



*HuntsvilleSwim*  
*association*

**PARENT UNIVERSITY:  
VOLUNTEERING**

An underwater photograph of a swimming pool lane divider. The divider is a long, cylindrical object with a series of white, circular floats along its length. It is positioned horizontally across the frame, extending from the left side towards the right. The water is clear and blue, with light reflecting off the surface. The lane lines of the pool are visible on the bottom, receding into the distance. The overall scene is bright and clear.

**WHY DOES HSA NEED VOLUNTEERS?**

# **WE ARE A PARENT GOVERNED CLUB**

- **PARENT BOARD CONSISTING OF PRESIDENT, VICE-PRESIDENT/PRESIDENT-ELECT, TREASURER, SECRETARY, HEAD COACH, AND FOUR MEMBERS-AT LARGE**
- **BOARD SETS THE GOVERNING POLICIES FOR THE CLUB**
  - **THIS INCLUDES DUES, FUNDRAISING, AND VOLUNTEER OBLIGATION**
  - **ADMINISTRATIVE PROCEDURES**
  - **CAPITAL EXPENDITURES**
  - **INVESTMENT STRATEGY**
  - **RISK MANAGEMENT**
- **MANAGES THE STAFF VIA THE HEAD COACH**
- **OVERSEES SWIM 4 SUCCESS, THE OUTREACH PROGRAM AND FUNDING THAT HSA OFFERS TO UNDERSERVED POPULATIONS OF HUNTSVILLE**



# **PROVIDE A SERVICE FOR THE SPORT OF SWIMMING**

- **MEMBERS SERVE THE GOVERNING BODY OF THE SPORT (USA SWIMMING) THROUGH SERVICE WITHIN THE LSC, THE ZONE, AND NATIONAL COMMITTEES AND GOVERNING HOUSE OF DELEGATES.**
- **HOSTING REGIONAL AND NATIONAL LEVEL CHAMPIONSHIP MEETS.**
- **OFFERING FREE LESSONS AND SWIM INSTRUCTION TO VARIOUS UNDERSERVED COMMUNITIES**



## **DEMONSTRATING TO ATHLETES THE NATURE OF BEING SELFLESS**

- **PEOPLE THAT VOLUNTEER THEIR TIME RAISE KIDS THAT UNDERSTAND THE IMPORTANCE OF VOLUNTEERISM.**
- **SPENDING YOUR TIME CONSTRUCTIVELY INVOLVED IN WHAT THEY LOVE TO DO, REINFORCES YOUR SUPPORT OF THEIR EFFORTS**

# HOSTING SWIM MEETS

- **ON AVERAGE, HSA GENERATES ABOUT \$32,000 IN NET INCOME FOR A 2.5-3 DAY MEET.**
  - **THAT EQUATES TO ABOUT \$180,000 A YEAR OF REVENUE THAT DUES DON'T HAVE TO COVER.**
- **TAKES A LITTLE OVER 6000 MAN HOURS TO RUN THE MEETS THAT WE DO.**
  - **THAT EQUATES TO ABOUT \$30.00 PER MAN HOUR IN GENERATED REVENUE.**
- **AVERAGE COST PER FAMILY TO TRAVEL TO AN OUT OF TOWN MEET IS ROUGHLY \$800.00 FOR A FAMILY OF 4.**
  - **WITH 6-8 MEETS A YEAR THAT WE HOST, THAT EQUATES TO A SAVINGS OF OVER \$5000 PER FAMILY.**

An underwater photograph of a swimming pool lane. A white lane line with a central float is visible, stretching from the foreground into the distance. The water is clear and blue. The text "WHAT JOBS ARE OUT THERE?" is overlaid in the center in a bold, red, sans-serif font.

**WHAT JOBS ARE OUT THERE?**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, a starting block is visible on the left side. Lane lines stretch across the pool towards the background. The lighting is bright, creating a shimmering effect on the water's surface.

