meet alerting parents of upcoming events, relays, etc.
<b>Training:</b>	No training required. You simply download the APP and start texting.
<b>You Like:</b>	If you like knowing what is going on and have quick texting fingers then this is the job for you.
<b>You don't like</b>	If you don't like texting. Don't have a phone to text from or space to download the app onto your phone then this isn't the job for you. Can't sit with the announcer or ready bench for the entire shift then take a pass.

## **OTHER INFORMATION**

### **A.M. and P.M. SHIFTS**

Each shift is roughly 3 hours. Times will vary depending on the meet. Example: if the meet started on time or ran into technical problems, etc. . If you have only 6 & under swimmers, then you may want to choose an A.M. shift since 6 & unders are done before noon usually. If you have a swimmer that is 10 year or younger it's highly encouraged that you choose at least one ready bench shift since your kids will be on the bench.