

Volunteer Jobs and Roles

Season-Long Positions

Donut Provider for ALL Friday Practices

- We need **one** volunteer for this role.
- You can **earn two volunteer credits** (toward your two required credits) for serving in this job.
- As the Donut Volunteer, you are responsible for picking up donuts from Giant Eagle and delivering donuts to ALL of the Friday practices **by 8:45 a.m.** This volunteer position fulfills all two required family credits.
- (CSC Swim Team Coordinators will pre-order and pre-pay for the donuts.)
- Please confirm that you are available the following Friday mornings before committing to this volunteer job:
 - Friday, June 10, 2022
 - Friday, June 17, 2022
 - Friday, June 24, 2022
 - Friday, July 1, 2022
 - Friday, July 8, 2022

End-of-Year Swim Team Party Committee

- We need **five - six** volunteers for this role.
- You can **earn two volunteer credits** (toward your two required credits) for serving in this job.
- As an End-of-Year Swim Team Party Committee member, you will work together with the EOY Party Chairperson and other committee members to plan dinner, dessert, games, activities and prizes for the EOY party. The party typically occurs the Sunday of the last week of swim practice from 6:00 p.m. to 9:00 p.m.

Lead Volunteer - Swim Team Management Shadow

- We need **two or more** volunteers for this role depending on the year.
- You can **earn two volunteer credits** (toward your two required credits) for serving in this job.
- In this volunteer position, you will shadow the current CSC Swim Team Coordinators to learn how to assume a leadership position for the next summer.

Jobs for Home Meets Only

Meet Referee - Season Long Position

- We need **one** volunteer for this role.
- **Prior training and experience required.**
- The Meet Referee must have experienced knowledge of swim meets and NHSSL rules and regulations.
- View the Meet Referee job description in the [NHSSL Rule Handbook](#).

Announcer - Season Long Position

- We need **one** volunteer for this role.
- **Prior training and experience required.**
- You can **earn two volunteer credits** (toward your two required credits) for serving in this job.

- Job starts at **5:30 p.m.** Job ends at **8:00 p.m.**
- Job Details:
 - Make sure you pick up a clipboard, Event List and pen/pencil from the volunteer table.
 - On this sheet, mark scheduled times to announce the following fundraising activities:
 - Bake Sale
 - 50/50
 - Announce to purchase tickets
 - Event 30 - announce one more chance to purchase
 - After Event 30 - announce winner.
 - Sno cones
 - Buffet
 - Clearance gear
 - Ensure the microphone is working. (Note: We have an old-wired mic that you must tape to the concrete floor of the pool area. There is a wireless mic that's much simpler.)
 - Ensure that the National Anthem is set up and ready to be played.
 - Find a version of the National Anthem on your phone. (Hold phone up to microphone to play.)
 - Find the flag in the office.
 - Select one or two children to hold the flag for the national anthem.
 - Talk to the CSC Head Coach for them to identify events with multiple heats (total for both teams) and communicate to the Starter. This helps ensure everyone is on the same page (though it might change).
 - Meet Process:
 - Announce Home Team Warm-Up:
 - 5 minutes before warm-up -- give warning, "Warm-up for CSC begins in 5 minutes."
 - At 5:30 p.m. - Announce warm-ups start now for CSC until 5:55 p.m.
 - Announce Away Team Warm-Up:
 - At 5:55 p.m. - Announce warm-ups begin for Away Team in 5 minutes.
 - At 6:00 p.m. - Announce warm-ups start now for Away Team until 6:25 p.m.
 - At 6:10 p.m.
 - Warn volunteers at Volunteers must report to the volunteer table in 5 minutes.
 - At 6:15 p.m.
 - Call all volunteers to the volunteer table.
 - At 6:25 p.m.:
 - Ensure the National Anthem is set up on your phone and ready to be played through the microphone.
 - Ensure the flag is ready and out of the office.
 - Ensure that you have a few swimmers to hold the flag.
 - At 6:30 p.m.:
 - Play the National Anthem.
 - At 6:35 p.m.:
 - Check that Place Judges are seated (three on each side)
 - Check for Timers: Call one Timer at a time:
 - Timer for Lane 1 ready?
 - Timer for Lane 2 ready?
 - ...
 - Timer for Lane 6 ready?
 - **Announce Event #1**
 - How to announce Events: "This is Event #<X>, <Event Name>, Heat #<X>"
 - Then, the Starter says, "Swimmers take your mark." Then presses the button to make the bullhorn "beep."
 - Once all of the swimmers have completed the heat, the starter **tweets the whistle five times**, and the swimmers must exit the pool.
 - Then, the Announcer announces the next event.

