

Tidalwaves Volunteer Positions

Note: typical MSL swim meets last ~4 hrs., with volunteer positions arranged in shifts for the first-half and second-half of the meet.

Head Timer (Timer Coordinator)

Organizes the timers for each meet, and arranges back-up timing for all races. Responsible for scheduling changes and replacements for timers as necessary. This is a season-long position, and experience is required.

Timers

Volunteers needed for both home and away meets. Times all races using a plunger or a stop watch. Two shifts per meet, first-half and second-half. Shifts are selected by the volunteer in advance. Check in with Head Timer at beginning of each shift. Shade and chairs provided. No experience required.

Floating Timer

Extra timer (see job description above) for both home and away meets. Two shifts per meet, first-half and second-half. Shade and chairs provided. No experience required.

Runner

Convey disqualification (D.Q.) slips and other communications/messages between meet desk, officials, and timers during home meets.

Floater

Available for miscellaneous assignments during home meets - see Check-in Coordinator, Head Timer, Snack Bar, and Meet Desk for possible assignments. Two shifts per meet, first-half and second-half. Second-half assignment must be prepared to stay for breakdown if necessary. No experience required.

Swim Meet Volunteer Check-in

Responsible for checking in Tidalwaves volunteers, and handing out name tags, at the beginning of each meet. Responsible for notifying the volunteer coordinator, in the respective area, of any no-shows. No experience required.

Announcer

Announces event, heat, swimmer's name and lane number for each race, using the public-address system. Also responsible for other announcements during the meet. Should be comfortable with public speaking, with good timing and pronunciation.

Swim-Meet Gate Monitor

Monitor entrance gates to pool deck during home meets. Enforce "no food on deck" rule at Redwood High pool.

Meet Set-up Crew Lead

Responsible for organizing set-up crew for home meets. This is a season-long position, and some experience is required.

Meet Set-up Crew

A set-up crew is needed for each of the 4 to 5 home meets of the season. Arrive at home meets ~2 hours before the start of the meet. Help to set-up Colorado timing system, desks, folding chairs, PA system, speakers, touchpads, canopy tents, trash cans, etc. This is a season-long position with assignments scheduled by the crew lead. No experience required

Meet Breakdown Crew Lead

Responsible for organizing break-down crew for home meets. This is a season-long position, and some experience is required.

Meet Breakdown

A break-down crew is needed for each of the 4 to 5 home meets of the season. Break-down team is responsible for packing everything up at the end of the meet (Colorado timing system, desks, folding chairs, PA system, speakers, touchpads, canopy tents, trash cans, etc.). Requires ~1.5-2 hrs after meet. No experience required.

Snack Bar Lead

Responsible for all aspects of snack-bar organization including set-up, operation, breakdown etc. Directs a crew of snack-bar helpers. This is a season-long position, for all home meets. Experience is required.

Snack Bar Shoppers

Responsible for purchasing snack bar supplies for home meets and bringing to the meet or prep area. We purchase at COSTCO, Safeway, Starbucks and other local shops. Home meets only. Scheduling and responsibilities to be determined by the snack bar coordinator. No experience required.

Snack Bar BBQ Crew

The BBQ crew is responsible for BBQ-ing (hamburgers, hot-dogs, chicken) during home meets. There are a couple workers per shift for each home meet. Set up and breakdown of the BBQ are included. No experience required.

Snack Bar Prep/Sales

Preparing, selling, and serving food and beverages during the meet. Scheduled in shifts for 1st half of meet (includes set-up), and 2nd half of meet (includes clean up). Multiple workers per shift. Home meets only. No experience required.

Note: Online scheduling - please select 4 time slots distributed over at least 2 swim meet dates.

Computer - Lead

Data entry, report and label printing for all dual meets. This is a season-long position. You work the computer at home meets but also have extensive responsibilities before and after both home and away meets. Computer expertise and/or experience required, along with a willingness to learn. Additional training will be provided to anyone interested. Points will be offered to anyone interested in training with current computer lead to take over in the next couple years.