# **BOARD POSITIONS**

- **MUST HAVE BEEN ON THE TEAM FOR TWO YEARS**
- **BOARD APPOINTED NOMINATING COMMITTEE**
- **POSITIONS ARE FOR THREE YEARS**
- **SEVERAL AREAS OF EXPERIENCE ARE PREFERRED**
  - **BUSINESS LEADERSHIP**
  - **HUMAN RESOURCES**
  - **FINANCIAL**
  - **MEDICAL**
  - **LEGAL**
  - **NON-PROFIT GOVERNANCE**



# MEET DIRECTOR

- **THE HUB POSITION FOR ALL OTHER POSITIONS WITHIN THE MEET STRUCTURE.**
- **COORDINATES AND DISTRIBUTES PRE-MEET AND INTER-MEET COMMUNICATIONS TO ALL OTHER POSITIONS.**
- **WORKS WITH THE CITY OF HUNTSVILLE ON FACILITY SET-UP, RENTAL AGREEMENTS, STAFFING, ETC.**
- **COORDINATES WITH THE HUNTSVILLE SPORTS COMMISSION ON ALL HSC SUPPORTED EVENTS.**
- **COORDINATES RENTAL OF ANY NON-CITY OR HSA OWNED ITEMS NEEDED FOR THE COMPETITION**
  - **PARKING LOT SECURITY**
  - **STAGES**
  - **TENTS/FANS/GENERATORS**
  - **ICE DELIVERY**
- **COORDINATE OUTSIDE VENDORS.**
  - **SUIT AND EQUIPMENT**
  - **MERCHANDISE AND T-SHIRT**
  - **PHOTOGRAPHY**
- **COORDINATES BOTH SET-UP AND TAKE-DOWN OF HSA MANAGED MEET ITEMS**
- **WORKS IN COORDINATION WITH HSA STAFF TO DETERMINE TIMELINES, WARM-UP ASSIGNMENTS, BILLING, ETC.**
- **COORDINATES WITH HSA STAFF TO SET-UP VOLUNTEER OPENINGS, TIMELINES FOR EACH JOB, ETC.**
- **WORKS IN COORDINATION WITH HSA STAFF ON OVERALL MEET SCHEDULE**
- **FINALIZES MEET FINANCIAL REPORTS IN COORDINATION WITH HSA TREASURER AND BOOKKEEPER.**
- **VARIOUS OTHER TASKS NOT LISTED.**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, there are lane lines on the pool floor that recede into the distance. On the left side, a starting block is visible, with its curved lanes extending towards the center. The overall scene is bright and clean.

# **ON DECK OFFICIALS**

- **BEST SEAT IN THE HOUSE!**
  - **NOT TO MENTION HOSPITALITY**
- **REQUIRES USA SWIMMING MEMBERSHIP (CLUB REIMBURSED)**
- **REQUIRES ATHLETE PROTECTION TRAINING (APT)**
- **REQUIRES BACKGROUND CHECK (CLUB REIMBURSED)**
- **THOROUGH TRAINING PROGRAM**
  - **DON'T HAVE TO HAVE ANY PRIOR SWIMMING KNOWLEDGE**
  - **POSITION ADVANCEMENT OVER TIME**
- **CAN BEGIN APPRENTICESHIP RIGHT AWAY**
- **OPPORTUNITY TO BE INVOLVED LOCALLY, REGIONALLY, NATIONALLY, AND INTERNATIONALLY.**
- **GOVERNANCE SIDE OF THE SPORT BECOMES AVAILABLE AS WELL.**

# **ADMINISTRATIVE OFFICIALS & CLERK OF COURSE**

- **REQUIRES USA SWIMMING MEMBERSHIP, BACKGROUND CHECK, AND APT**
- **DIFFERENT TRAINING REGIMEN THAN ON-DECK OFFICIALS**
- **WORKS EXCLUSIVELY ON THE ADMINISTRATION OF THE MEET**
  - **CREATION AND MANAGEMENT OF THE MEET MANAGER DATABASE (IN COORDINATION WITH HSA STAFF)**
    - **HEAT SHEETS**
    - **LANE TIMER SHEETS**
    - **EVENT SCRATCHES/ SIGN-INS**
    - **LATE ADDITIONS TO THE MEET**
  - **TIME VERIFICATION DURING THE MEET**
  - **CONTROL AND OPERATION OF THE MEET MANAGER DATABASE DURING THE MEET**
    - **PUBLISHING RESULTS**
    - **SCORING THE MEET**
    - **FINALIZING AWARDS**
  - **FINALIZING MEET MANAGER DATABASE AT CONCLUSION OF THE MEET (IN COORDINATION WITH HSA STAFF)**

