

# Volunteer Opportunities & Responsibilities

**Andover Swim & Dive**

**Revised & Published August 2018**

*A very special thank you to all of our Volunteer Athletes and parents. Our Swim seasons are a huge success because of you 😊. Our fundraising, meets, events, concession stand, score table, event timers, banquets, Senior and Parent nights simply CAN NOT happen without you. As a Booster Club we appreciate your dedication and involvement in your child's sport. We are appreciative that you volunteer your time to make this experience great for all of our student-athletes. Your time is well spent; it allows the athletes to focus on their individual skills and also be part of something much bigger. Your dedication also allows Coaches to focus on coaching and building the foundation of great swimmers and divers. The Booster Club is very proud that we can assist our Coaches and athletes in so many ways. Please consider volunteering if you haven't already- it is fun and eases the burden for all.*

### **Volunteer Coordinators:**

Each team occupies a board position as a Volunteer Coordinator (Boys & Girls). This position specifically requires securing volunteers throughout both seasons for all of the team events. They work closely with the Fundraising Coordinator as well as the Coaches and Current Team Captains. Occasional fill in may be necessary if unable to secure volunteers. Making calls, sending emails etc. is necessary. Organize and run the sign-up genius app. For their respective team. Oversees the securing of meet timers. Swim teams that are not "in" season are responsible for volunteering to time at home and any hosted invite events. Team Captains coordinate but all team members MUST participate.

### **Concessions Food Coordinator-**

This person is in charge of purchasing and/or arranging for donation the food & beverage items to be sold home meets. Decide what food, prepare ahead of time (examples: hot dogs, walking tacos, pizza). This requires a commitment to arrive at the pool around 5:00 p.m. in order to set up the concession area. This coordinator would also delegate duties for the ice runner & pizza runner (if needed) and ensure the concession stand is adequately staffed.

- **Ice Runner:** This position is delegated by the Concessions Coordinator and is responsible for purchasing 2 large bags of ice (save receipt to submit for reimbursement). The coolers are located at the pool. This person could also choose to use their own cooler(s) and pick up FREE ice that Beef O' Brady's donates to all home meets.
- **Pizza Runner:** This position is delegated by the Concession Coordinator and is responsible for picking up either \$5 pizzas or Little Caesars' on the way to the meet. Concession Coordinator will determine based on menu and determine quantity needed. (Save receipt to submit for reimbursement)
- **Cash Box Runner:** Delegated by Concession Coordinator is responsible to coordinate receipt of the cash box from the Treasurer for Concessions, Chuck-a-Duck and other fundraisers that are present at the pool. All funds are placed in the cash box and the Concession Coordinator will remove the profit after the meet and return to the Treasurer for deposit. The cash box needs to arrive no later than 5:30 p.m. so that early arriving fans and the student athletes can be accommodated.
- **Concession Stand Workers:** Must arrive at pool no later than 5:30 p.m. to finish setting up the stand and arranging products. Serve Customers throughout the meet. 2 workers per home meet. Close up Concessions stand at the end of the meet.

### **Fundraiser Coordinator/Vice President:**

This is board position that is responsible for fundraising idea gathering, arranging with vendors, securing product etc. This position also may solicit community donations. Works closely with Vice president and current Captains to communicate all fundraisers efforts to our swim family. Works closely with the Volunteer Coordinators to secure volunteers if needed. Volunteers should be mostly made up of athletes with some parent supervision required.

### **Chuck-a-Duck**

Chuck a Duck is a fundraiser during all home meets. You will sell chances to throw rubber duck into large blow up duck in the pool. Sell ducks for \$1 records, purchaser name and the duck number. When all sales are complete, tally amount and divide in half. Give duck winner name to announcer and distribute winnings among winners. One person needed for each home meet. Must arrive at pool by 5:45 p.m.

**Meet Programs:** Create and print programs for each home meet. Template can be provided or be creative, but economical. Create special inserts if needed (Senior Night). Must deliver programs to pool no later than 5:20. They are placed with the admission worker for distribution. (Save receipt to submit for reimbursement)

**Bulletin Board Coordinator:** Decorate 3 bulletin boards at the Fred Moore Pool. (One in entryway-one by restrooms-one in back hallway.) This includes taking pictures for the bulletin board. Picture of Coaches, picture of Captains, pictures by class, goofy pics, etc. (Save receipt to submit for reimbursement)

**Team Photographer:** One or two parents from each team are needed to take photos throughout the season for posting on the website or by providing to the Website Manager. Creative freedom is welcome. This position will need to be involved in the creation of a slideshow that will be shown at the respective End of Season Banquets.

**Professional Team Photos:** This position coordinates with David bank Studios and each respective Coach during the beginning of each season (Girls- early September/Boys- early December) for a common date and time. Communicates to Coach and team captains. Coach will communicate with athletes. Captains need to obtain order forms from the activities office prior to the picture date and distribute to each athlete. This coordinator will need to pick up pictures from studio when order is complete and deliver to the pool for distribution.

