



## Racquet Club Orcas

### ***Worker Assignments- Meet attendance not required:***

#### **Trophies** (worth 1 worker assignment):

(All choices and prices need to be approved by Racquet Club management)

- Pick out trophies using previous year's budget as guideline
- Order Loyal Orca plaques
- Fax or email list of imprint information to the trophy company. There are 3 lines of information which will be provided to you by Head Coach
- Orders need to be processed within 3 days following last regular season meet so they are received before the ice cream social and so that the information imprinted is updated with the last meet's data.
- Unpack trophies, check for omissions/accuracy, pack in box for Ice Cream Social; bring to Ice Cream Social

#### **City & Classic Coordinator** (worth 2 worker assignment)

- Attend information meeting at end of June and get championship packet
- Report number of swimmers- both estimate and final count (get information from Head Coaches)
- Organize ORCA volunteer workers
- Send list to applicable Park District contact
- Inform ORCA parents of applicable work assignments/duties
- Be at the beginning of meets to check in workers

#### **Optional Apparel Coordinator** (worth 1 worker assignment) (All choices/prices need to be approved by Racquet Club management):

- January – early Feb. Choose new optional apparel for parents and swimmers; suggested vendor is R & M Specialty
- Distribute both order forms via email and have posted on website. Include deadline of May 31st on order forms.
- Organize apparel and distribute it at the Pep Rally or Time Trials

### ***Worker Assignments- Meet attendance required***

#### **Concessions Manager** (food only) (worth 6 required worker assignments)

- update menu and prices, if applicable
- apply for health permit with County
- order hot food from food vendor for home meets
- make shopping lists for "concession shopper"
- organize work stations during set up and take down and supervise prep work and sales during the meet
- get returns together for "concessions shopper" at end of the season

#### **Concessions Shopper** (food only) (worth 4 required worker assignments) **FILLED**

- get shopping list from "concessions manager"
- look for sales and bulk discounts
- purchase items on shopping list
- deliver items to pool prior to meet
- return unused items to store for refund (if necessary)

## **Beverage Manager** (worth 6 worker assignments for regular home meets) **FILLED**

- Look for sales on soda, Gatorade, water etc...
- Purchase cold drinks for meets
- Purchase or make coffee for Sat. am meets
- Begin icing the drinks at 2pm outside of Club on night meets;  
7am on Sat. morning meets
- Arrive at 4pm to set up drink table and re-ice drinks
- Make Lemonade and Ice Tea for night meets
- Distribute bottled water to officials
- Help take down drink table area; inventory remaining drinks
- Make your shopping list of drinks for next meet
- Return excess beverages by: 1.) returning to store 2.) sell to Tennis Club 3.) donate to pasta dinners.

## **Park District Representative:** (worth 6 worker assignments) **FILLED**

- Attend all Park District meetings as a representative to the Racquet Club Swim Team. (Meetings are held once a month, all 12 months)
- Work with Kristin Nerud in representing the team and in reporting all pertinent information from the meetings to Ginger and Liz.
- Be at the meets in case there is a Park District regulation or question that needs to be addressed. (These dates can be split with Kristin; we have 8 regular season meets, the Girls and Boys Invitational and Classic and City.)

## **Ribbons Coordinator** (worth 3 worker assignments): **FILLED**

- November – give ribbon order amount to Park District Rep.
- May – Pick up Ribbon order from Coaches meeting
- At the end of each meet (both home and away), collect the ribbon labels from the computer/scoring table, put the labels on the ribbons (this can be done at home) and have them available to the swimmers by 8:45am the morning after the meet (for weekday meets). For weekend meets, the ribbons should be available the following Monday morning at 8:45.
- File Championship awards in swimmers files
  - Put name labels on 9x13 envelopes
  - file all remaining regular-season ribbons/awards in swimmers envelopes to be distributed by coaches at Ice Cream Social
- At the end of the season, count leftover ribbons and calculate order for next season (there is a spreadsheet for this)

***Unfortunately fundraisers are a necessity to a non profit team in order to bonus our coaches, and keep a fund for capital improvements. It also helps us to keep our registrations fees reasonable.***

*The events listed on the next page are optional events that we need volunteers to take on outside of their required worker assignments. The Family Social Events/Fundraisers began a few years ago in lieu of a car wash and swim-a-thon. We felt that there was more family and team bonding taken place during these events, they were definitely a lot more fun for the entire family, and were in line with funds made during car washes and swim-a-thons.*

## **OPTIONAL TEAM EVENTS:**

### **Fun Friday Treats Coordinator:**

- Organize sign up for drinks and treats for Friday mornings

### **Ice Cream Social**

- In March reserve VFW hall for the Sunday immediately following City
- Organize coaches cake walk
- Order Ice Cream from Dairy Queen
- Get coolers from City Pasta Party Host/Hostess
- Make Lemonade/Tea for Event
- Set up tables and cover with table clothes

## **FAMILY SOCIAL EVENTS/FUNDRAISER:**

### **Dinner and Movie Night:**

- Pick dates by March 15, approve thru Racquet Club management or Liz Bertram
- Determine costs/fee
- Order 10' projection screen from Vidtech in Lisle
- Use computer or portable DVD player to project movie
- Advertise event with poster at least 2 weeks prior to event at the Pool
- Give details for Social Event signup form
- Promote/publicize the event

### **Lip Sync contest:**

- Pick date by March 15, approve thru Racquet Club management.
- Determine costs/fee
- Give details for Social Event signup form
- Set up rules and guidelines
- Purchase prizes for winners
- Promote/publicize the event

### **Pep Rally Coordinator:**

- Make sign up for salads and desserts
- Purchase Brats, hamburgers, hot dogs, and buns
- Set up tables
- Grill meat
- Clean up area after event Promote/publicize the event
- Promote/publicize the event

### **Purchase Sound Permit:**

- Acquire meet schedule from Park District Rep
- Make permit request schedule that should include
  - time trials and home meets dates and times
  - all social night events dates and times
  - pep rally date and time

**If you are interested in any of these positions, you can contact Liz Bertram (630-355-8227) or Ginger Boyce (630-355-5600). These positions will be filled on a first come first serve basis.**