Computer - Lead (Trainee)

We are looking for an understudy that will work closely with the Computer Lead over the next season or so, and eventually take over Computer Lead responsibilities for Tidalwaves. If you're interested in taking on an important role with your child's swim team and anticipate that you will have a Tidalwaves swimmer for several years, this may be the job for you. You will learn directly from the Computer Lead everything about the swim team and swim meet software, setting up a meet on the computer, running the computer desk, and meet follow-up. For additional information please contact questions@gowaves.com and we'll follow up with you.

Computer Assistant - Meet

Data entry, report and label printing for all home meets. This is a season-long position. Home meets only. Computer expertise and/or experience are helpful (but not required), along with a willingness to learn. Training will be provided to anyone interested.

Computer Assistant - Mid Week

Mid-week data entry and preparation in advance of each dual meet (both home and away). This is a season-long position. Computer expertise and/or experience are helpful, along with a willingness to learn. Training will be provided to anyone interested.

Colorado Lead

Operates timing system at home meets, only one person per shift (works with Colorado assistant), two shifts per meet. Works closely with the computer operator, starter, and announcer during home meets. This is a season long position, in the shade. Home meets only. Experience is required.

Colorado Assistant

Assists in the operation of the timing system at home meets, only one person per shift (works with Colorado lead), two shifts per meet. Works closely with the Colorado timing system lead, computer operator, starter, and announcer during home meets. These are season-long positions in the shade. Home meets only. Experience is helpful but not required.

Note: There is a need for more operators for the Colorado timing system. Training can be arranged for those that are interested, with volunteer points awarded for training. No experience is required.

Officials Lead - Referee

Head referee for home meets, and responsible for scheduling all meet officials (referee, starter, stroke and turn, and relay exchange judges). This is a season-long position, and experience is required.

Note: There is a need for more referees. Training can be arranged for those that are interested, with volunteer points awarded for training. Requires some knowledge of, or avid interest in competitive swimming.

Starter

Calls the swimmers to their mark, starts the race, and judges that the start was fair. Responsible for calling false starts. Officials Coordinator will schedule shifts according to availability, with a different starter for the first-half and second-half of the meet. Experience

is required.

Note: Back-up starters are needed, and training can be arranged for those that are interested.

Stroke and Turn Judges

Monitors swimmers during races to ensure fair competition and compliance with rules for starting, swim strokes, turns, and finish. Judges are responsible for disqualifying swimmers for rule violations. Stroke and Turn are season-long volunteer positions. Officials Coordinator will schedule shifts according to availability, with a different team for the first-half and second-half of the meet. Some experience is required.

Note: There is a need for more stroke and turn judges. Training can be arranged for those that are interested, with volunteer points awarded for training. Requires some knowledge of, or avid interest in, competitive swimming. Stroke and turn clinics are offered by the MSL to train new judges each year.

Head Age-Group Coordinator

Point person for all the Age Group Coordinators (AGC's) - responsible for training, organization, and coordination. Disseminates swimmer age-group lists, responsibilities, and team information to AGC's. Responsible for phone/email communication with AGC's. Confirms swim/no-swim lists for individual meets. This is a season-long position. Previous experience as an age-group coordinator is required.

Age-Group Coordinators

Responsible for a particular age-group. Responsible for confirming swimmers who will be participating in each meet. This is done on-line and/or via email using lists for each age group. Responsible for signing in swimmers at the beginning of each meet. 8 & Under coordinators are also responsible for helping to line-up 8 & Under swimmers at the start of each race. There are at least two coordinators for each age group, and at least one must be present for the duration of each meet. These are season-long positions. No experience required. Training/instructions will be provided.

Communications – Outgoing Email

Responsible for regular email announcements and reminders to Tidalwaves swimmers and parents. This is a season-long position, and requires some familiarity with email software and/or eagerness to learn. Training can be provided.

