

Aquastarz Volunteer Position Descriptions

Parent Lifeguard: A lifeguard certified parent volunteer that can be on call for those situations where 2 coach lifeguards are not available to be at the pool.

Volunteer Coordinator: Works with VFCAL rep, Snack Bar Coordinator, Show Coordinator, or any other coordinator requiring volunteers to determine volunteer needs at team events. Creates and manages volunteer sign-ups for these events (via sign-up genius or another volunteer sign-up platform), and informs Coordinators of the available volunteers for each shift.

Team Suit Order Coordinator: Collects orders for team suits – both black figure competition suits and costume suits – a couple of times during the season (prior to the start of competition and prior to the show). Places order with Swim Outlet, distributes suits and collects payment from swimmers.

Music Distribution Coordinator: Each swimmer receives a USB drive with the routine music selections. This volunteer is responsible for copying the music to each USB drive and distributing the drives to each swimmer when routines are assigned in late April/early May. Coaches will compile the music to be stored on the drives. This volunteer also collects the drives from the swimmers at the end of the season and keeps a record of the swimmers that have turned in a drive.

Sister Activity Planner/Coordinator: Our swimmers are assigned big or little sisters by the coaches each season, and throughout the season, the swimmers participate in activities with their big/little sister(s). This volunteer is responsible for planning and executing these activities under the direction of the Board, as well as communicating the planned activities to the swimmers and parents

Aquastarz Fan Gear Coordinator: In charge of collecting Aquastarz shirt and sweatshirt (or any other fan gear) orders from team members, ordering the gear, collecting payment and distributing orders. This usually takes place in late April/early May so we have gear to wear to the meets.

Registrar: Manages the registration module for the team each season and for juniors and the fall class. Coordinates with the president to assign swimmers to novice and intermediate teams and appropriate age groups. Assists members with registration when needed.

Webmaster: Maintains, updates and manages the team website through League Athletics.

Show Coordinator: The show coordinator(s) are responsible for overseeing the annual water show that happens in early July and the volunteers it takes to put the show on. Responsibilities include, ordering the lights and sound, obtaining permits for driving on the path and for noise, overseeing the ticket sales and raffle coordinators. Planning for the show begins at the Parent Meeting in April.

Facilities Schedule Manager: This person assists the president with pool scheduling and attends the Aquatics Council meetings (usually 2 per year). This person also enters the pool schedule into the team calendar.

Auditor: Per our bylaws, our financial records need to be audited each time a new treasurer is elected.

Social Volunteer Chair: This person helps plan and execute team gatherings such as our end of season party.

Team Photographer: This person takes our team picture and individual swimmer pictures as well as candid shots throughout the season. Individual swimmer pictures are put on a display for the show and then given to each swimmer at the end of the season along with a copy of the team picture. The photographer handles the ordering/printing of these photos and creates the display for the show.

Meet Related Volunteer Jobs:

Snack Bar Coordinator: Coordinate the snack bar for one of both of the home meets that occur in early June. Plan the menu, work with the volunteer coordinator for food donations and staffing help. Oversee the set-up, take-down, and operation of the snack bar.

Snack Bar Volunteer: Work at the snack bar during home meets. Early shifts will help with set-up and later shifts will help with take-down and cleanup.

Home Meet Set-up Coordinator: Understand the set-up needs for the home meets and oversee the set-up volunteers. Requires arriving early to the pool on meet days.

Home Meet Set-up Volunteer: Sets up the home meets under the direction of the Coordinator. Requires arriving early to the pool on meet days.

Home Meet Take-down Coordinator: Understand the take-down and storage process for home meets and oversee the take-down volunteers. Requires staying for the entire meet and

take-down. This job is best suited to an intermediate parent (as their swimmer will be at the entire meet) OR a novice parent who plans to stay for the entire meet and awards ceremony.

Home Meet Take-down Volunteer: Take down the home meet and properly store equipment under the direction of the Coordinator. Requires staying for the entire meet and take-down. This job is best suited to an intermediate parent (as their swimmer will be at the entire meet) OR a novice parent who plans to stay for the entire meet and awards ceremony.

Head Judge/Referee: The Head Judge/Referee has prior judging/refereeing experience and is familiar with all aspects of judging and refereeing both figures and routines. This person helps train judges/referees at the annual judge clinic, certifies all Aquastarz judges each year, and is responsible for conveying any changes in judging each year to our team's judges/referees. The Head judge/referee helps with recruitment of judges and referees for our team.