# **COLORADO TIMING SYSTEM**

- **REQUIRES HSA LED APPRENTICESHIP**
- **MANAGES THE COLORADO TIMING ELECTRONIC TIMING SYSTEM**
  - **MONITORS TIMING SYSTEM ON A HEAT BY HEAT BASIS FOR FUNCTIONALITY**
  - **MONITORS EMPTY LANES TO ENSURE ACCURATE RESULTS**
- **WORKS WITH CITY OF HUNTSVILLE STAFF ON SET-UP AND UPKEEP OF EQUIPMENT**
  - **MOST SET-UP AND BREAKDOWN DONE BY CITY STAFF**
  - **COORDINATE WITH CITY STAFF ON PRE-SESSION TIMING, EQUIPMENT REPLACEMENT, ETC.**
- **COORDINATES WITH BOTH THE ADMINISTRATIVE OFFICIALS AND THE A/V CREW**



# **AUDIO/VISUAL TEAM**

- **REQUIRES HSA LED APPRENTICESHIP**
- **COORDINATES SCOREBOARD DISPLAYS BOTH ON SCOREBOARDS AND THROUGHOUT THE FACILITY**
- **COORDINATES YOUTUBE LIVESTREAM CHANNEL AND IN-HOUSE BROADCAST USING CAMERA AND PRODUCTION STATION**
- **COORDINATES AUDIO SOUND THROUGHOUT THE COMPLEX**
- **WORKS WITH THE CITY OF HUNTSVILLE STAFF ON SCOREBOARD, AUDIO, AND VISUAL SETUP**
- **WORKS WITH THE CITY OF HUNTSVILLE ON IN-FACILITY NETWORKING**

# **HOSPITALITY DIRECTOR**

- **WORK WITH MEET DIRECTOR, HUNTSVILLE SPORTS COMMISSION (WHEN SUPPORTED), AND TREASURER ON BUDGET FOR EACH EVENT.**
- **COORDINATES MEALS AND SNACKS THROUGHOUT A MEET WEEKEND FOR OFFICIALS AND COACHES.**
  - **THIS INCLUDES COMMUNICATION AND COORDINATION WITH THE HUNTSVILLE SPORTS COMMISSION WHEN THEY ARE SUPPORTING THE EVENT.**
  - **SCALING THE APPROPRIATE AMOUNT OF PROVISIONS BASED ON COORDINATION WITH THE MEET DIRECTOR AND HSA STAFF.**
- **ACQUISITION OF PRODUCTS FROM VENDORS.**
  - **INCLUDES ARRANGING AND ACCEPTING DELIVERY FROM VARIOUS VENDORS.**
  - **INCLUDES TRIPS TO PURCHASE ITEMS AT VARIOUS STORES (SAM'S CLUB, COSTCO, ETC.)**
    - **THIS CAN BE DONE IN COORDINATION WITH CONCESSIONS.**
- **MAINTAIN AND INVENTORY EQUIPMENT, PAPER GOODS, ETC.**
- **ARRANGE WITH HSA STAFF ON PURCHASE OF ANY NEEDED ITEMS.**
- **NON-DIRECTOR ROLES ARE AVAILABLE AND ASSIST DIRECTOR ROLE BOTH BEFORE AND DURING THE COMPETITION.**

