

WHO'S WHO OF VOLUNTEERS

Swim Team Committee

The Swim Team Committee is comprised of 5-7 members who work closely with FORA regarding matters relating to the pool and the swim team calendar. The Committee meets throughout the year as needed to plan for each upcoming swim season and serves in an advisory capacity during the summer season.

Responsibilities include:

- Long-range planning
- Developing and approving the annual team budget
- Hiring coaching staff
- Developing and disseminating team policies and procedures
- Assisting in dispute resolution regarding policies and procedures

Team Reps

The Team Reps are volunteer parents who were once new to swimming just like many of you! They are part of the Swim Team Committee and represent the Fair Oaks Sharks to other swim teams and the leagues to which we belong. The coaches are responsible to the Team Reps for the swimming portion of the swim team program.

A Meet Representative

The A Meet Rep serves as Meet Manager for home A meets and represents the team at away A meets. They also represent the swim team at all NVSL meetings and provide requisite information to the NVSL. The A Meet Rep coordinates NVSL meet activities with the Swim Team Committee and ensures all meet Officials are NVSL- or USS-certified. The A Meet Rep is the designated recipient of all DQ slips for the team and is the only person with any official standing to challenge any decisions made by the Referee.

Developmental B Meet Representative

The B Meet Rep serves as Meet Manager for home Developmental meets and represents the team at away Developmental meets. They also coordinate Developmental meet activities with the Swim Team Committee and serve as liaison to the Fairfax Developmental League. The B Meet Rep is the designated recipient of all DQ slips for the team and is the only person with any official standing to challenge any decisions made by the Referee.

NVSL-Certified Meet Officials

The referees, starters, and stroke & turn officials working at swim meets are certified by the NVSL. Most of them started by serving in entry-level volunteer positions on deck before being trained to serve in an official capacity, and most are familiar Fair Oaks faces. How can you become an NVSL official? Training for officials is typically offered in May. Dates and further details are available at mynvsl.com.

Referee (1 per meet)

The Referee (NVSL-certified) is the chief official for each meet. His/her principal function is to ensure that the meet is properly conducted within NVSL rules and that swimmers have uniformly fair competitive conditions. The Referee serves as the final authority on the interpretation and enforcement of all swimming rules. Prior to the start of each race, the Referee sounds a whistle to advise swimmers to get ready and listen to the Starter.

Starter (1 per meet)

The Starter (NVSL-certified) is the only official who has direct contact with the swimmers. The Starter makes sure that all swimmers are given a fair and equitable start. The Starter informs the swimmers of the stroke and distance to be swum, then says "Take your mark" and sounds the electronic starting device to start the race.

Stroke and Turn Judge (4 per meet)

The Stroke and Turn Judges (NVSL- or USS-certified) ensure that swimmers obey all the rules for the stroke that they are swimming, including the appropriate turn and finish. If a Stroke and Turn Judge sees a violation of the rules, he/she initiates the disqualification process. Stroke and Turn Judges will be assigned to work a combination of both A *and* B meets.

Other Meet Volunteers

Set-up/Breakdown Team (5-6 per home meet) *great for new Sharks families

Arrive 2 hours prior to the start of the meet. Report to the set-up/breakdown team lead. Set up everything required for the meet, including chairs, tables, bleachers, benches, stanchions, time boards, drain covers, signs, etc. After the meet, put all swim team equipment away and return all pool furniture to its original place.

Marshal (2 per meet) *great for new Sharks families

The Marshal is charged with maintaining order at the meet among swimmers and spectators. The Marshal monitors the team during warm-ups. Marshals **MUST** arrive early to the meet location, as they are required to be on deck to enforce safety for the entire length of the meet. Warm-ups cannot begin until the Marshals are present.

Chief Timer (1 per meet)

The Chief Timer assigns Timers to their lanes, provides a briefing for Timers prior to the start of the meet, and assists Timers as necessary. The Chief Timer collects the time cards from the Timers, reviews them for accuracy and completeness, and forwards them on to the table workers. The Chief Timer acts as Assistant Chief Timer at away meets.

Timers (5 per A meet, 9 per B meet) *great for new Sharks families

The Timers are the most important people to every swimmer. They are the people who determine the swimmer's official time for each race. A Timer is a good entry-level position for new swim parents, however some parents have been Timers for years and wouldn't want to see a swim meet from any other viewpoint. If you can start and stop a stopwatch, you can be a Timer. We'll even provide the stopwatch! There are three Timers per lane and all three times are recorded. The middle time is the Official Time.

