

## **VOLUNTEERS JOBS, POINTS AND BOND**

The operation of the Coho Swim Club relies heavily on parent volunteers. In 2005, the Club developed a point system so that the volunteer jobs were clearly defined and easily tracked. To ensure that parents meet their commitment, we require a \$350 bond at registration that will be cashed if necessary. The volunteer requirement is as follows: 1 swimmer – 15 points; 2 swimmers – 20 points; 3 swimmers – 25 points. The Volunteer Coordinator will track points and coordinate volunteers however, it is the responsibility of each parent to ensure they fulfill their commitment. Points can be earned as set out below (subject to adjustment each season).

### **OUR COHO SWIM MEET**

Our meet starts on Friday evening and goes all day Saturday (July 28/29, 2006). Many of the jobs can be divided into three 'shifts' of about four hours each: Friday evening; Saturday morning and Saturday afternoon. Where applicable below, the number of points relates to one 'shift' and the number of people needed for all three shifts is in brackets to the right (divide by three to determine the number of volunteers per shift). The other volunteer jobs (indicated n/a) span the entire meet and usually require preparation time ahead of the meet.

Meet Manager	10	n/a
- Assistant Meet Manager (notably someone in training)	7	n/a
Computer/Data Manager	10	n/a
- Heat Sheet Preparation (takes place on two nights ahead of meet)	3	(6)
- Data Entry (one person Friday, three per shift Saturday)	3	(7)
Medals/Results/Trophies Organizer	4	n/a
-Medals/Results Posting	2	(6)
Setup/Cleaning/Take Down Lead	7	n/a
- Set Up Assistants (Friday night only)	2	(4)
- On-going Clean –up During Meet (Saturday only)	4	(4)
- Cleanup (Saturday afternoon only)	5	(6)
Audio Arrangements Lead	4	n/a
- Audio Assistant (1 person for meet)	2	n/a
Announcing	4	(3)
Food Organization - Lead	8	n/a
- Food Preparers and Distributors (only one person on Friday)	2	(9)
<i>NOTE: EACH FAMILY MUST BRING A FOOD ITEM OR CONTRIBUTE \$10.00</i>		
Silent Auction Lead	8	n/a
- Auction/Heat Sheet Sales (Saturday only)	2	(4)
Clerk of Course	4	(3)
Chief Marshal	3	(3)
- Marshalling Assistants (only one on Friday)	2	(5)
Starter	3	(3)
Head Timer	3	(3)
Stroke and Turn Officials	3	(6)
Timers	2	(9)
Runners (only one Friday)	2	(5)
Warm-up Pool Safety Marshall (only during warm-ups)	1	(2)

### **COHO EXECUTIVE**

Note: There are 8 positions, with the term being one year.

President	13
Other Executive Positions (Vice President, Treasurer, Secretary, Past President, and Directors responsible for Volunteers, Communication and Registration)	11

<b>CASINO (generally every other year)</b>	
Casino organizer (need not work casino)	10
Various positions (approximately 25 people)	10
<b>SWIM-A-THON</b>	
Swim-a-thon Organizer	7
- Assistants (counters, etc. at pool)	2
<b>PURCHASING</b>	
Bathing suits, swim caps, training equipment for season	5
<b>WEBSITE MAINTENANCE (year-round responsibility)</b>	
Maintaining and updating Coho website and hosting e-mail address	10
<b>DISPLAY BOARD</b>	
Maintenance of locked cabinet and cork board throughout year	5
<b>ANNUAL PHOTOGRAPHS</b>	
Individual and group photographs	5
<b>SEASON END WINDUP PARTY</b>	
Lead person to organize the event	4
- Assistants (setup/serving/cleanup)	2
<b>VIDEO OF SWIMMERS FOR COACH DURING MEETS</b>	
This is at the head coach's request and could be fulfilled by several people during a swim meet. Points here are for a full meet so they could be divided between several people.	6
<b>EQUIPMENT MAINTENANCE</b>	5
<b>FUNDRAISING</b>	TO BE DETERMINED
<b>REGION E MEET RESPONSIBILITIES</b>	
Note: These responsibilities change each year on a rotating basis. The meet is held over two days in August. Also, approximately every 6 years Region E will run Provincials in Calgary and our Club is expected to play a major roll in that meet.	