



## PARENT PARTICIPATION POSITIONS

The Valley Aquatics League is an organization that depends upon the participation of all our swimmers' parents or another responsible adult. Without the support of parents at all team levels, your child cannot have a successful swim season. It is in the spirit of offering your child the most enjoyable swim season that we ask each Los Ranchitos family to contribute approximately 25 hours over the course of the 16 week swim season. Only in this way can the Los Ranchitos Swim Team provide the full benefit to each swimmer they deserve.

There is a large array of jobs and responsibilities to choose from to fulfill the 25 hour obligation. The following is a list of Parent Volunteer Position descriptions. Please indicate below, those positions that will best suit your family. Please consider the positions carefully, with everyone's continued participation, no family will feel burdened with more than their fair share. Thank you for making this season the best season yet!!!

\* **ANNOUNCER** – Announces the events and calls swimmers to the Clerk of the Course

\* **CLEAN UP CREW** – Disassembles or returns all canopies to proper locations, returns tables and chairs. Clean up in and around the pool area.

**CLERK OF THE COURSE** – Shall be in charge of the ready bench. All swimmers will report to the clerk of the course when their race is called. Clerk shall notify the Meet Director and scoring desk if a swimmer fails to report to the ready bench.

\* **COMPUTER DATA ENTRY / READER** – Keeps track of the score as the meet progresses, by inputting scores in the computer. Prints all ribbon labels for each event. Copies the meet results to a disk, producing a hard copy of the meet results to the visiting team.

\* **EVENT BOARD WRITER** – Lists all event numbers, tracking and recording events as they have been called to the Clerk of the Course (O) and as the event is swimming (X).

\* **HEAD TIMER** – Assures the assignment of all lane timers. Starts an extra watch in case another watch should fail. Listens for all calls from a timer whose watch had failed and brings them a back up watch. Keep track of all stop watches.

\* **HOSPITALITY** – Prepares and serves drinks to all the volunteer workers. Check restrooms for cleanliness and empties pool area trash as needed.

**LANE TIMERS/WRITERS** – There are three timers per lane and one back up timer per team. Timers meet with the starter before the meet begins to check watches and go over the rules. Start the watch when you hear the buzz of the timing system. Stop the watch when the swimmer completes the race and touches the wall as required. Confirms the name of the swimmer in their lane assignment and record their time on the lane card or lane sheet, then pass it to the runner.

\* **MEET DIRECTOR** – Oversees all meet events, ensures all start times begin as stated. Ensures all pre-event meetings are set and all assigned posts are ready to begin. Keeps the meet running smoothly. (*Parent committee member only*).

**PHONE TREE** – Phone families to remind them of meet job assignments, snack shack contributions and other reminders as requested by the team manager.

**READY BENCH PARENT** – Helps to supervise swimmers in the designated area of the Clerk of the Course. The parent will have a list off the swimmers, their events and lane assignments. The parent helps to seat swimmers in the appropriate seat on the ready bench.

\* **RUNNERS** – Move cards or sheets to the appropriate lanes; make sure that times are recorded on the cards or sheets. Collects all lane cards or lane sheets at the end of each event and delivers them to the computer desk.

**RIBBON WRITER** – Applies the swimmers race times to label on the ribbons; will need to write times on the label if the computer is not working and for all relays. Checks for time improvements and files ribbons in the appropriate folder.

\* **SET UP CREW** – Set the meets event; set up canopies, tables, chairs and rope off designated areas as required. Make sure all blocks, flags and lane lines are set-up accordingly.

\* **SNACK SHACK** – Work in the team fundraiser snack shack responsibilities can include; set-up, sales and clean-up.

\* **STARTER** – Meets with the timers before the meet begins to check all stopwatches and goes over the rules of timing. Starts each race by (1) Calling to swimmers “swimmers step up to the block” (2) ask the timers if they are ready “timers are you ready” (3) starts the race with the “take your mark”, then pushes the timing system button to sound start. The starter needs to keep the meet running, insuring that he or she is in sync with the announcer on event number and heat.

**STROKE AND TURN JUDGES** - Must have attended a clinic to train in swimming rules and execution of strokes and turns. S & T judges are the only persons allowed to disqualify a swimmer for improper stroke or turn. They do their best to be fair to all competitors, giving the benefit of doubt to the swimmer. Judges fill out DQ slips and give completed slips to the runners, to be turned in to the scoring table immediately.

**PARENT PARTICPATION NON-COMPLIANCE**

In the event a scheduled parent volunteer is not able to work their assigned shift, the parent volunteer is responsible to find an adult substitute. A \$30/ per shift fee will be charged for each shift of non-compliance. A non-compliant shift is a shift which a parent volunteer fails to work their scheduled shift and fails to provide an adequate substitute.

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**I have read and understand the requirements of being a Los Ranchitos swim team parent. I understand I am required to work approximately 25 hours during the swim season at swim meets. I understand all Parent Volunteers, including Parent Committee members, are required to work all home meets, championships and some away meets. I have thoughtfully selected my preferred Parent Volunteer job positions and understand I may be charged a \$30/ per shift non-compliance fee for any Parent Volunteer shifts that I fail to work or find a suitable replacement for. This fine would be payable to the LR Swim Team before the season’s championship swim meet. Failure to pay this fine could prevent my child from participating in the season’s championship swim meet and could prevent my family’s acceptance to the LR swim team for the next swimming season.**

Family Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Name of adult to be working: \_\_\_\_\_

Contact #: \_\_\_\_\_

**Preferred Parent Volunteer Job Positions:  
(\* Home meet jobs only; must select another choice for away meets)**

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_