



## Flashers Aquatics Annual Information Packet 2025-2026

Revised 8.8.25

Thank you for your interest in Flashers Aquatics! We are committed to developing athletes to achieve their highest potential technically, physically, and mentally, while emphasizing strong character, sportsmanship, and a lifelong love of swimming.

### **Packet information includes:**

- Fees and Payments
- Practice Times
- Team Suits and Equipment
- Volunteer Requirements
- Online Payments
- Fall / Winter Meet Schedule
- Communication
- FAQ's

### **Payments:**

- All membership rates are for the year (September 2025 – July 2026)
- All payments are made through the family's Team Unify account (established at registration). Payments are electronically made on the first of each month from the card on file.
- Registration fees do not include team suits or equipment.

### **Annual Registration Fees:**

#### **Annual Registration Fees:**

- Annual registration fees are non-refundable and are charged at the time of registration.
- **NEW MEMBERS:** All parents must create a new USA Swimming account and register their own athlete(s) and pay for the USA Swimming membership in addition to the club team fees. Flashers Aquatics will provide a direct link for the USA Swimming registration. All swimmers are required to be USA Swimming Members. **Do not register prior to September 1, 2025. A new link will be sent to you on September 1.**
- **RETURNING MEMBERS:** Must login to their USA Swimming Account and pay for their own athletes USA Swimming Membership. All swimmers are required to have a current USA Swimming Membership. This must be paid in addition to club team fees.
- Annual team registration fees are non-refundable and are charged at the time of registration. The team fee assists with team/coaching expenses, facility fees, team caps and additional expenses that arise throughout the year.
- **Starting in August 2025, parents who register before August 31 will only need to pay the annual club registration fee upfront. The first month's club dues will be billed starting September 1, 2025. This split payment option allows families to spread out the cost.**
- **Families registering on or after September 1, 2025, will be charged both the annual registration fee and the first month's club dues simultaneously.**

Group	Annual Club Team Fees	1 <sup>st</sup> Month's Dues Paid at Registration	Total Due at Registration
<b>High School</b>			
National/Flashes/Speed Force	\$175.00	\$160.00	\$335.00
<b>11-14 Age Group</b>			
Thunder	\$125.00	\$110.00	\$235.00
Lightning	\$175.00	\$130.00	\$305.00
Divisional	\$175.00	\$140.00	\$315.00
State	\$175.00	\$150.00	\$325.00
<b>10 &amp; Under Age Gr</b>			
8 & Under Developmental	\$125.00	\$75.00	\$200.00
Thunder	\$125.00	\$100.00	\$225.00
Lightning	\$175.00	\$115.00	\$290.00
Championship	\$175.00	\$135.00	\$310.00

*\*14-year-old swimmers attending Franklin Twp High School will practice with one of the Flashes groups.*

*\*\*Ongoing monthly dues will be billed beginning the month after registration.*

#### **Group Level Monthly Dues:**

- Monthly dues are billed on the first of the month beginning after registration and vary based on the athlete's group level.
- Meet fees are also billed throughout the month as they are incurred (see below for additional information on meet fees).
- Registration/Monthly fees do not include the costs of swim meets, see below for additional information regarding meet fees.
- Registration dues listed are applicable to those registering at the start of the year (September 2025). (Those joining after that time are not offered a prorated monthly fee at registration for the month in which they join).
- March and August fees for swimmers in Championship meets vary based on the meet your swimmer is attending. Families may purchase Championship apparel offered.