Communications – Incoming Email

Responsible for answering and/or re-directing inquiries to questions@gowaves.com on the Tidalwaves website. This is a season-long position, and requires some familiarity with Tidalwaves organization and email software.

Webmaster

Responsible for regular update of website, posting photos, meet results, announcements etc. This is a season-long position, and requires some familiarity with web software and/or eagerness to learn.

Lost and Found

Collect lost and found items - organizes them. Maintains a list of lost and found items which is posted on our website and updated weekly. This is a season-long position. No experience necessary.

Registration

Responsible for pre-season registration using new on-line system, including email reminders to people who need to complete registration forms and/or complete payments. Experience required.

Volunteer Coordinator

Responsible for pre-season volunteer sign-ups using new on-line system, including tabulation of volunteer points and email reminders to people who need to sign-up for additional hours. Sending out requests for additional volunteers as needed during the season. Re-scheduling volunteers as necessary (volunteers are responsible for arranging their own replacements). This is done from home, on-line. Experience required.

Note: There is a need to have a second (back-up) person to learn the on-line system. Training will be arranged (and volunteer points awarded) to someone who is interested. No experience necessary, but computer proficiency is useful.

Swimathon Lead

Responsible for organizing annual Swimathon fund raiser. Putting together instruction packets for swimmers to collect pledges. Organizing time/date, advertisements, reminders, parent volunteers, and prizes for Swimathon. No experience necessary, but instructions and materials from previous years will be provided.

Swimathon co-Leads

Responsible for helping to organize the annual Swimathon fund raiser. Putting together instruction packets for swimmers to collect pledges. Organizing time/date, advertisements, reminders, parent volunteers, and prizes for Swimathon. No experience necessary, but instructions and materials from previous years will be provided.

Swimathon Helpers

Responsible for counting laps and/or directing swimmers during Swimathon fund raiser. Date to be determined, typically ~2 hrs on a weekend morning near the end of April. No experience necessary

Splash-Week Hot Chocolate Lead

Organizes small crew to provide hot chocolate to swimmers after every evening practice during Splash Week.

Splash-Week Hot Chocolate Helpers

Provide hot chocolate to swimmers after every evening practice during Splash Week. Assignments organized by crew lead. No experience necessary

Splash-Week Gate Sign-in

Signs in swimmers during Splash Week. Position is for returning parents familiar with Splash Week.

Splash-Week Q&A

On hand during Splash Week practices (during new-swimmer evaluations) to answer questions from new parents. Position is for returning parents familiar with Splash Week.

Splash-Week Deck Monitor

Helps direct swimmers and parents during Splash Week. Position is for returning parents familiar with Splash Week.

Swim-Practice Deck Monitor

Monitor access to the pool deck, and direct swimmers during the first week of practice. Position is for returning parents.

Awards Banquet Co-Lead

Responsible for organizing annual awards banquet. No experience necessary, but instructions and materials from previous years will be provided.

Awards Banquet Helper

Responsible for helping to organize annual awards banquet. Set-up and serve food (prepared by caterer) during the banquet. No experience necessary, but instructions and materials from previous years will be provided.

Awards Banquet Clean-up

Responsible for coordinating clean-up following Awards Banquet - with help from all Tidalwaves families (~1-2 hrs. following banquet). No experience necessary.

Awards Banquet Bar - Lead

Responsible for organizing the bar for the annual awards banquet, including ordering beverages and supplies, scheduling bartenders, and clean-up at end of event. No experience necessary.

Awards Banquet Bartender

Responsible for bartending during the annual awards banquet. No experience necessary.

Championships Volunteer Coordinator Lead

Organizes the Tidalwaves volunteers for MSL Championships on July 10, 2010.

Championships Volunteer Coordinator Helper

Supports lead in organizing the Tidalwaves volunteers in advance of MSL Championships on July 10, 2010.

Championships Poster Coordinator

Coordinates the Tidalwaves posters for MSL Championships on July 10. Responsible for procuring poster materials and recruiting and organizing Tidalwaves kids to make posters during the week before Championships.