# **CONCESSIONS DIRECTOR**

- **WORK WITH MEET DIRECTOR AND TREASURER ON BUDGET FOR EACH EVENT.**
- **ACQUISITION OF PRODUCTS FROM VENDORS.**
  - **INCLUDES ARRANGING AND ACCEPTING DELIVERY FROM VARIOUS VENDORS.**
  - **INCLUDES TRIPS TO PURCHASE ITEMS AT VARIOUS STORES (SAM'S CLUB, COSTCO, ETC.)**
    - **THIS CAN BE DONE IN COORDINATION WITH HOSPITALITY.**
- **MAINTAIN AND INVENTORY EQUIPMENT, PAPER GOODS, ETC.**
- **MAINTAIN POINT OF SALES EQUIPMENT.**
- **ARRANGE WITH HSA STAFF ON PURCHASE OF ANY NEEDED ITEMS.**
- **WORK WITH THE MEET DIRECTOR AND CLUB TREASURER ON FINALIZING AND TURNING OVER ALL REVENUE FROM EACH EVENT.**
- **NON-DIRECTOR ROLES ARE AVAILABLE AND ASSIST DIRECTOR ROLE BOTH BEFORE AND DURING THE COMPETITION.**



# **CHECK-IN ROOM**

- **COORDINATES WITH MEET DIRECTOR**
  - **VISITING TEAMS COST TO ATTEND**
  - **VOLUNTEER CHECK-IN**
- **ACCREDITATION**
  - **OFFICIALS CHECK-IN**
  - **COACH CHECK-IN**
- **TEAM CHECK-IN**
  - **LEGAL FORM COMPLETION FOR EACH TEAM**
  - **DECK PASS DISTRIBUTION**
  - **WELCOME PACKET DISTRIBUTION**
- **GENERAL QUESTIONS HUB**
- **RIBBON/AWARD SORTING AND DISTRIBUTION**





# **ANNOUNCER**

- **SOME MINIMAL TRAINING.**
- **COORDINATES WITH A/V TEAM.**
- **COORDINATES WITH MEET MANAGEMENT AND MEET REFEREE ALL PUBLIC ADDRESS NEEDS.**
- **ANNOUNCES UPCOMING EVENTS AND RESULTS**
- **COMMUNICATES TO COACHES REQUESTS BY OFFICIALS ON ANY NEEDED MEETINGS, ADMINISTRATIVE DUTIES, ETC.**
- **ON OCCASION WILL COORDINATE MUSIC DURING WARM-UPS, FINALIST PARADES, AND ANY BREAKS IN ACTION.**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, there are dark lane lines on the pool floor. In the background, a starting block is visible, with its curved lanes extending into the distance. The overall scene is bright and clean.

# **MEET MARSHAL**

- **LITTLE TO NO TRAINING REQUIRED**
- **CONTROL ACCESS TO THE POOL DECK AND OTHER CONTROLLED AREAS**
  - **CREDENTIALLED SWIMMERS, COACHES, OFFICIALS, AND VOLUNTEERS**
- **MAINTAIN SAFE PRACTICES AROUND THE FACILITY**
  - **MONITOR AND ENFORCE BEHAVIOR IN AND AROUND THE FACILITY**
- **CONTROL ACCESS TO THE FACILITY TO ONLY THOSE WITH A PURCHASED TICKET.**
  - **VERY FEW HSA HOSTED EVENTS CHARGE ADMISSION, BUT TICKET MARSHALS ARE REQUIRED FOR TWO EVENTS THIS YEAR.**