Group	Monthly Dues
<b>High School</b>	
National/Flashes/Speed Force	\$160.00
<b>11-14 Age Group</b>	
Thunder	\$110.00
Lightning	\$130.00
Divisional	\$140.00
State	\$150.00
<b>10 &amp; Under Age Gr</b>	
8 & Under Developmental	\$75.00
Thunder	\$100.00
Lightning	\$115.00
Championship	\$135.00

*The Flashes Aquatics Board of Directors determines membership rates at the start of each year. Flashes Aquatics strives to make the club program affordable for all families while maintaining a positive cash flow to support operational expenses. Flashes Aquatics reserves the right to change membership rates/fees at any time in efforts to financially sustain the club program.*

### **Meet Fees:**

- Swimmers are responsible for paying all entry fees for meets in which they enter. Flashes Aquatics pays the meet fees in advance of the meet. If a swimmer is not able to participate in the meet for any reason, you will be obligated to cover the meet fees.
- Host clubs are not required to refund fees for cancellation of sessions due to uncontrollable circumstances such as inclement weather.
- Meet fees may vary depending on the type of competition and the number of events entered. They typically range from \$30 for a single day participation to \$50 per meet.
- Meet fees are billed to families throughout the month as the meet fees are incurred.
- Swimmers qualifying for Divisional, State or other championship meets will pay fees of \$50-\$150 for the month of March and August depending on what meet(s) they qualify for (regardless of Roster Group). This will cover any practices and coaching staff for the meets. Additional Travel Fees may apply (see Travel Policy. This information is located under the team resource tab under club policies. You must be logged into your TeamUnify account).
- All account balances must be current to participate in championship meets.
- Additional information regarding swim meets can be found here:  
<https://www.teamunify.com/team/zzfa/page/for-parents-landing-page/swim-meets-101>
- Please note that accounts with a past due balance will not be able to register for swim meets.

### **Multi-Athlete Discount:**

- Families with multiple athletes will receive a 10% discount per athlete from the monthly dues. (Discount applies to monthly dues only). If you have three or more kids, you receive a 15% discount per athlete from the monthly dues.

### **High School Swimming:**

- Swimmers participating in the Franklin Central High School swim team pay the normal Roster Group fee through October, at which time they will be moved to the High School billing group and billed at a reduced monthly rate of \$80 per month for Nov, Dec, Jan & Feb. (This rate secures their spot on the team and maintains their eligibility for championship meets when applicable).
- Swimmers are responsible for the team fee and USA fees with their Flashes Aquatics registration.
- Championship fees will apply for participating athletes.
- Swimmers joining the club program after November (i.e., swimmers joining in February/March to participate in club championship meets) will **pay the required registration fees as stated and an additional one-time administrative fee of \$75** for late registration processing and proof of time verification.
- The Speed Force Group, National Group, and Flashes Groups will practice at relatively the same time and have the same monthly dues. National Team members must have achieved a USA Swimming cut.

### **Middle School Swimming:**

- Swimmers participating in the Franklin Township Middle School swim team pay the normal Roster Group fee throughout the Middle School season and while they will compete in the MS meets, they will continue to practice with their respective groups.
- This secures their spot on the club team, allows them to compete in weekend club meets and maintains their eligibility for championship meets (when applicable).
- Middle School swimmers are responsible for the team and USA fees with their Flashes Aquatics registration.
- Championship fees will apply for participating athletes.

### **Recruitment Program:**

- This program creates a significant financial incentive for current members to actively recruit new swimmers to join FA. Current members will receive a \$40 monthly credit for the first 12 months of their new recruit's membership. Credits will be issued once a quarter to the parent/guardian account.
- **How and when are the credits processed?**  
Account credits will be processed in arrears on a quarterly basis, after the new recruit has remained active with FA. If a swimmer cancels their membership before completing the quarter, all credits accumulated for that period will be forfeited.
- **What are the parameters for a new swimmer to be eligible?**  
Only first time members of Flashes Aquatics will be eligible for the credit. This offer does not extend to any siblings, household family members, or returning athletes whose membership had gone inactive.
- **Is there a limit on the number of swimmers that can be recruited by active members?** The limit is two recruits per active member per year. August 2025-July 2026. If your swimmer(s) cancel membership with FA, any accumulated credits will be forfeited.
- **How does the club know that there's a referral?**  
When a new account is created, new recruits must enter the name of the person who referred them in the "referred by" field at the time of registration. This field **MUST** be filled in with the referrer's name at the time of registration. If there is no name entered when registration is approved and processed then it does not count as an eligible referral.
- Flashes Aquatics reserves the right to modify or cancel this program as the needs of the club dictate.
- The Mike Monday Scholarship winner of the current year is ineligible for the recruitment program.
- Swim lesson instructors are not eligible for the referral program as promoting Flashes Aquatics is an integral part of their job responsibilities.