Judge: Volunteer judges are utilized at every meet and Champs during the season. A judge is trained and certified for the upcoming season in evaluating figures and routines at the mandatory judge clinic in mid-May each year. At meets, judges sit on a panel to evaluate and score individual swimmers in figures. When routines are run at a dual meet, judges may also evaluate and score the routines. A judge must participate in 2 dual meets in order to be eligible to judge at Champs. Judges should plan on attending our team's mock meet in early May to practice judging alongside other judges. Judges must be recertified each year for the new season.

Referee: A referee is a specially trained judge who acts as referee for the panel of judges during figures or routines while also judging these events. A minimum of one year of prior judging experience is recommended. Referees are trained in their role by the Head Judge/Referee.

Reader: This volunteer works during either the Novice or Intermediate figure portion of the dual meets and/or Champs. The reader announces the swimmer number and figure to be performed and reads judges' scores aloud to the recorder.

Prompter: Utilized mostly during the Novice portion of dual meets and champs, the prompter is responsible for being poolside to keep the swimmers in the correct order (swimmers are numbered) and ensuring that the next swimmer in line is ready to perform her figure.

Runner: The runner collects score sheets from the recorder tables for figures or from individual judges during routines and delivers them to the computer table. Runners also deliver water to the poolside volunteers.

Recorder: Recorders record the judges' scores as read by the Reader and give the score sheets to the Runners.

Scoring Table Coordinator: The scoring table coordinator is responsible for recording and tallying swimmer scores at meets and champs using the league scoring software. Typically, this person provides a laptop, printer and any other supplies needed for each meet and coordinates with volunteers from the other teams to staff the scoring table. Once scores are tallied, this person prints a final report as well as labels to be affixed to ribbons for the swimmers. The coordinator sends the report to the coaches following the meet.

Ribbon Coordinator: The ribbon coordinator organizes the ribbons at each meet and champs and affixes the labels to them as the scoring table prints them.

Board Positions:

Board positions nominations will take place in June and July and elections will be held at the last general membership meeting of the year.

President: Oversees and directs the activities of the organization. The President OR Treasurer signs all checks drawn on the Corporation checking account. In the case of checks at or above \$2500, BOTH the President and Treasurer shall sign the check. Appoints committee chairpersons and key volunteer positions with the advice of other elected Board members. Serves as the Board Chairperson.

Vice President: Assumes the duties of the President in his/her absence. Ensures Board committees run smoothly by assisting chairpersons whenever necessary. Coordinates all fundraising for team. Coordinates team publicity. Oversees ad hoc and non-board committees and key volunteer roles.

Secretary: Assumes the duties of the President and/or Vice President when they are unavailable. Records, and keeps on file, the approved minutes of Board meetings. Communicates information to the team member families during the year. Ensures meetings are run in accordance with Roberts Rules of Order and that the Aquastarz bylaws are adhered to in all meetings. Maintains bylaws including board approved updates and ensures appropriate filing and updates are done as needed with the state and other authorities.

Treasurer: Maintains and balances the Aquastarz checking account. Prepares a monthly report of the Corporation's financial position and operations for the Board. Prepares the yearly budget for approval by the Board. Signs all appropriate contracts after approval by the board. Prepares, or causes to be prepared, appropriate tax returns and filings annually. Reviews and renews insurance policy annually. Prepares checks and pays bills as needed.

Member-at Large: Provides liaison with the team member families by exchanging of ideas and reports on trends, concerns and problems to the Board. Assists other Board members with their duties as needed. Responsible for educating new team member families about team expectations and procedures. Serves as the contact for team member families regarding any conflicts or concerns about coaching or team management.

VFCAL Representative: This is an appointed board position rather than an elected position. Attends all VFCAL meetings and provides information and feedback to Board and Membership as needed. Coordinates VFCAL meets.

Personnel Manager: This is an appointed board position rather than an elected position. Coordinates and assists in recruiting/hiring/supervising all contractors, including coaches, lifeguards and other professional support deemed necessary for the team. Monitors and ensures compliance with all labor laws. Maintains lifeguard certificates and coordinates renewal of lifeguard certifications as needed. Manages the scheduling of all contractors including coaches and lifeguards to ensure the correct number of coaches and lifeguards are available for practices and meets.