

Wedgewood Volunteer Handbook

Summer 2003

Swim Team Board Parent Coordinators

Swim Team Board appoints

[Treasurer](#)

[Registration Coordinator](#)

[Suit/Cap Manager](#)

[League Rep](#)

Fill the following coordinator positions:

- [Officials Coordinator](#)
 - Announcer
 - Starter
 - Referee
 - Stroke & Turn Judge
 - Runners
 - Timers
 - Place Judges
 - Scorers
- [Party & Activities Coordinator](#)
- [Awards Coordinator – Trophies, 5 & 10 yr Awards, Aging Out Gift](#)
- [Snack Bar Coordinator](#)
- [Team Gift Coordinator](#)
- [Pictures Coordinator](#)
- [Championship Coordinator](#)
- [Ice Cream Coordinator](#) – orders ice cream for 3 pm sales
- [Soda Coordinator](#) – orders for the machine
- Phone Chain Coordinator
- [Pasta Party Coordinator\(s\)](#) – for 3 championships

Schedules, plans and implements a Pre-season Informational meeting with all parents – discuss responsibilities of parents and give overview of the season along with Coach.

Committee determines

- gifts for coaches, guards etc.
- pool gift.
- Swim team registration fees
- Budgets for upcoming year
- Set dates for Parties, Awards Night, Pasta Parties, Picture Day communicate with pool management.

Treasurer

Handles all money from all sources for the team. Presents financial status report to Team Board regularly, twice during the season, once in Jan/Feb.

Regularly collects and deposits funds from Soda Machine, Ice Cream Sales, Swim Meet Snack Bar, Entrance Fees & T shirt sales (Champs). Manages Cash boxes and change for each event.

Disburses funds to individuals that present valid receipts for out of pocket expenses incurred on behalf of the team. Disburses funds to vendors, and for the pool, and league fees for the swimmers.

Registration Coordinator

Develops parent letter for sign-ups, registration information and send to pool membership roster. Letter should include:

- general information on team
- registration deadline
- Pre-season parent meeting date
- meet schedule
- directions to other clubs
- Volunteer Coordinator sign-up requests
- Registration Form includes info on:
 - Name
 - Age
 - Birthdate
 - Number of years on the team
 - Address
 - Parents Names
 - Email Address
 - phone #
 - emergency contact info

When registration forms return, ensure proper payment, forward payment to treasurer.

Compile all of the info above on a spreadsheet to create roster. Send roster to Treasurer of Pool to ensure that each family is a member in good standing. Develops Email contact list Responsible for direct emails to team re: Parent Meetings, other notices

Sends roster to:

- Coaches
- Treasurer
- League Rep.
- Awards Coordinator
- Team Gift Coordinator

League Rep(s) – Parent Rep

Attends SCCSL Meetings, represents the interests of the Wedgewood Club and the Team. Reports significant issues to the Wedgewood Board at their meetings. If the Coach is not present this individual has the power to vote at League Meetings. Meetings are held throughout the year. Submits roster to the league in the first weeks of the season. After Champs obtains the list of times for Record Times for the League and posts them in the Record Board Case which is just opposite the manager's office in the breezeway.

Suit / Cap Manager

Chooses suit design and cap design. (Off season – by Feb). Coordinates choices with Main Line Sports (610-688-4568) 538 Camp Woods Circle, Villanova, PA 19085, or the Swim Shop in Wilmington, DE, to ensure enough stock is available in spring. Orders personalized caps and sets date for fittings in late May early June at the club. Orders plain caps in appropriate amounts.

Officials Coordinator

Individual who ensures that all official's jobs are filled. Meets with ALL TIMERS, and judges 30 min prior to meet time for both home and away meets. Arrange for officials at all mini meets, relay carnival, first and second champs.

Pre-Meet responsibilities:

Both Home and Away Meets:

- Check all watches work
- Pinnies for Timers
- Pair home and away officials at each lane

Home Meets:

- Ensure starting system works properly
- Have a back-up starting system available – Gun w/amo, air horn or whistle

Staff:

- 7 Timers – 6 timers and 1 back-up
- 3 Place Judges – also responsible for distributing ribbons Home meets – lanes 1,3,5
- 1 Starter – starts and oversees meet
- 1 Referee – checks on places, timer and may help with start with relay take offs
- 1 Stroke & Turn Judge – Determines if stroke and turns were “legal” Determines if there is a disqualification (DQ), tells swimmer and timer if DQ'd.