### **Practice Times**

**Practice times are subject to change** based on registrations as well as the high school and middle school swim schedules when in season. Swimmers who are 14-year-old, attending Franklin Township High School will practice with one of the Flashes groups.

Group	Mon	Tue	Wed	Thur	Fri	Sat
<b>High School</b>						
Speed Force	5:30a – 7:00a** 2:30p – 4:30p	6:15a – 7:00a * 2:30p – 4:30p	5:30a – 7:00a ** 2:30p – 4:30p	6:15a – 7:00a* 2:30p – 4:30p	5:30a – 7:00a **	6:00a – 8:00***
Flashes	2:30p – 4:30p	6:15a – 7:00a * 2:30p – 4:30p	2:30p – 4:30p	6:15a – 7:00a* 2:30p – 4:30p	5:30a – 7:00a **	6:00a – 8:00***
<b>11-14</b>						
Thunder	5:00p – 6:00p	5:00p – 6:00p	5:00p – 6:00p	5:00p – 6:00p		
Lightning	6:15p – 7:45p	6:15p – 7:45p	6:15p – 7:45p	6:15p – 7:45p		
Divisional	4:30p – 6:15p	5:30a – 6:50a** 4:30p – 6:15p	4:30p – 6:15p	5:30a – 6:50a** 4:30p – 6:15p	4:30p – 6:15p	9:00a – 11:30a
State	4:30p – 6:30p	4:30p – 6:30p	5:30a – 6:50a* 4:30p – 6:30p	4:30p – 6:30p	5:30a – 6:50a* 4:30p – 6:30p	9:00a – 12:00p
<b>10&amp;Under</b>						
8 & Under Developmental		5:15-5:45p or 5:45-6:15p		5:15-5:45p or 5:45-6:15p		
Thunder	6:15p – 7:00p or 7:00-7:45 p	6:15p – 7:45p or 7:00-7:45p	6:15p – 7:00p or 7:00-7:45p	6:15p – 7:00p or 7:00-7:45p		
Lightning	6:00p – 7:15p	6:00p – 7:15p	6:00p – 7:15p	6:00p – 7:15p		
Championship	6:30p – 8:00p	6:30p – 8:00p	6:30p – 8:00p	6:30p – 8:00p	4:30p – 6:30p	

\* = Morning Weights

\*\* = Morning Swim

\*\*\* = 30 Min Weights / 2.5hr Swim

Please note that there will be no club practice on days the High School or Middle School swim teams have a home meet. These dates are subject to change

There will be NO Flashes Aquatics Club Practice on the following days due to a High School or Jr High Meet	
Date	Day of the Week
November 25	Tuesday
December 18	Thursday
January 15	Thursday
January 20	Tuesday
January 22	Thursday
January 29	Thursday
February 2	Monday
February 12	Thursday
February 24	Tuesday

### Team Suits & New Equipment for 2025

- Swimmers must wear a Flashes Aquatics team suit and team cap for all competitions.
- Suits & required equipment can be ordered through Elsmore Swim Shop located at 4705 E. 96<sup>th</sup> Street, Indianapolis, IN 46240 or online at <https://elsmoreswim.com/collections/flash-aquatics>
- (If you are unsure of your swimmer's suit size, we recommend you visit the shop where your swimmer can try on suits).
- Team fees include 2 team caps.