# **TIMERS/ HEAD TIMER**

- **VERY SHORT, DAY OF TRAINING PRIOR TO EACH SESSION.**
- **RUN THE BACKUP SYSTEMS FOR THE ELECTRONIC TIMING SYSTEM.**
  - **HAND TIME EACH RACE WITH A STOPWATCH**
  - **USE THE "PICKLE" BUTTON AS ANOTHER FORM OF BACKUP.**
  - **RECORD TIMES FOR EACH RACE FROM STOPWATCH.**
- **HELP COORDINATE THAT EACH SWIMMER IS IN THE PROPER LANE.**
  - **COMMUNICATE TO OFFICIALS AND MEET MANAGEMENT IF A SWIMMER HAS SWUM IN THE WRONG LANE.**
- **HEAD TIMER STARTS TWO SEPARATE WATCHES FOR EACH RACE IN CASE ONE OF THE TIMERS STOPWATCHES MALFUNCTIONS OR FAILS TO START. HEAD TIMER CAN EITHER TIME THAT LANE, OR PASS THEIR STOPWATCH OFF TO THE NORMAL TIMER FOR THAT HEAT.**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, several dark lane lines are visible, receding into the distance. On the left side, a starting block is partially visible, showing its curved, white and blue structure. The overall scene is brightly lit, with light reflecting off the water's surface.

# **RUNNER**

- **COLLECTS EACH LANE TIMER SHEET AND DELIVERS TO THE ADMINISTRATIVE OFFICIAL FOR TIME VERIFICATION.**
- **POSTS RESULTS AT DESIGNATED SPOTS WITHIN THE FACILITY FROM THE ADMINISTRATIVE OFFICIAL.**



## **OTHER VARIOUS JOBS**

- **MUM UNLOADING**
- **CHAPERONING**
  - **TEAM TRAVEL TRIPS TYPICALLY FOR UPPER LEVEL ATHLETES**
    - **REQUIRES USA SWIMMING MEMBERSHIP, BACKGROUND CHECK, AND ATHLETE PROTECTION**
- **OTHER VERY LIMITED OPPORTUNITIES**
- **BANQUET VOLUNTEER**
- **ALUMNI REUNION VOLUNTEER**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, several dark lane lines are visible, receding into the distance. On the left side, a white starting block is partially visible. The overall scene is brightly lit, creating a sense of depth and perspective.

## **WHY DON'T MINI-MEETS COUNT**

- **WE DON'T CHARGE ENTRY FEES FOR THESE MEETS**
- **GREAT PLACE TO TRY SOME OF THE JOBS WITH ZERO PRESSURE.**
- **NOT THE SAME LEVEL OF TRAINING, AND LACK OF ELECTRONIC TIMING**

An underwater photograph of a swimming pool. The water is clear and blue. In the foreground, there are several dark lane lines on the pool floor. To the left, a white starting block is visible, partially submerged. The background shows the far end of the pool with more lane lines and a white wall.

# HOW TO SIGN UP

- **TEAM UNIFY DEMONSTRATION**
- **CAN ALSO USE THE "ON DECK" APP TO SIGN UP FOR JOBS**
- **EARLY IN THE SEASON JOBS FILL UP QUICK**
- **THE HEAVIEST LIFTS COME LATER IN THE YEAR**
  - **DON'T HAVE TO HAVE A SWIMMER IN THE MEET TO VOLUNTEER**
  - **END OF SUMMER MEETS HAVE SOME OF THE BEST 18 & UNDER SWIMMERS IN THE COUNTRY**



# **OBLIGATIONS AND CHARGES**

- **15 HOURS PER FAMILY**
  - **EACH SESSION LASTS BETWEEN 2.5 AND 4 HOURS**
  - **4-5 SESSIONS THROUGHOUT THE YEAR SHOULD COVER ALL OF YOUR OBLIGATION**
- **\$25.00 PER HOUR FOR ANY LEFT OVER HOURS**
  - **CHARGED AUGUST 1<sup>ST</sup> TO ACCOUNTS**
  - **DOESN'T GO AWAY IF YOU STOP SWIMMING**
  - **CAN BE CHARGED EARLIER IF YOU CONTACT LORI DANIEL**



# QUESTIONS?

- **THANK YOU FOR ATTENDING**
- **WE WILL MAKE A RECORDING OF THE PRESENTATION AVAILABLE**
- **CONTACT COACH MATT OR LORI DANIEL WITH QUESTIONS**
  - [COACHMATT@SWIMHSA.ORG](mailto:COACHMATT@SWIMHSA.ORG)
  - [ADMINLORI@SWIMHSA.ORG](mailto:ADMINLORI@SWIMHSA.ORG)