Championships Poster Helper

Helps Tidalwaves kids to make posters during the week before MSL Championships (July 10).

All-Stars Volunteer Coordinator

Organizes the Tidalwaves volunteers for MSL All-Stars Meet on Wed. June 16, 2010 (evening meet).

July 4th Pool Party Lead

Annual Tidalwaves event - organize games, prizes, food, and floating pool toys for swim party.

July 4th Pool Party Float Toys

Annual Tidalwaves event - organize the inflation/ deflation of the floating pool toys for swim party.

July 4th Pool Party Helper

Annual Tidalwaves event - helps to organize games, prizes, food, and floating pool toys for swim party.

Stinson Beach Family Picnic co-Lead

Organize picnic for families at Stinson Beach. Provide for BBQ, food, toys, games etc. in coordination with participating Tidalwaves families.

Pizza & Cheer Night Lead

Reserve Redwood High cafeteria for Pizza Night, the night before time-trials in late April/early May. This season Pizza Cheer Night is April 30th. Order pizza, drinks, etc., organize helpers/servers, set-up and clean-up crew. No experience necessary. Instructions provided.

Pizza & Cheer Night Helper

Help in the organization and preparation of Pizza Night, the night before time-trials - April 30th. Order pizza, drinks, etc., server, set-up and clean-up crew. No experience necessary.

Pre-Championships Dinner Lead

Organize pasta dinner exclusively for competing swimmers on the night before Championships.

Pre-Championships Dinner Helper

Help organize pasta dinner (including prep and clean-up) exclusively for competing swimmers on the night before Championships.

Photo - Team

Official Tidalwaves team photo. Make arrangements with a professional photographer to take a photo of the entire Tidalwaves team. Date to be determined, but this is typically done at Time Trials (May 1), right before the meet at the Redwood amphitheatre. Also arrange for delivery/distribution of the photos ordered. No experience necessary. Information on arrangements made in previous years will be provided.

Photos - Meets

Action photos at swim meets. Responsible for taking pictures at meets and Tidalwaves events. Responsible for posting photos to the website, and for selecting updated photos for the Tidalwaves home page. Some photography experience required.

Team Gear Co-Lead

Responsible for organizing team gear helpers, ordering Tidalwaves team gear (swim suits, T-shirts, caps, etc.), collecting orders, and selling team gear at swim meets and other Tidalwaves events. Experience required.

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Team Gear Sales

Responsible for collecting orders, and selling team gear at swim meets and other Tidalwaves events. Some experience and/or willingness to learn required. Weekday sales (Splash Week 2/22-2/26, 3/15, and 4/19) are in the evenings during swim practice ~5:30-8:00 pm. Swim meet sales are on Sat. ~9 am - 2 pm, with two volunteers for the 1st half and 2 volunteers for the 2nd half of each meet.

Note: Please sign up for at least 4 Team Gear Sales slots to ensure some continuity.

Ribbon Coordinator

Coordinate the preparation of ribbons for swimmers, orders ribbons at the beginning of each season. Each swimmer in every heat gets a ribbon. The ribbon volunteers affix labels (automatically prepared from the meet computer) to the appropriate ribbons, and files them in the ribbons box. Swimmers pick up their ribbons at the next practice. No experience required.

Ribbon Preparation

Each swimmer in every heat gets a ribbon. The ribbons volunteer affixes labels (automatically prepared from the meet computer) to the appropriate ribbons, and files them in the ribbons box. There are typically two Ribbon Preparation Volunteers for each meet. No experience required. Volunteer job usually begins approximately half way through a dual meet - volunteers are required for both home and away meets.

Trophies co-Lead

Responsible for ordering trophies for annual awards banquet. No experience necessary, but instructions and materials from previous years will be provided.

Handbook Editor

Formats all material and arranges for email distribution of handbook. Late March and early April, after jobs are finalized. Familiarity with processing software (MSWord, EXCEL) required.