**All Swimmers are required to have the following:**

- Swimsuits
  - Competition style for practice
  - Flashes Aquatics team suit for swim meets (REQUIRED)
- Swim Caps
  - Cap for practice
  - Team cap with Flashes Aquatics logo for swim meets (received with registration). If your swimmer needs an additional cap, the parent account is charged \$10 per cap.
- Goggles

**All Swimmers are also required to have the following training equipment based on group level:**

Group	Equipment							
High School								
National	Fins	Kick board	Pull Buoy	Snorkel	Paddles (large)	Parachute (Red)	DragSox	Tempo Trainer
Speed Force	Fins	Kick board	Pull Buoy	Snorkel	Paddles (large)	Parachute (Red)	DragSox	Tempo Trainer
Flashes	Fins	Kick board	Pull Buoy	Snorkel	Paddles (large)	Parachute (Red)	DragSox	Tempo Trainer
11-14 Age Group								
Thunder	Fins	Kick board	Pull Buoy					
Lightning	Fins	Kick board	Pull Buoy					
Divisional	Fins	Kick Board	Pull Buoy	Snorkel	Paddles (large)	Parachute (red)	DragSox	
State	Fins	Kick Board	Pull Buoy	Snorkel	Paddles (large)	Parachute (red)	DragSox	

10& Under Age Group								
Thunder	Fins	Kick Board	Pull Buoy					
Lightning	Fins	Kick Board	Pull Buoy					
Championship	Fins	Kick Board	Pull Buoy	Snorkel	Paddles (large)	Parachute (red)	DragSox	
8&Under	Fins							

## Volunteer Requirements

- Flashes Aquatics has a volunteer requirement in place to help foster a sense of community and teamwork among members. By sharing the responsibility of meets and events, everyone gets a chance to contribute and be a part of the club's success.
- Each family is required to fulfill **6 Volunteer** sessions from September 1- July 31. Volunteer sessions are not limited to home meets. Volunteer jobs include, but are not limited to, timing, concessions, tickets, hospitality, officiating, setup, etc. Four volunteer sessions must be completed during the short course season and 2 sessions must be completed during the long course season.
- Families who opt-out of volunteering will elect to pay a one-time fee of \$300 at the time of registration.
- Families who do not complete **4 volunteer sessions** by February 28, 2026 will be charged a fee of \$200.00.
- The remaining \$100.00 balance will be charged by July 28, 2026 for families that have not completed the required 6 volunteer sessions.
- **Parents of High School age club swimmers are not excluded from these expectations.** High School parents are expected to volunteer 3 sessions for short courses and 1 session for long course. *This only applies to families that have all of their children in the high school group only.* If you have a swimmer that is not in high school in your family that swims for the club, you will be expected to fulfill the 4 session requirement for short course and the 2 sessions for long course. **Thank you for helping Flashes Aquatics run outstanding events for our swimmers.**

## Online Payments

- The Club requires all members to use credit/debit card to pay your monthly dues and other expenses (e.g., meet fees).
- Flashes Aquatics manages team membership, including payments to the club, through the Team Unify system. Team Unify runs accounts for each member family and all club charges are applied to these accounts as they are incurred.
- Membership payments must be made by the designated date of each month. Monthly dues will be billed to the debit/credit card on file on the 1<sup>st</sup> of every month. Meet fees will be billed throughout the month as incurred. Nonpayment of dues past the due date will necessitate non-participation for the swimmer(s) until payment is made. Accounts 30 days past due may result in suspension or dismissal from the club. Team Unify charges the balance of each member account to the credit card or bank account which has been set up in Team Unify's 'AutoPay' system.
- You will initially be setup to pay via credit/debit card. There are processing fees associated with payments.
- You can change your credit/debit card information in Team Unify.

- If your card fails to be charged at the beginning of the month, a late fee of \$20 will be assessed if the balance isn't paid by the 20<sup>th</sup> of the month.
- Please note that accounts with a past due balance will not be able to register for swim meets.