Scorers

Before Meet:

- Collect Line-up sheets & runner sheets from Coaches
- Match runner sheets for both teams and tape together (writeable tape is best) check event, heat, gender and age before taping
- Match scoring sheets for both teams, tape together, match events and heats
- Combine heats if necessary
- List events and number of heats for Starter see Appendix A

During Meet:

Two sets of Scorers: First Heat, and All Others

On the scorers sheets enter the swimmers place, & time for each swimmer.

There is NO SCORING on 6 & U's

All others (except relays):

- First Place 5 pts
- Second Place 3 pts
- Third Place 1 pt
- If one team sweeps the heat, they can only take the first and second place points and the one point left goes to the 4th place swimmer. No team can gain more than 8 points per heat.

Relays: 7 pts to winning team – no other points

The score sheets are set up so you can keep an ongoing tally of the points for each team, periodically check with the opposing team's scorer to ensure you both are in sync. (That way an audit does not have to be done at the end of the meet).

Check to ensure that no swimmer swims more than 3 events plus a relay that are counted in the meet tally.

FYI – Open event does not count in the tally

Announcer

Read event, team, lane and swimmer's name for each heat off of the Runner's sheet. Read names for next race just after the prior swimmers hit the water. Give the Runner's sheet to the Runner.

Starter

Basically runs the meet. Only experienced swim team parents should volunteer. The starter begins and oversees the meets. He/She starts each race, determines false starts, leads the pace of the meet.

Referee

Referee checks on places, timer and may help with start with relay take offs, should be an experienced swimmer or coach.

Stroke & Turn Judge

Determines if stroke and turns were "legal" Determines if there is a disqualification (DQ), tells swimmer and timer if DQ'd. Only experienced swimmers, coaches or VERY experienced parents should volunteer.

Runners

At least 2 from each team.

Collect the Runner sheets from the announcer

Position yourself amongst the timers, at the end of the race, collect the place positions and times for each swimmer – check each swimmer's name, fill in the information and return the sheet to the scorer's table. Heat 1 goes to the Heat 1 scorers, all others to the other Scoring team.

Timers

7 Needed 6 - one for each lane, plus one back-up.

Back up timer needs to start their watch at each race and listen for the deck timers to request a backup (if for some reason their watches are not working etc). Position yourself to take over the timing of the lane that needed the backup.

Place Judges

6 needed 3 from each team

Place judges watch the race closely and walk to the lane that their swimmer is in – hold up the paddle, wait for the runner to take down the information, and give the ribbon to the swimmer.

Parking

Direct cars safely in the parking lot pre and post meet

50/50

Sell raffle tickets at each home meet & champs. Start with \$20 in \$1 bills (get from Treasurer). Collect tickets and money in large coffee tin. Tickets are \$1 each, with 6 for \$5. Walk around soliciting participation from spectators. Midway through the meet, let the Announcer know how much has been collected so far, to encourage more purchases. At the end of the meet, one swimmer should be chosen to pull the winning ticket. Give to the Announcer, who announces the winning number. Winners get 50% of the collection. If no winner is present, redraw another ticket.

Party & Activities Coordinator

Coordinate with Coaches dates and times for activities

Team Dance

Ice Cream Social

Championship Volunteer Meeting

Organize supplies and volunteers for each activity

Awards Coordinator

Coordinate with Coaches for numbers of trophies the past few years – we have done the following:

All 6 yr olds get a trophy; trophy is wreath 2 inch riser with a swimmer

4 trophies per age group – 24; for a coaches award & most improved for both a girl and boy in each age group; trophy is wreath 2 inch riser with a swimmer

2 Whale awards – one female, one male; wreath 4 inch riser with a swimmer

Total of 26 trophies for performance and however many 6 yr olds are on the team.

Order trophies from a trophy store (ie, The Engraving Awards Center – 610-350-4240, or Infinity Signs & Engraving 610-873-3177)

Get list of swimmers eligible for 5 & 10 yr awards from Registration Coordinator

Order awards for those swimmers

Get list of swimmers “aging out” from Registration Coordinator

Order special gifts for these swimmers

Make special tags for each award with the names of the winners on it and attach to trophy.

Try to order all awards as early as possible. Rush Shipping is very expensive, and we do not have to incur these costs if the ordering is done early in the season.