**Timing:** at each home meet and or hosted invite.

- **Scorekeeper 1:** Setup timing system. Use meet manager software on laptop to enter home and visiting teams into the system. Verifies events are correct, verifies system is working prior to the start of the meet. Assists with timing pad set up and tear down.
- **Scorekeeper 2:** Operates the timing board. Using manual back up times if necessary. Ensure laps swimming are correct in console. Assists with timing pad set up and tear down.
- **Scorekeeper 3:** Scores the diving portion of the meet. Assists with set up and tear down.
- **Announcer:** Announce swim and dive events and all athletes' names. Prepares as necessary. Sets up all sound system equipment. Creative freedom with downtime music selections.
- **Timers:** All Captains for both teams are responsible to secure at least 8 (preferably 16) lane timers to attend each home meet. Timers are to arrive no later than 5:40 to aid in pool set up. Tracking of these volunteers will be done by the Captains to ensure team participation.

**Media & Communications:**

**Website Manager:** This position is responsible for the andoverswimanddive.com website. From set up to renewals and all changes to website information. This includes: team announcements, team calendars, helping to post pictures if needed. Posts pictures and stories of our Alumni swimmers, as well as extraordinary achievements by our current swimmers. May contact local publications and/or Andover High School Newsletter as needed.

**Statisticians (2):** 2 positions- one for each team. Responsible for tracking and reporting all meet and invite stats of each current swimmer to the website for athlete/parent tracking. Will need times from respective team managers and can use Meet Mobile when available.

# **SPECIAL EVENTS**

## **Invite Travel Coordinator:**

This person works closely with the coaches to set up a block of hotel rooms for any overnight invites the teams attend. Each Coach will be responsible for the actual bus scheduling, directions and communication of this information. This position will also require coordination and planning of meals for the athletes while on the overnight trip. Make necessary arrangements for a "gathering" room if needed. Communicate hotel information and reservation deadlines to parents.

## **Senior Night Helper:**

This position facilitates this evening with ideas/supplies and guidance. Historically, the seniors are instructed and/or supplied with a poster board for their personal senior board. (Save receipt for reimbursement), these are displayed on the railing throughout the meet and are used again at the Banquets. Senior gifts from their teammates are optional and decided by the athletes themselves. Historically, the junior class collect a small donation from each swimmer and then purchase a small token of gratitude for their senior athletes. This position would also provide a small token (flowers for girls) (food for boys) from the Booster Club for ALL Seniors, including the visiting team. Provide the names and (pronunciations if necessary) to the announcer at the beginning of meet. Room for creative freedom and your own ideas.

## **Parent Night Helper:**

This position coordinates the designated parent night. Historically has included desserts, cookies, root beer floats etc. after the meet. The athletes introduce their parents and say thank you and then pictures with your Athlete are taken for prosperity. There is room for creative freedom and your own ideas.

## **Banquet Committee:**

4-5 people are needed to coordinate the end of the year banquet for their respective team. This involves, securing the venue, menu decisions, create and distribute invitations, determine cost, collect money and decorate the venue. There is a set budget for these 2 events (save receipts for reimbursement up to the allotted budget). Committees of Girls & Boys teams must work together when choosing a venue. Discounts are often given for having both events at the same venue.

## **Junior Varsity Conference Dinner Coordinator:**

Coaches' discretion. Usually hosted mid week before the JV Conference meet. Can be hosted by a swim family, at a local restaurant or catered in to OakView Cafeteria. Reservations will need to be made through the Community Education office. (Save receipts for reimbursement up to the allotted budget).

## **Varsity Sections Dinner Coordinator:**

Coaches' discretion. Usually hosted mid week before the JV Conference meet. Can be hosted by a swim family or at a local restaurant (Save receipts for reimbursement up to the allotted budget).

**Alumni Meet (Boys team only) Coordinator:**

Occurs over winter break when most of our swim Alumni return home for the holidays. A small social follows. (Save receipts for reimbursement up to the allotted budget).

**Snack Bin Coordinators (2) 1 person per team:**

This position will be responsible for gathering and filling the snack bins for all team meets. These snacks are parent purchased goods that will be available for the athletes at all home and away meets. This position would fill up a grab bag before each meet and deliver to the meet or deliver to Coach/bus or Captains to ensure arrival. Some repackaging of fresh fruit may be necessary). Since all of the home meets begin at 6:00 p.m. it is impossible to get the athletes dinner prior to the meet. This is a great way to SUPPLEMENT energy intake before, during, and after the meet. The duration of the snack bin is dependent upon parent donations. Each team will communicate items they need or a dollar amount per athlete at the beginning of their respective seasons.

**Saturday Morning Breakfasts Volunteers:**

Coaches will communicate the date for this event if they so choose. Run by volunteer cooks and volunteer suppliers. Usually is pancakes, sausage, bagels, fresh fruit, yogurt, juice and chocolate milk and is made on site following a full Saturday morning team practice.



**GO HUSKIES!**