## Fall Winter Meet Schedule

The meet schedule is subject to change based on availability and acceptance from the host team. Flashes Aquatics will attend meets on a regular basis. Meet information will be posted on the Flashes Aquatics website when it becomes available.

Dates	Meet Info
September 26-28	SSC Swimfest at Hamilton Southeastern High School
October 24-26	FA Spooky Sprints @Franklin Central High School
November 7-9	Holiday Hoopla at the IU Natatorium
November 21-23	CGAC Jingle Bell Classic @Center Grove High School
December 11-14	35th Annual Speedo Winter Championships in Plantation Florida (Qualified swimmers only)
December 12-14	FRST Holiday Season Slam at Franklin Community High School
January 3-4	Mid States All-Star Championship @IU Natatorium (Qualified Swimmers Only)
January 16-18	CSC Winter Invitational (Qualified Swimmers Only)
February 6-8	Jaguar Aquatics Winter Invitational @IU Natatorium
March 1	Last Chance Meet at Franklin Central
March 6-8	Indiana Swimming Divisional Championships @TBA
March 12-15	Indiana Swimming Senior State Championships
March 20-22	Indiana Swimming Age Group State Championships @IU Natatorium (IUPUI)
March 26-29	Central Zone East Speedo Sectional @IU Natatorium
April 1-4	Open Water JR Nationals

## Communication

Flashes Aquatics primary forms of communication are sent via email and the team website. Email "blasts" are sent to the login email and any additional email addresses listed within the parent account.

- Website: Flashes Aquatics maintains an internet website on which you can find additional team information. The web address is [ftswimming.org](http://ftswimming.org). This website includes important information such as a team calendar, email, and best times tracking.
- Facebook–Flashes Aquatics [https://www.facebook.com/ftswimming/?ref=page\\_internal](https://www.facebook.com/ftswimming/?ref=page_internal)  
Facebook is typically used for the following reasons:
  1. Last minute cancellations due to inclement weather or unexpected pool closures.
  2. Celebrations of exceptional accomplishments from our athletes, like championship cuts.
  3. To promote events that support our swim club
- Instagram– <https://www.instagram.com/flashesaquatics/#>  
Instagram is typically used for the following reasons:
  1. Last minute cancellations due to inclement weather or unexpected pool closures.
  2. Celebrations of exceptional accomplishments from our athletes, like championship cuts.
  3. To promote events that support our swim club
- [Flashes Aquatics-Club Information](#) The official group for updates, events, meet info, and volunteer sign-ups. ***This is still being built, but you can join the group now!***



**Remember to keep content professional, respectful, and relevant to the team when using social media. Social media platforms are not the appropriate place to express grievances or other complaints. Please consult your Head Coach or the Board President if you have discussion points that need attention.**

Connecting with other parents— Flashes Aquatics has 2 social media groups that are run by parents. These groups are meant to be a fun way for parents to connect and build community. These accounts are not used as a form of primary communication from Flashes Aquatics.

- GroupMe— This is a text messaging app that can be downloaded on the app store on your phone. This app is handy on swim meet days for parents to communicate with each other. For example, you arrive at a morning meet at notice the pool area is freezing. You can send out a message letting parents know to bring a sweatshirt. Want to go out for ice cream after a meet? Send out a group message and see if anyone wants to join you! GroupMe is a quick and easy way to communicate with other parents. You're invited to join my group "FA PARENTS" on GroupMe. [https://groupme.com/join\\_group/87801601/RT1cFFEp](https://groupme.com/join_group/87801601/RT1cFFEp)
- On Facebook search for FA Parents or type in <https://www.facebook.com/groups/129069709313268>. This is a private group on Facebook for parents of FA swimmers. This group is a helpful space for things such as: ride coordination, lost & found, and parent support. *Note: This group is not managed by the club.*