- Announcer must remember to ask timers and place judges to move to the opposite ends of the pool when younger swimmers swim 25 Individual Freestyle Events.
- During the meet, update the SwimTopia App event status.
 - (Note: Usually, a lead CSC Swim Team Coordinator fulfills this job.)
 - Download and log into the SwimTopia mobile app. (Ensure you have Admin status.)
 - Click on the day's swim meet.
 - Click on the key icon in the upper right of the screen.
 - Click on Event/Heat Updates.
 - Click on a Session (if one is listed).
 - When the meet is about to start, change the Broadcast Status to "live."
 - Use the plus + and minus - keys to update the Event and Heat numbers as the meet progresses.
 - Once updating the Event or Heat number, click the "Update" button to save the change.
 - When the meet is done, change Session Completed to "on" to confirm the meet is done.

Starter

- We need **one** volunteer for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- **Prior training and experience required.**
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- Job Details:
 - Ensure the **bullhorn** is working. It's kept in a black bag in the top file cabinet in the pool office. There are extra batteries in the office.
 - Ensure you pick up a **whistle** (usually in the bullhorn bag) and **event list** from the Volunteer Table.
 - Make sure you pick up an **Event List** from the Volunteer Table.
 - Meet Process:
 - Announcer announces the Event #, Heat # and Event Name
 - Starter says, "**Swimmers in the Water**" (for Medley and Backstroke Relays) or "**Swimmers on the Blocks**" (for other events) then **waits a few seconds to ensure** all swimmers are in position and ready for the start.
 - Starter says, "**Take your mark**", **waits ~2 seconds** then **presses the "beep" button** on the bullhorn (Option: Blow the whistle instead of pushing the beep button.)
 - Once all of the swimmers have completed the heat (look twice for swimmers still swimming), **blow the whistle quickly five times (not 3 as that is the lifeguard distress signal)** to signal to the swimmers they should be preparing for the next heat/event.
 - For the Medley and Backstroke Relays, swimmers should exit the pool before the start of the next heat/event. For events other than the Medley and Backstroke Relays, "flyover starts" are recommended to save time -- where swimmers stay in the water until after the start of the next heat/event (you may have to announce "Stay in the Water" for these events).
 - Help the Announcer remember to move the timers and place judges to the opposite ends of the pool when younger swimmers swim 25 Individual Freestyle Events.
 - Two additional thoughts:
 - 1) Tie a rope between the two lifeguard chairs. If a swimmer starts very early (usually very young), the lifeguard in the chair unties the rope and lets it fall into the water so the swimmer can swim across the rope and know something was wrong and stop.
 - 2) Ensure that the Announcer has talked to the CSC Head Coach for them to identify events with multiple heats (total for both teams) and communicate to the Starter. This helps ensure everyone is on the same page (though it might change).

50/50 Raffle

- We need **one** volunteer for this role.

- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As the 50/50 Raffle volunteer, your job is to roam the pool grounds with a designated blue bucket and actively ask fans if they'd like to purchase 50/50 raffle tickets.
- The price for tickets is displayed on the bucket. (1 ticket = \$1, 8 tickets = \$5, 1 arm length = \$10, 2 arm lengths = \$20)
- The CSC Announcer will draw and announce a winner sometime after event 35, and before the end of the meet.
 - Please go visit the CSC Announcer around event 30 to see when he/she wants to announce the winner.
 - After confirming this time, ask the CSC Announcer to announce, "Last chance to purchase 50/50 tickets!"
- Fifty percent of proceeds collected are awarded to the winning fan, and 50 percent is allocated to the CSC Swim Team End of Year Party.
 - Count the total money in the bucket.
 - Subtract any "seed" money you were given in order to make change.
 - Then, divide the remaining money in half.
 - One-half is awarded to the winning person.

