

## PTAC Swim Team Parent Volunteer Policy

In order for the swim meets to run efficiently and for the swim team to have a successful season, each family must put forth a "team effort". Parent volunteers are an integral part in how successful our season will be. Therefore, each family is **required** to volunteer for a **minimum of 3 times** during the regular season at either swim meets or other activities where parent volunteer are needed. Meets can be either home or away. All positions must be filled for meets to run smoothly, therefore if you become unavailable to fulfill your volunteer assignment, you are required to provide a replacement volunteer (ie. Grandparent, aunt/uncle, babysitter, etc.). Each family is expected to be a team player to ensure all positions are covered. A description of each volunteer opportunity is attached.

In addition to the general volunteer opportunities, we are also seeking parents that may be interested in volunteering as a coordinator for the following functions

- Concessions Coordinator
- Fun Friday Coordinator
- GCSL Parent Volunteer Coordinator
- COSA Parent Volunteer Coordinator
- Banquet Coordinator
- Timer Coordinator (Head Timer)
- Stoke/Turn Judge (Must be certified)

Volunteering for these positions fulfills your family's regular season requirement. Please indicate if you would like to volunteer for any of the above positions.

To help with the team, each family is asked to supply food for **one** of our two home meets or **two** of our three home meets (will vary by year). The food will be used at the Gator Concession Stand.

Volunteering for Swim Championships is coordinated once it has been determined which swimmers will participate. Each team is assigned specific tasks at each championship meet. These tasks change yearly. The Volunteer Coordinator will work with the parents of swimmers participating in the Championships to fill PTAC required positions. These do not count as part of the regular season volunteer requirements.

PTAC uses VolunteerSpot to enable families to easily sign up to volunteer and provide food for the Gator Concession Stand. Once signed up, VolunteerSpot will send reminders to your email.

### SUMMARY

- Requirement: volunteer to work 3 meets/activities
- Provide food for 1 / 2 home meet (dependant on number per home meets per season)
- Coordinator position fulfill regular season requirements
- Volunteering for Championships is handled separately

If a family does not fulfill it's regular season volunteer opportunities, they will be charged **\$25.00 per missed volunteer session.**

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I \_\_\_\_\_ have read and fully understand the PTAC Swim Team Volunteer Policy . I agree to participate in the required 3 meets/activities and 1 concession donation.

Swimmer's Name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **VOLUNTEER POSITIONS**

**GCSL Volunteer Coordinator** - coordinates parent volunteers for each Wednesday night swim meet and swim Championships using HotSpot. Responsible for sending emails to team parents if all positions are not filled. Will check-in volunteers at each meet and find substitutes if a volunteer cannot fulfill their meet obligation.

**COSA Volunteer Coordinator** - coordinates parent volunteers for each Saturday morning meet using HotSpot. Responsible for sending emails to team parents if all positions are not filled. Will check-in volunteers at each meet and find substitutes if a volunteer cannot fulfill their meet obligation.

**Concessions Coordinator** - coordinates food donations for the Gator Concession stand during home meets using HotSpot. Responsible for sending emails to team parents if all food donation spots are not filled. Oversees the setup and take down of the stand and check-in of food donations.

**Concession Volunteers** - parents are needed to work the Gator Concession stand during home GCSL meets (Wed. evenings).

**Banquet Coordinator** - Coordinates the end of year banquet. Leads a committee of volunteers. Determines menu, food donations, and works with Head Coach on swimming awards that need to be ordered for the swimmers.

**Banquet Committee** - Parents are needed to help the Banquet Coordinator set up the end of year team banquet.

**Age Group Bullpen Parents** - parents are needed oversee 10 and under swimmers in age group bullpens (swimmer waiting area) and to walk them to lanes for their events. The age groups are: 6 & under girls, 6 & under boys, 8 & under girls, 8 & under boys, 10 & under girls, and 10 & under boys. Two to three parents are needed for each level of swimmer.

**Head Timer** - PTAC will have stop watches available for the timers to use during both home and away meets. Head Timer is responsible for distributing stop watches to timers before and collecting them after each meet. Also responsible for the meet stopwatch which is used to time every event with time being used if a lane timer's stopwatch fails.

**Timers** - three timers are needed for each swim lane. PTAC provides 2 timers for each home meet and 1 timer at each away meet. Timers will record the swimmers time.

**Runners** - two runners are needed for each home meet to gather the event time slips from the timers after each event. The slips are given to the scorer's table for processing.

**Computer Personnel** - parents are needed to enter event times into the meet manager computer program. Volunteers will be trained on how to run the meet computer.

**Ribbons** - prepares the ribbons won by swimmers at the meet.

**Announcer/Starter** - announces and starts each event.

**Stroke & Finishing Judges** - Stroke Judges watch the swimmers to ensure that they properly execute their strokes including touches, turns, and finishes. Finish Judges note the visual order of the swimmers' finishes. Finish judge information is used in case of a timer discrepancy.

**Swimmer Check-in** - signs in each PTAC swimmer at each meet prior to warm-ups. Provides attendance information to meet coaches.

**Fun Friday Volunteers** - parents are needed to coordinate Fun Fridays including obtaining food donations and set up and take down of snack area.