## FAQs

1. Where does my swimmer go for practice?  
Swimmers enter the pool deck from door 8W into the natatorium onto the pool deck. Each group has a designated meeting place for practice. Swimmers should be prepared for practice in their suits and their bags with them, and report to their coach.
2. What is the Buddy Program?  
New Swimmers are paired with experienced swimmers to promote teamwork, mentorship, and a sense of community within Flashes Aquatics! The more experienced swimmers serves as a mentor to provide advice, encouragement, and assistance as needed. There are opportunities for swimmers to get together with their buddies throughout the year to build camaraderie and create a supportive environment within our club.
3. Do I have to be a good swimmer to join the team?  
Swimmers need to be able to swim freestyle and backstroke for 25 yards - the length of most indoor pools. Our Coaches teach all four strokes. If you cannot swim the minimum, our lesson program will teach you how and you can move to the team when you are ready.
4. What is Short Course and Long Course?  
Short Course and Long Course refer to the length of the swimming pool used in competitions. From September to the middle of March is Short Course season. Competitions are held in 25-yard pools and races are measured in Short Course Yards (SCY). Long Course season runs from mid-April through mid-to-late July. Long Course competitions are held in 50-meter pools and races are measured in Long Course Meters (LCM). Flashes Aquatics practices at the Franklin Central High School Natatorium, which has a Short Course pool. In the summer, some of the groups train at Center Grove High School, which is a Long Course Pool.
5. Are meets held every weekend?



No and it is up to you how many meets you enter based on your schedule. Usually, swimmers can compete one or two weekends a month in age-appropriate settings suited to their competitive level

6. Is there travel involved?

Most of our meets are in the Indianapolis/Central Indiana area or at our home pool.

7. Should my swimmer participate in all practices?

Practices are not mandatory, so your swimmer should attend the number of practices that fits best into your family's schedule. However, the more practices a swimmer attends, the more proficient they become. Your swimmer will get to know teammates better, gain endurance, and have more opportunities to focus on stroke, turn, and start technique if they consistently make practices.

8. Can I attend practices as a parent?

- We encourage parents/guardians of younger/newer swimmers to stay and observe practice from the spectator seating area.
- Parents are not allowed on the pool deck for liability and safety reasons.
- Parents and non-swimmer siblings are not allowed in the locker rooms at any time.

9. When should my swimmer be dropped off and picked up from practice?

- Swimmers should be dropped off for practice no more than 15 minutes before their scheduled time.
- At the conclusion of each practice, the coaches are no longer responsible for the safety of your children. We ask that all athletes be picked up at the conclusion of their practice and are not left waiting around the building unsupervised. Athletes that are left unsupervised may be subject to fine and/or suspension from the team.

10. When should I ask my swimmer's coach a question?

Please do not talk to your swimmer's coach during practice. Swimmers need to pay attention to the coach's instructions. Coaches can be available after practice or via email.

11. What are Championship meets and does my swimmer qualify?

During the season, swimmers are working to qualify for end of season Short Course and Long Course Championship meets. The two main Championship meets those swimmers qualify for are the Divisional meet and/or State (Age Group or Senior) meets. Qualifying times are set each year by Indiana Swimming and get more difficult to achieve as swimmers age up. Qualifying times are grouped by 10 and under, 11-12, 13-14 and 15 and over. Most recent time standards can be found on the Indiana Swimming Time Standards website. It is helpful for young swimmers to look at the cuts for Divisional times as a first major goal. More elite swimmers can move on to qualify for Zones, Speedo Sectional, Jr. National or Olympic Trial events.

12. What are the opportunities for volunteering?

Volunteer opportunities will be communicated to membership via email. A sign-up genius will be sent out at the beginning of the short course and long course season for families to sign-up for opportunities to volunteer. More opportunities will come up throughout the year such as volunteering for our home meets.