Bake Sale Table

- We need **three or four** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **5:00 p.m.** Job ends at **8:00 p.m.**
- As the Bake Sale Table Volunteer, you're responsible for:
 - Ensuring that the Finance volunteer has handed you a cash box with seed money to make change.
 - Get paper (ideally different colored paper for different prices) so you can tape down price sheets to the tablecloth and group different baked goods by the price sheets.
 - Assigning prices to baked goods. (All items are \$1 or less. Assign these prices: \$0.25, \$0.50, \$0.75, \$1.00)
 - Start selling items during warm-ups.
 - Staying at the table and handing baked goods to customers.
 - Accepting payment and issuing change for baked goods.
 - Launching a "clearance sale" toward the end of the meet (about event 35) if many items remain. Sell all items for \$0.25.) Ask the Meet Announcer to broadcast the sale.
 - If any other items remain, give them away for free once the meet is done.
 - Cleaning up the table by 8:00 p.m.
 - Counting the cash and writing down the amount on paper and putting it inside the cash box.
 - Handing the cash box back to the Finance volunteer.
 - NOTE: If a storm or rain is brewing, please tuck all of the baked goods under the Baby Pool pavilion.

Gear Sales

- We need **one** volunteer for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **5:00 p.m.** Job ends at **8:00 p.m.**
- As a Gear Sales volunteer, you're responsible for selling CSC Swim Team apparel to interested buyers.
- A CSC Swim Team Coordinator will give you the items to sell as well as prices for each item.
- You will collect payments and make change.
- (This volunteer job is only available for the first two Home Meets. If all apparel items are sold before your volunteer date, you will automatically become a "Misc. / Any Job" volunteer for the meet.)

Water Delivery

- We need **one** volunteer for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.

- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Water Delivery volunteer, you will:
 - Put volunteer waters in a large "ice-bath" bucket to ensure they're cold.
 - Use a smaller bucket to carry cooled waters (from the large ice-bath) and deliver them to thirsty parent volunteers and coaches (both teams).
 - At the end of the meet, dump out the small bucket and large ice-bath bucket (filled with water and ice) into the shrubs at the pool. Place the buckets and waters into the storage room beside the office.

Runner

- We need **two** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- The Runner position is a fast-moving, active position. If you're looking to get your steps in, this is the job for you.
- The Runner collects time cards from each of the pool lanes (following an event), sorts the cards from first to last place (if there is time), and takes the cards to the scorer table.
- Job Details:
 - Each swimmer, or relay team is given a card before their event that lists all the swimmers' names, and leaves a space for the swimmer's time and place after the event is done. When a swimmer is ready to swim, they give this card to the timer.
 - After the event is done, Runners wait until the timers have a chance to record the times on their cards, and then collect all the cards from all the lanes, and take them to the scorer's table.

Timer - Mistake Helper

- We need **one** volunteer for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Mistake Helper Timer you'll sit near the finish line, start two stopwatches upon race start, and watch to see if a lane timer raises their hand because they forgot to start their stopwatch, or made a mistake otherwise. If a lane timer raises their hand, the mistake helper timer replaces the lane timer for that heat and records the time.

Deck Warden

- We need **two** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Deck Warden, you will be responsible for only allowing coaches, active volunteers, and swimmers who are currently up for an event on the CSC lower pool deck. No other people (including spectators) are allowed on the lower pool deck due to COVID-19. You will monitor one or more of the pool deck entrance areas to ensure only approved people are on the pool deck, and you will politely ask unauthorized people to leave the pool deck.

Sno Cone Sales for Home Meets

- We need **two** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **5:30 p.m.** Job ends at **8:00 p.m.**
- As a "Sno Cone Sales" volunteer, you will:
 - Help set up the Sno Cone machine.
 - Keep adding ice as needed to the machine.
 - Scoop Sno Cones for customers.
 - Accept cash and make change for customers. (Charge \$2 per Sno Cone)
 - Help clean up and put away the Sno Cone machine.

