

BCC Sharks Volunteer Position Descriptions

Banquet

Transport the trophies to the banquet and set up; blow up helium balloons and decorate; pick up, slice and serve cakes; draw names and pass out door prizes; set up chairs indoors for video; check people in at door for the pizza dinner; arrange outdoor furniture to face podium.

This job is from 11am – 5pm on the day of the banquet. Some help will also be needed during the banquet.

Computer Score Proofing

Proofread the scores once the times from the event cards are entered into the computer, before they are posted.

Post score sheets.

Exchange Judges

Determine if the swimmers are performing exchange during relay events legally.

Experienced judges are preferred, but training is provided as necessary.

All exchange judges are required to attend the “Stroke Clinic” scheduled for 7-8pm on May 2nd at Balcones Country Club.

Floater

Assigned various jobs by the volunteer coordinator, based on what is needed at the meet. It can be any of the volunteer jobs.

It may be multiple short jobs during their shift or one assignment for the entire shift.

Home Meet Preparation

1st shift: Set up the equipment (starting blocks, lane lines, event board, chairs, etc.) for home meets for about 1 hour on the Friday evening before the meet at 8pm and about 30 minutes before the meet begins on Saturday.

2nd shift: Put away equipment after the home meet finishes on Saturday afternoon.

This position does not include setting up and taking down swimmer tents.

Hospitality

Deliver refreshments, usually lemonade or ice tea, at the home meets to the swim meet volunteer workers.

Pep Rallies

Assist with planning and running three pep rallies and the Blue and White Kick Off. Pep rallies are held the Friday evening before each of the two home meets and the Friday evening before the Divisional meet. Planning will occur the week prior to the pep rally. The only requirement for this volunteer job is that you enjoy parties!

Ready Bench

Assist in lining up the swimmers for each event, heat and lanes.

Get swimmers to the starting blocks in the correct order and on time.

Ribbons

Place ribbons: Affix stickers to the back of each place ribbon, separate our ribbons from the other team and file our ribbons in swimmer folders. The 2nd shift position is required to stay about 30 minutes after the meet ends for the final stickers to be printed.

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Heat ribbons: Hand out heat ribbons at the pool edge for swimmers winning their heat. This position is in full sun and the volunteer should wear shoes that work well on slippery, wet surfaces.

Runners

Pick up event cards from swimmers and deliver them to timers before the heat.

Pick up event cards from timers and deliver them to the score table after the heat.

Runners will be required to move quickly and should have good shoes that work well on slippery, wet surfaces.

Score Table

Mark the official time for each swimmer in a heat.

Order the scored event cards by event, heat and lane.

Mark event cards for warning or disqualification based on slips received from the stroke and exchange judges.

Stroke Judges

Determine if the swimmers are performing the strokes and turns correctly.

Experience is helpful, but training is provided as necessary.

All stroke judges are required to attend the "Stroke Clinic" scheduled for 7-8pm on May 2nd at Balcones Country Club.

Team Parents

Keep track of the swimmers in a certain age group while the kids aren't swimming.

Hand out the event cards to swimmers prior to their events and get swimmers to the ready bench on time.

Team Parent is a season-long commitment and the volunteer should serve in a tent where least one of their children is located.

This position fulfills all 7 volunteer positions for the year.

Tent Set-Up / Breakdown

1st shift: Set up swimmer tents in the morning prior to the arrival of swimmers at a swim meet.

2nd shift: Take down and remove tents after the swim meet.

If you have a truck, you may be asked to assist in transporting the tents to away meets.

Timers

Equipped with stopwatches, records the time for the swimmer in each heat in a particular lane.

There are three timers for each lane, and all three times are recorded and the official time is calculated at the score table.

The meet cannot start if all timers are not in their position.

Traffic

Directs parking for home swim meets.

Pick up and deliver guests that need assistance with Club golf carts.