## Volunteer Job Descriptions

Flashes Aquatics needs volunteers to make the program successful! Each family is required to fulfill a required number of volunteer sessions for both short-course and long-course seasons and are not limited to home meets. Parents of High School age club swimmers are not excluded from these expectations during the short-course season only. Below is a listing of the volunteer opportunities with a brief job description. For questions, please refer to [flashesheadcoach@gmail.com](mailto:flashesheadcoach@gmail.com) or [flashes.manager@gmail.com](mailto:flashes.manager@gmail.com).

**ADMINISTRATIVE TASKS:** Each administrative task counts as one volunteer session.

**Spirit Wear Coordinator** (one each for short-course and long course)

- Responsible for ensuring families have received their spirit wear orders, championship orders, and customized swim caps throughout the season. Club Support Manager can notify the individual when items have arrived.
- Total Individuals Needed: 2

**Volunteer Appreciation Coordinator** (one each for short-course and long course)

- Responsible for coordinating the volunteer appreciation event at the end of the season as well as notifying families when their requirements have been met.
- Total Individuals Needed: 2

**Championship Wall Coordinator** (one each for short-course and long course)

- Responsible for creating the name “plates” for the new club swimmers at the start of the season.
- Responsible for updating the championship team roster on the wall throughout the season.

**Award Coordinator** (one each for short-course and long course)

- Responsible for ensuring awards are picked up from the host club following the swim meet.
- Responsible for sorting the ribbons into the swimmers’ folders following the meet.
- Total Individuals Needed: 2

**Buddy Program Coordinators** (One each for short course and long course)

- The Buddy Program Coordinators are responsible for overseeing the implementation of the buddy program. This program aims to pair experienced swimmers with new or less-experienced swimmers to promote teamwork, mentorship, and a sense of community within the club.
- Responsible for organizing buddy activities and maintaining communication between buddies, swimmers, and families.
- Total Individuals Needed: 3

**Homecoming Parade Coordinator**

- Responsible for helping with encouraging members to participate, decorate signs, and attend the parade on September 21.
- Must attend the parade
- Help with communications and promoting the event
- Total Individuals Needed 1

**Lessons Check-in:** Checking swimmers in as they arrive for lessons.

- Job count: 1 (per day - whole day commitment)
- Total Individuals Needed: 2 per day.

#### **Movie Night Managers:**

- Help patrol the deck area and supervise children during pool movie nights
- No food in the pool or horseplay
- Total Individuals Needed: 6

**MEET VOLUNTEER OPPORTUNITIES:** There are multiple jobs required to run a successful meet. One volunteer opportunity is fulfilled by session. Jobs include:

**Setup** (Home Meet Exclusive) – Volunteer to arrive 30 minutes prior to the start of warmups.

- Ensure the touchpads are installed and working.
- Ensure there is a registration/check in table.
- If there are distance events counters are readily available on the deck
- Setup chairs for timers. Two chairs per lane.
- Post heat sheets when ready
  - o Posted up in the stands.
  - o Various locations around the pool deck for swimmers

**Teardown** (Home Meet Exclusive)

- Ensure the touchpads are all unhooked and stored properly.
- Ensure folding tables are all put away.
- Cleanup hospitality area
- Put timers' chairs stacked up and against the wall behind the starting blocks.
- Take down heat sheets on the pool deck and up in the stands.

**Heat Winner Award Coordinator** (Home meet exclusive - as needed)

- Hand out prizes to the winner of each heat during the meet

**Ribbon Management** (Home meet exclusive - as needed)

- Oversees tagging and sorting the ribbons by team.
- Ensuring a member of the visiting team picks up their ribbons post meet.

#### **Concessions**

- Manage the concession sales and replenishing as needed during the meet.
- Responsible for giving the cash sales to the Treasurer at the end of the meet.

#### **Meet Marshal**

- Oversee volunteer check-in.
- Check in officials which includes verifying their credentials are valid.
- Enforce safety rules throughout the venue. This includes allowing only qualified volunteers on deck. No spectators should be allowed on deck during the meet.

