

Volunteer Opportunities and Job Descriptions

STARTERS AND REFEREES -- Requires training at an Officials Clinic offered by The Colonial Swim League, usually on the first Saturday of June, in Burke Centre. The Starter is responsible for announcing the event and start of each race. The Referee is responsible for making the final decision on a possible infraction by a swimmer or team. Referees must be Starter and Stroke and Turn certified. Starters must be Stroke and Turn certified.

STROKE AND TURN JUDGES--Requires training at an Officials Clinic offered by the Colonial Swim League, usually on the first Saturday of June, in Burke Centre. These individuals are responsible for monitoring the swimmer's strokes and recording a possible disqualification (DQ) during a meet.

TEAM REPRESENTATIVE – The individual shall act on behalf of the team Board of Officers. The Team Rep. participates in League meetings and is the spokesperson for his/her respective team at these meetings. They act as the meet manager for home meets, and are responsible for the smooth running of all meets. They coordinate meet dates and locations. The Team Rep. will also act as the liaison between the referee at a swim meet and any party with a dispute over a referee's decisions regarding any swimmer's performance.

BCSC CLUB REGISTRAR – Receives all official swimmer registrations. Provides each team with a roster of current members. Forwards all registration fees to the BCSC treasurer.

CLERK OF COURSE—this individual lines up the swimmers in order of events and lane, so that the meet runs smoothly.

HEAD TIMER & LANE TIMERS—these individuals record the official times of swimmers in each lane. Three timers are required on each of the six lanes plus one or two additional timers for back up. The Head Timer coordinates and recruits Lane Timers for each meet.

SCORING /COMPUTER OPERATOR—the team Computer Operator uses HyTek Meet Manager to organize the meet, enter each swimmer's time, and manage the meet to include scores, records, reports and ribbon labels. Files are transported electronically to HyTek Team Manager for record keeping and data management to help run the team. Coaches use this data to keep track of a swimmers progress throughout the season and to help in meet placement.

RIBBON WRITERS—at the meet these individuals prepare ribbons to be distributed to the swimmers. Ribbons are completed and placed in the swimmer's folder located in the Family Box.

SET-UP/ EQUIPMENT AND TAKE-DOWN—these individuals help prepare and dismantle the pool for a Home swim meet. This labor-intensive opportunity includes laying and removing lane lines, moving tables and chairs, and cleaning pool area. Set up can be accomplished very quickly with many participants. Traditionally, set up for a Home meet is combined with a social opportunity for the swimmers and families.

SNACK BAR—In order to keep registration cost at a minimum and to cover the expenses of ribbons and awards, the Penguins and Stingers raise additional funds through the management of the Snack Bar during their Home meets. Many volunteers are needed to donate items to be sold and to contribute their time as a server or a cashier. Each team manages its own Snack Bar so please contact your team's Snack Bar Coordinator to volunteer. Watch for sign-up sheets posted at practices prior to a Home meet to volunteer to contribute items to be sold at the snack bar.

SOCIAL—these individuals are responsible for coordinating the social activities for the swimmers and their families throughout the season. Each team manages its own Social Activities, so please contact your teams Social Coordinator to share ideas and/or volunteer.

WEBMASTER—this is an exciting opportunity for any individual who wants to post and provide information to the team. The website is an opportunity for team officials to share news regarding the team and the current activities quickly and efficiently. Directions, Schedules, Meet Results, Personal Best Times and other valuable information can be found on the site.