



NAPERVILLE TENNIS CLUB SWIM TEAM:

Racquet Club Orcas

Volunteer Opportunities



Volunteer Opportunities fall into two categories: those done **at meets** and those done **outside of meets**. Most of the tasks done outside of meets are done in addition to at-meet worker assignments. These often involve a 'main person' with some past experience and some helpers who are willing to lend a hand to make the work more fun than work. Based on past experience, each family will probably need to work at least 6 job units. Of course, all assignments need to be filled, so we can not guarantee that you will receive your top choices, please be flexible and generous with your time. It is also handy if you repeat jobs so that not as much training is needed.

Some things are not assigned as jobs: everyone is expected to pitch in to keep the concession, pool and bullpen areas clean. This is a good time for the swimmers to realize that they are their own janitors.

At-meet Opportunities

Meet Director. This is a job best done by a parent with previous meet experience. The Meet Director is responsible for swim meet workers on the day of the meet. They make name tags for all the assigned workers, and hand out the name tags as the workers check in. The director is able to instruct workers of their responsibilities. The Meet Director finds a replacement, or replaces, any no-show and reports the changes to the Worker Scheduler after the meet. The Meet Director also hands out the stopwatches and clipboards to the timers and officials when they check in. During the meet, the Meet Director is a 'floater' providing breaks, distributing water to other volunteers, or filling in wherever they see a need. If the Meet Director taps you on the shoulder for this job, please answer their call or just step up as a floater if you see the need, great way to make new friends!

Officials. We must provide 5 officials at all home meets. Officials must attend a 2 ½ hour annual training meeting put on by the Park District Swim Conference: choose May 7 or 14. Even if you are not volunteering as an Official this meeting is very beneficial to parents to educate them about the overall workings of a meet and what officials look for in strokes, starts and turns. All officials help with set up and take down of Starter and Referee equipment, your willingness to learn electronics would be helpful. One thing great about these volunteer spots is they are all pool-side, you never have to worry about missing your child's event, you are involved in the meet!

Referee/Announcer: The Head Official controls and manages the meet on the pool deck. All decisions by the Head Official are final. This Referee is also a Turn and Stroke Judge for the starting end of the pool for 100 yard events.

Starter: An Official who is responsible for the Starts of each Event/Heat. He/she is also a Turn Judge for the starting end of the pool for 100 yard events.

Stroke Judge: An Official who examines the strokes from end wall to end wall of the swimmers assigned to the lanes in the half of the pool nearest the side from which they are observing.

Turn Judge: An Official who examines the last stroke prior to the turn, the turn, the exit from the turn until completion of the first full stroke, and the finishes of the swimmers in their assigned lanes.

Relief Judge: An Official who gives each of the other Officials short breaks during the meet.

Timer. Timers are needed at both home and away meets for each lane. Timers use a stopwatch to determine times and record their times on the Event Sheets provided and picked up by runners. This is another great first-year parent, poolside opportunity to meet other swimmers and the coaches.

Runner. We provide a Runner at both home and away meets who distributes Event Sheets to the timers and collects them from the timers after at the completion of each event. The completed event sheet is then given to the Results Handler for verification. This calorie-burner is a great way for a first-year parent to get to know lots of people.

Results Handler. The Results Handler checks for DQ's (disqualifications by officials), makes sure the 3 times recorded for a swimmer's race are circled, and checks the line up for discrepancies. You are mostly seated and in the shade and work with the Runner and Computer Score Input Volunteers.

Computer Score Input. This job is needed at home meets only. All finishes and times are input for all swimmers. You are mostly seated and in the shade and work primarily with the Results and Ribbons Handlers. Input accuracy is critical.

Ribbons Handler. We provide a Ribbons Handler at both home and away meets who affixes labels printed by the Computer Coordinator to ribbons awarded to each swimmer of each event. You are mostly seated and in the shade, must be good at organizing. This is a good job for someone with a younger sibling.

Concessions Worker. This job is split between shifts, if you work the entire meet it counts as two units, except time trials which is one shift and counts as just one unit. When your swimmer's event is up you leave to watch them and return right after the high-five is given. The first shift worker does concessions set-up and prep and sales and clean-up during the first half of the meet and gets a great parking spot. The second shift does sales, clean-up and take-down and is right there when any left-over pizza gets priced to sell!

Meet set-up and take-down. Each of these are a ½ unit credit. Some of these tasks require some strength: hauling full trash to the dumpster and removing and replacing the diving board, for example. If weather (darkness or rain) makes completion impossible, someone from the take-down family needs to show up early the next morning to ensure the job is complete. Like concessions 1st shift set-up ensures a great parking space and if you bring your kids they'll get a good bullpen location!

Publicity. This job is mainly done out of your home after the meet. Publicity distributes the results of each meet to the newspapers, newspapers prefer email. Also forward any digital pictures taken at the meet. This is two worker credits per season and is great for someone with younger siblings that need monitoring during meets.

Extra Opportunities

Girl's Invite Coordinator, Classic Meet Coordinator, City Meet Coordinator: These meets are often the highlights of the swimmers entire season! The coordinators need to have good organization skills and be able to attend one or more organizational meetings. We need someone to step forward to work with the girl's invite by May, the other meets by the end of June. These events traditionally involve banners (created by coaches and swimmers), t-shirts and prizes for the invite and lots of fun bells and whistles! This is the type of volunteer spot that people have discovered that the more they put into it the more they get out of it. All participants in Girl's invite, Boy's (away) invite, Classic and City Meets volunteer with one or another job assignment. If you can also help with the organization, please step up!

Fundraising. Want to work with the coaches to set up the Swim-a-thon or the Car Washes? No experience needed.

Social Activities. Want to help with the Season-opening Pep Rally, Fun Fridays, Orca Buddies or the End-of-season social? No experience needed.

Concession item procurement. Concession could use a couple volunteers to pick up concession items during weeks of home meets. This could be a teenager who likes to drive and has access to a car ... anyone come to mind at your house?

Donations wanted: We are in need of two toasters, loan or donation, (large enough for bagels) for the Saturday morning home meets. Also needed is a loan or donation of one large crock pot for home evening meets.

Sounds like a lot, but you'll want to attend the meets anyway, and your kids will appreciate your involvement. If you have any questions regarding the swim team, please do not hesitate to call the club at 355-5600. If you'd like more details than the club provides, leave your name and number and we'll have a team board member or an '04 team parent call you.



GO ORCAS !