**Clerk of Course** (Home meet exclusive - as needed)

- Help organize younger kids in the correct order (by heat and lane) to get to their event. This is typically only for 10&u.
- Designate someone to communicate with the announcer if they need to slow down on the announcement of 1st, 2nd, and final calls (texting might be the easiest way to manage this process)
- 8&u clerk lining swimmers up along the wall behind the diving board. Keep in mind when the event is a 25 they need to be lined up in the appropriate order to cross the bulkhead. There are laminated lane number signs that need to be taped to the wall prior to the meet.
- 10&u clerk will line the 9–10-year-old swimmers up closer to the starting blocks.
- “Gatekeeper” Clerk will stand by the blocks to regulate how many heats are standing behind the blocks preventing overcrowding. This number will fluctuate based on the distance being swam.
  - o More swimmers for sprinting events
  - o Less for distance events
- At the end of the meet, you are responsible for putting away the laminated lane number signs in the office. Please return any other supplies like highlighters and pens to the office as well.

**Timer** (Arrive no later than 30 minutes prior to the start of the meet)

- Responsible for recording the swimmer's time.
- This time is used in the event the swimmer doesn't touch the pad properly (soft touch) or the touchpad is not operating properly.
- The time is recorded on a physical paper available at each lane.
- Depending on the meet there might also be a “plunger” available to serve as a backup to the touchpad. This is to be pressed when the swimmer touches the wall.
- Turning stopwatches and clipboards into the head timer or the person at the administration desk.

**Head Timer** (Arrive no later than 30 minutes prior to the start of the meet)

- Confirm we have all lanes covered with the appropriate number of timers (1-2/lane depending on the meet).
- Run two backup stopwatches for every heat in the event a timer needs a replacement.

**Announcer**

- Announce any changes from the referee or meet director prior to the start of the meet.
- Announce warmup start/end.
- Play National Anthem
- Announce 1st, 2nd, and final call for each event.
- Announce swimmers swimming each event.
- Announce any sponsors for each event.

**Hospitality**

- As needed depending on length of meet
- Coordinate the hospitality room management the whole time of the meet.
  - o Plan for food and beverage needs within the predetermined budget.
  - o Pick up food and beverage prior to the meet.
  - o Set up the room.
  - o Ensure the room stays stocked.
  - o Manage “snack cart” for volunteers on the pool deck during the meet
  - o Clean up the room at the end of the event.

**Runner**

- Capture any stopwatch time the admin desk needs from the timers' clipboard.
- The administrative desk will hand you a slip of paper with the event(s) and lane(s) they need the stopwatch times.

**Scoreboard Operator** (Requires training in advance)

- Responsible for advancing the heats/events.
- Clearing out any lanes that do not have a swimmer in the current heat.
- Ensuring the times are coming through on the scoreboard computer.

**Official:** Arrive not later than 30 minutes before the start of the meet

- Requires USA Swimming certification and non-athlete membership.
- Works with Meet and/or Deck Referee in position as assigned, based on certification.

How Volunteer Opportunities are Tracked:

- Home Meets via Team Unify
- Away Meets via Self identifying to Volunteer tracking coordinator(s). Please email [flashes.manager@gmail.com](mailto:flashes.manager@gmail.com)
- Administrative Tasks via Signup Genius
- Anyone recruited to volunteer can count towards a family's total. (ie: sibling, aunt, uncle, grandparent, etc)
  - o The minimum age to time is 12
  - o Anyone 12-13 must be paired with a high schooler or older.
- Upcoming opportunities featured in weekly newsletter.

Flashes Aquatics strives to provide all swimmers and parents with the information and skills to succeed in swimming. If you have additional questions, please feel free to reach out to us so that we can ensure a successful season for your swimmer. We are excited to welcome you as a member of the Flashes Aquatics Swim Family.