Jobs for Both Home and Away Meets

Sign-In

- Volunteers Needed:
 - **Home Meets:** We need **four** volunteers for this role.
 - **Away Meets:** We need **four** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job start/end times:
 - **Home Meets:** Job starts at **4:45 p.m.** Job ends at **5:30 p.m.**
 - **Away Meets:** Job starts at **5:15 p.m.** Job ends at **6:00 p.m.**
- As a Sign-In volunteer, you arrive at the meet early to ensure you're at the meet before the first swimmers arrive.
- When you arrive, you will be given a full list of swimmers and their assigned events.
- When swimmers arrive, you mark them as "present" on a sheet.
- Additionally, you mark on swimmers' hands (with a sharpie) the events they will be swimming.
- We will provide you with additional instructions when you arrive.

Place Judge

- We need **three** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Place Judge volunteer, you will decide the first, second and third place finishers after each event is run.
- Job Details:
 - Before the meet begins, the three Place Judges decide who will watch for first, second, and third place and write down the associated swim lane.
 - When called for the "Parent/Officials Meeting" before the meet begins, the home team's Place Judges will introduce themselves to the opposing team's Place Judges, and learn who is watching the same place. There will be two people (one from each team) determining first, second, and third place.
 - The home team Place Judges go to the finish end of the pool on one side. The opposing team's Place Judges go to the finish end of the pool, on the other side.
 - The event is run, and the Place Judges must note which swimmer/lane finished in his/her assigned place. For example, if you are watching first place, you must note which lane has the swimmer who finished first.
 - You hold up the same amount of fingers of the lane of the swimmer that finished in your assigned place, and look to the other's team judge to agree. For example, if you are watching first place, and the swimmer in lane three finished first, you hold up three fingers. Next you look at the other team's first place judge to see if he/she holds up three fingers.
 - Once the place judges agree, they tell the timers of those first, second, and third place lanes, so that the timers can note it on the swimmers' cards. For example, the first place swimmer finished in lane three, the first place judge tells the timer in lane three: "Your swimmer finished first."
 - If Place Judges don't agree, they must confer, look at the timer's time cards, and consult with the meet referee.
 - If there is a disqualification, the scorers will look at the timer's time cards and figure out the places.
 - Note that only swimmers in the first heat can earn points for their team, so most carefully watch the first heat of each event.

Scorer

- Volunteers Needed:
 - **Home Meets:** We need **two** volunteers (plus **one** shadow) for this role.
 - (The Shadow “shadows” one of the Scorers to learn this role.)
 - **Away Meets:** We need **one** volunteer for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- If you’d like to learn this job before trying it, please sign up as a “Scorer - Shadow” for a Home Meet.
- As a volunteer scorer, you’re in charge of keeping track of the points both teams earn as the meet progresses.
- Job Details:
 - You will be given a score sheet and a swimmer line-up.
 - After each event, the runner deposits all of the swimmers’ cards at the scorer’s table. The scorers take turns viewing the cards, writing down the information from first, second, and third place cards, and their times, and then recording the team points. Then, the team points are cumulatively added in its own column. The other scorer does the same, and in this way, you are able to check each other’s addition.
 - Scoring for Individual Events:
 - 5 points for first place
 - 3 points for second place
 - 1 point for third place
 - Scoring for Relays:
 - 6 points for first place
 - 3 points for second place
 - 1 point for third place
 - When the meet is finished, each scorer keeps the cards from their team, in order, if possible. The cards are secured with a rubber band. The meet sheets are wrapped around the cards within the rubber band, and all of the meet information is secured together to pass on to the coaches.
 - Sometimes, scoring gets confusing when there are many heats of the same event. **But the scorer should remember that the first heat of an event is the only one that counts**, even if later heats are faster. In this case, the alternate cards are just added to the other swimmers’ cards.
 - Scoring may also be confusing when swimmers are switched at the last minute, and swimmers’ cards do not match your meet sheets. Do your best to verify your information by asking a coach or the swimmer if you are unsure.
 - Scorers are not expected to broadcast the score throughout the meet, in fact, they are expected to be discreet, in order to discourage swimmers from requesting the score throughout the meet. Periodically, the starter will announce the standings of the score.
 - Scorers are able to leave the scorer’s table in order to see their swimmer’s events. Often, scorers have the best seat in the house! During Home Meets, the scorer sits at the lifeguard picnic table, facing the pool.