Team Gift Coordinator

Get number of team members from Registration Coordinator. Determine gift - \$15 range, get copy of roster if sizes are required, get sizes of swimmers, order and distribute gifts. Best if gift is determined and ordered within the first 2 weeks of meets. Shipping etc takes about 3 weeks. Get approval of gift from the Swim Team Board members, and authorization from the Treasurer. Treasurer will cut check. Gifts have been purchased from Nancy Tuttle, of Tuttle Marketing Services. She can personalize at a reasonable cost. Phone 610-430-3782. Address 992 Riflery Drive West Chester.

Pictures Coordinator

In early mid spring contact Active Image Photography, Springfield, PA. Active Image, comes on time, will personally deliver pictures to the coordinator, and is very pleasant to deal with. Set date for pictures in late June. Communicate date with Swim Team Board, so it can be communicated in the registration paperwork.

- Contact Active Image as date draws near 610-328-3456 – Mike DeTrilio.
- Have picture paperwork distributed the day before the pictures at practice
- Collect picture envelopes from swimmers
- Have Team picture taken first
- Line up the swimmers in the order they handed in their paperwork
- Have photographer take individual pictures

Ice Cream Coordinator

Order Ice Cream for 3 pm daily sales. Order from Jack & Jill Ice Cream 215-639-2300 #_____ and Water Ice from Rosati's 610-626-1818 #_____. Keep track of inventory.

Soda Coordinator

Order soda, water, sports drinks from Coatesville Coca Cola - Set-up 800-350-2653, Ordering # 800-486-1616 #_____. Ensure adequate stock, make sure the stock is rotated. Delivery days MUST BE Tuesday and Friday. Home swim meets on Wed night sell a great deal, and weekends are generally busy. Order extra quantities for holiday weekends, if the weather is expected to be good.

Snack Bar Coordinator

Responsible for ordering supplies and setup and take down of snack bar during home meets and champs.

It is best to delegate the purchases of each of the main food offerings to specific people. Have one person do the candy shopping, another bakery goods, another meats and pizza. That way no one person is overwhelmed by the shopping.

Typical Offering

	Quantity	Sources
Pizza	20	Pat's, Cocco's, University Pizza have delivered in shifts throughout meet.
Hot Dogs	125	Colonial Meats, Shoprite – get decent quality
Condiments		Grocery Stores – Ketchup, mustard, relish
Hoagies	15	Shoprite
Soft Pretzels	150	
Bagels (morning only)	3 doz	Grocery Bakery Acme, Giant, Shoprite
Donuts	3 doz	Grocery Bakery Acme, Giant, Shoprite
Cookies	5 doz	Grocery Bakery Acme, Giant, Shoprite
Candy		Sam's Club, BJ's
Veggies and dip	40	Grocery Stores – cut up in about 40 ziplock bags
ICE	6 bags	Spaz Beverage
Soda		Garage for soda machine
Water		Garage for soda machine
Gatorade / Sports Drink		Garage for soda machine
Apple / Orange Juice boxes		Grocery Stores, BJ's, Sam's
Paper Products		Sam's, BJ's etc

Pasta Party Coordinators (OMIT)

3 Needed – one for each championship meet

A few days before each of the champs, make and serve a pasta dinner for the participating swimmers. Coordinate with the Coaches and Pool Management, for a date, communicate the date and time to the swimmers. Make pasta, meatballs, salad, bread and drinks for the swimmers dinner at the Pool Pavilion.

Pre Meet Activities – Board Members distribute responsibilities

At least 24 hrs prior to Meet

- Charge the starting system
- Plug into outlet under guard's entrance desk, or in the swim team shed. Ensure that the system is raised above the ground, so as not to get wet during washroom clean-up, or rain in the shed.
- Check that stop watches work
- Have a ready supply of pencils, pens, write-able tape and scrap paper
- Have blank runners sheets for emergencies
- Check for clip boards, ribbons, paddles, and pinnies in shed.