Timer & Relay Take-Off Judge (4 per A meet)

Four timers from each team will also be Relay Take-Off Judges. Relay Take-Off Judges ensure that each relay swimmer touches the wall prior to the next relay swimmer leaving the deck. There are two judges at each end of the pool in each relay lane and both judges must observe an early take-off for a disqualification to occur.

Clerk of Course (1 per A meet; 2 per B meet)

The Clerk of Course is the gatekeeper for all swimmers and is responsible for getting the right swimmer to the right place at the right time. Other duties include assembling the swimmers in the order of events, holding the swimmers ready on deck, and communicating with the Referee and Table Chief/Verifier if there is a problem.

Clerk of Course Runner (2 per home meet) *great for new Sharks families

The Clerk of Course Runner takes swimmers from the Clerk of Course to their assigned lanes.

Announcer (1 per home meet)

The Announcer is important for meet management and control. He/she announces the events and the swimmers, as well as provides the names of the winners and other pertinent information.

Card Runners (2 per home meet) *great for new Sharks families

The Card Runners are charged with taking completed time cards from the Chief Timer to the time recorder at the table.

DQ Card Runner (1 per home B meet) *great for new Sharks families

The DQ Runner follows the Referee during a DQ and takes the DQ slips from the Referee to the table workers, who then match the DQ slip with the swimmer's card. This eliminates extra time taken for each DQ. At a B meet, there can be lots of DQs!

Heat Board Attendant (1 per home B meet)

The Heat Board Attendant updates a large Heat Board with each event and heat number, so that the Stroke & Turn Judges know what event/heat numbers to write on their DQ slips. The board also assists the Announcer in knowing what event/heat to announce next. It is helpful for the heat board attendant to already have a basic understanding of swim meet event and heat structure.

Team Area Parent (1 per meet) *great for new Sharks families

The Team Area Parent patrols the team area, encourages swimmers to cheer on their teammates, and assists swimmers as needed.

Table Chief (Table Worker)

The Table Chief requires previous experience. This person gets the ordered cards from the Card Clerks and works with the other team to determine the order in which swimmers from both teams finished each event, writes the places on the time cards, and records disqualifications on the time cards. The Table Chief then gives the cards to the DQ writer. The Table Chief is also responsible for answering questions and handling issues at the tables.

Card Clerk (Table Worker, 1 per meet) *great for new Sharks families

Receives our team's cards from the runners. Double-checks that the median time is circled on the card and that the correct time is on the card. Takes DQs from runners and ensures each DQ is with the correct card. Puts events in time order. Clips all the cards for each event and gives to the Table Chief.

DQ Writer (Table Worker, 1 per meet) *great for new Sharks families

Writes DQ notifications for each DQ. Copies the DQ information to the Coach Communication Log, alphabetizes all cards, and hands them to the Data Entry Coordinator to be entered into the computer. Alphabetizes DQ notifications to be placed in the swimmers' folders.

Data Entry Coordinator (Table Worker)

The Data Entry Coordinator inputs the times and places of each race from the time cards. All information needed for NVSL is compiled at the end of the meet.

Data Entry Reader (Table Worker, 1 per meet) *great for new Sharks families

Reads the times from the cards to the Data Coordinator, who then enters the times into the system.

Awards Clerk (Table Worker, 1 per meet) *great for new Sharks families

Receives the place labels from the Data Coordinator once they have been printed. Selects the appropriate award (place, participant, DQ), places the label on the back of the award in the appropriate spot, and alphabetizes all awards to be placed in the swimmers' folders.

Floater (1 per meet)

Assists where needed, particularly if another volunteer has an emergency and cannot complete their job. A family can sign up for a maximum of ONE floater position per season.

Non-Meet Volunteers**Pep Rally Coordinator**

Collaborates with the head coach to decide on all pep rally themes and activities. Gathers/purchases supplies needed for pep rallies. Communicates with the volunteer assisting with each pep rally. Arrives early to set up for each pep rally, helps the coaches run the event, and stays until the pep rally is over and everything is cleaned up.

Pep Rally Volunteer (for single event) *great for new Sharks families

Arrives early to the pep rally to assist with setup, helps run the event, and stays until the pep rally is over and everything is cleaned up. Reports to the Pep Rally Coordinator.

Social Event Volunteer (for single event)

Plans all aspects of a team social event. Gathers/purchases supplies needed, reserves location(s) if necessary, communicates event details to families. Arrives early to set up for the social event, runs the event, and stays until the event is over and everything is cleaned up. Reports to the Social Coordinator or a Swim Team Committee member.