Stroke & Turn Judge

- We need **one** volunteer (plus **one** shadow - Home meets only) for this role.
 - (The Shadow “shadows” one of the Stroke & Turn Judges to learn this role.)
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- **Prior experience and/or training as a Stroke & Turn Judge is necessary for this job.** If you’d like to learn this job, please sign up as a “Stroke & Turn Judge Shadow.”
- As a Stroke & Turn Judge, your job is to be a “referee” for rules regarding strokes and turns and starts and finishes.
- Your primary objective should be fairness to all competitors, giving the benefit of the doubt, in every situation, to the swimmer. You call what you see, and not what you think you may see. If you are unsure, do not disqualify (DQ) a swimmer.
- Only observe Heat #1 for disqualification.

- Tell the timer of the lane of the disqualified swimmer if a swimmer was disqualified and why. The timer should note this on his/her time card.
- [View an Example Stroke & Turn Report Form](#)

Timer

- We need **three** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Timer, your primary job is to time the swimmers in your lane and record the swimmers' times. You will be assigned to a swim lane and have a stopwatch, clipboard, pencil and event list.
- Make sure you find out who the "Mistake Helper Timer" is and know how to call for help from this timer if you make a mistake with your stopwatch or your stopwatch stops working.
- Job Details:
 - As swimmers come up to your lane, they will give you their time card with their name, team, and a space for their time.
 - Watch and listen to the starter. When the starter gun or whistle goes off, push the stopwatch button.
 - Pay attention to the amount of lengths the swimmer(s) swim. It could be one, two, four, or eight. 25 = one length; 50 = two lengths; 100 = four lengths; 200 = eight lengths
 - As the swimmer comes down to the finish, lean over the edge, and watch for the exact moment that the swimmer touches the wall, and press the stopwatch button. It does not matter if the swimmer touches the wall with his hand, head, or other body part. Push the stopwatch button at the exact moment that any part of the swimmer touches the wall.
 - Write down the time on the swimmer's card.
 - Look up to the place judges. If a swimmer in the first heat has placed first, second, or third, then the place judges should let you know. Write down the place on the card and circle it. If there is no place, then do nothing.
 - If a swimmer is an alternate (not in the first heat), note the time on the card, but do not list a place -- even if the swimmer placed first, second or third.
 - If a swimmer is disqualified, the stroke judge will let you know. Write down the swimmer's time, and also write a "DQ" and circle it. If possible, the stroke and turn judge will let you know the reason for disqualification. Please write this on the card as well.
 - Gives the card to the runner, clears the stopwatch, and prepares for the next event.
 - The starter always stays at one end of the pool. You will move to the different ends of the pool depending on whether the event is one lap or two or more. The starter will tell the timers and judges when to move to other ends of the pool.

Timer - Splits

- We need **three** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.
- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Split Timer, your job is to time and write down the split times of each swimmer during a relay race. (So, how fast does each swimmer swim their leg of the race?)
- You will be assigned to a swim lane and have a stopwatch, clipboard, pencil and event list.
- We recommend that you use your mobile phone timer for this job as it easily records split times.
- Recording splits and calculating times is useful in determining what legs of the race are covered in what amount of time.

Misc. / Any Job

- We need **four** volunteers for this role.
- You can **earn one volunteer credit** (toward your two required credits) for serving in this job.

- Job starts at **6:00 p.m.** Job ends at **8:00 p.m.**
- As a Misc. / Any Job volunteer, you may be called to serve in any of the volunteer roles, as needed, during the meet.
- One of the CSC Swim Team Coordinators will train you on-site to ensure you understand your volunteer role for the meet.