Day of Meet

- Set up Starting System
- Set up PA System
- Set up table and chairs for scorer's table
- Fill cooler with cold water for officials during meet

Championships Coordinator

- Goes to SCCSL Meeting to discuss Championships
- Makes a JOB copy book for each volunteer job during the champs
- Passes JOB copy book around at each meet to enlist volunteers
- Completes “Championship task sheets” from the league
- Hire Police or FirePolice for traffic control
- Design and order Championship T-shirts for all champs – orders enough for all clubs, coordinates ordering with demand from other clubs.
- Arrange for a consignment sales table for MainLine Sports 610-688-4568 – sell goggles & caps
- Pickup and return to Main Line Sports of merchandise
- Order tents (canopies) for each club – The PartyCenter; Phoenixville - 610-935-TENT
- Assigns tents to clubs and clearly marks tents
- Arranges for transfer of Bleachers from Stetson Field to WW Wed night before Champs
- Ensure Award Blocks are onsite – West End and Waterview borrow for earlier champs but must be returned to Wedgewood (we own them).
- Solicit Heat Sponsors (\$10 per event made out to SCCSL)
- Arrange and work with League Officials

MiniChamps

Officials Volunteers

1 official

3 timers

First Champs

Officials Volunteers

1 official

3 timers – long meet arrange for shifts

Second Champs

1 Announcer each session

4 timers per session

2 runners to post results of each session

SCCSL Events Order

	Number of Heats
OPEN GIRLS 100 I.M.	
OPEN BOYS 100 I.M.	
6 & UNDER GIRLS 25 FREESTYLE	
6 & UNDER BOYS 25 FREESTYLE	
8 & UNDER GIRLS 25 FREESTYLE	
8 & UNDER BOYS 25 FREESTYLE	
10 & UNDER GIRLS 25 FREESTYLE	
10 & UNDER BOYS 25 FREESTYLE	
12 & UNDER GIRLS 50 FREESTYLE	
12 & UNDER BOYS 50 FREESTYLE	
14 & UNDER GIRLS 50 FREESTYLE	
14 & UNDER BOYS 50 FREESTYLE	
OPEN GIRLS 100 FREESTYLE	
OPEN BOYS 100 FREESTYLE	
8 & UNDER GIRLS 25 BREASTSTROKE	
8 & UNDER BOYS 25 BREASTSTROKE	
10 & UNDER GIRLS 25 BREASTSTROKE	
10 & UNDER BOYS 25 BREASTSTROKE	
12 & UNDER GIRLS 50 BREASTSTROKE	
12 & UNDER BOYS 50 BREASTSTROKE	
14 & UNDER GIRLS 50 BREASTSTROKE	
14 & UNDER BOYS 50 BREASTSTROKE	
OPEN GIRLS 50 BREASTSTROKE	
OPEN BOYS 50 BREASTSTROKE	
6 & UNDER GIRLS 25 BACKSTROKE	
6 & UNDER BOYS 25 BACKSTROKE	
8 & UNDER GIRLS 25 BACKSTROKE	
8 & UNDER BOYS 25 BACKSTROKE	
10 & UNDER GIRLS 25 BACKSTROKE	
10 & UNDER BOYS 25 BACKSTROKE	
12 & UNDER GIRLS 50 BACKSTROKE	
12 & UNDER BOYS 50 BACKSTROKE	
14 & UNDER GIRLS 50 BACKSTROKE	
14 & UNDER BOYS 50 BACKSTROKE	
OPEN GIRLS 50 BACKSTROKE	

OPEN BOYS 50 BACKSTROKE	
8 & UNDER GIRLS 25 BUTTERFLY	
8 & UNDER BOYS 25 BUTTERFLY	
10 & UNDER GIRLS 25 BUTTERFLY	
10 & UNDER BOYS 25 BUTTERFLY	
12 & UNDER GIRLS 50 BUTTERFLY	
12 & UNDER BOYS 50 BUTTERFLY	
14 & UNDER GIRLS 50 BUTTERFLY	
14 & UNDER BOYS 50 BUTTERFLY	
OPEN GIRLS 50 BUTTERFLY	
OPEN BOYS 50 BUTTERFLY	
OPEN GIRLS 50 FREESTYLE	
OPEN BOYS 50 FREESTYLE	
8 & UNDER GIRLS 100 FREESTYLE RELAY	
8 & UNDER BOYS 100 FREESTYLE RELAY	
10 & UNDER GIRLS 100 FREESTYLE RELAY	
10 & UNDER BOYS 100 FREESTYLE RELAY	
12 & UNDER GIRLS 200 FREESTYLE RELAY	
12 & UNDER BOYS 200 FREESTYLE RELAY	
14 & UNDER GIRLS 200 FREESTYLE RELAY	
14 & UNDER BOYS 200 FREESTYLE RELAY	
OPEN GIRLS 200 FREESTYLE RELAY	
OPEN BOYS 200 FREESTYLE RELAY	