

Salt Lake Swimming & Tennis Club
Swimming & Diving 2010 Volunteer Committees

Volunteer Committee Chair

- . Oversee the selection and direction of the Sub-Committee Chairs.
- . Recruit additional volunteers as necessary to assist self and other committee chairs.
- . Assist Management and Coaching staff with scheduling and delegation of key events.
- . Delegate and assure events are planned and executed according to schedule.
- . May require weekly coordination meetings with club Management and Coaches.
- . Act as liaison between coaches, parents, and management.
- . Assist with dispute resolution if necessary.
- . Assist with long term planning, success, and team growth.
- . Maintain, support, and update the Committee Articles of Organization.
- . Will require the recruitment and assistance of additional volunteers.
- . It is suggested that Chairs volunteer to assist their fellow Chairs.

Meet Results & Computer Chair

- . This position is invaluable and one of the most important positions to the coaching staff.
- . Responsible for the Time and Data entry to Meet Manager at each home meet.
- . Responsible for sending meet results to visiting teams.
- . Responsible for printing and posting meet results.
- . Coordinates with club for refreshments served to timers.
- . Checks / maintains computer and equipment.
- . Assists with meet set up.
- . Coordinates with Meet & Timing Chair
- . May require the recruitment and assistance of additional volunteers and backup.

Diving Table Chair

- . Assist Management and Coaching staff with scheduling and delegation of key events.
- . Assist with setting up diving table prior to home meets.
- . Recruit qualified judges for home meets.
- . Act as liaison between diving coaches, parents, and management.
- . Assist with dispute resolution if necessary.
- . Assist with long term planning, success, and diving team growth.
- . Maintain, support, and update the Committee Articles of Organization.
- . Will require the recruitment and assistance of additional volunteers.

Meet & Timing Chair

- . Assists with meet set up.
- . Responsible for recruiting 13 (2 per lane with one alternate) timers for each home meet.
- . Explains to timer's proper procedure for timing and recording.
- . Coordinates with club for refreshments served to timers.
- . Checks / maintains timing equipment (clipboards, watches, pencils, starter's horn)
- . Recruits volunteer timers for the Conference Swimming Meet
- . Recruits a Meet Starter for each home meet.
- . Coordinates with Meet Results Chair
- . Will require the recruitment and assistance of additional volunteers.

Awards Banquet Chair

- . Planning and execution of the end of year Awards Banquet
- . Planning / Coordination of banquet food and beverages, seating, decoration.
- . Responsible for entertainment, advertising, and proper billing.
- . Coordinate the selection and purchase of all awards and trophies.
- . This may be perceived as one of the more important summer events.
- . Will require the recruitment and assistance of additional volunteers.

Meet Coordination Chair

- . Planning and execution of the Tom Thorum Senior Development Meet (similar to any meet)
- . Responsible for advertising / promotion.
- . Responsible for posting the time, map, and directions to away meets.
- . Responsible for posting and promoting the 'out of town list' for each meet.
- . Coordinate the selection and dissemination of ribbons, awards, and trophies.
- . Coordinate the scoring and calculation of results.
- . Coordinate a light awards ceremony after the TTSr Development Meet.
- . This may be perceived as one of the more important summer events.
- . May require the recruitment and assistance of additional volunteers.

Team Breakfast Chair

- . Schedule and planning of Team Breakfast.
- . Responsible for advertising / promotion.
- . Coordinate the selection and purchase awards, prizes, and gifts.
- . Coordinate the scoring and calculation of results.
- . Coordinate entertainment, food, and beverages.
- . This may be perceived as one of the more important summer events.
- . Coordinate with Photography Chair for Team Photo.
- . Will require the recruitment and assistance of additional volunteers.

Conference Party

- . Schedule, planning, and coordination of Club Party held on the final night of Conference.
- . Responsible for advertising / promotion.
- . Coordinate parental chaperones and supervision (locker rooms, pool, all areas)
- . Coordinate set up and clean up.
- . Coordinate entertainment, food, and beverages.
- . Will require the recruitment and assistance of additional volunteers.

Team Equipment Chair

- . T-Shirt design and distribution (if desired).
- . Suit design, selection, and distribution
- . Sweat pants and top design and distribution (if desired).
- . Serve to coordinate and disseminate information and suits
- . Selection of Race Suit and Training Suits, and coordination with vendor.

Photography & Team Photo Chair

- . The team photo is an important element. It is awarded to each swimmer at the awards banquet and in some cases, may be the only award a swimmer receives.

- . Promote the date and required attendance for the Team Photo (Coordinate with Team Breakfast Chair)
- . Photograph and Document the Swimming and Diving Team season.
- . Produce a slideshow or documentary for the Awards Banquet.
- . May require the recruitment and assistance of additional volunteers.

Communication Chair

- . Develop and Maintain a Contact directory of parents and swimmers
- . Capture individuals name, email, phone, mailing address, and preferred contact method.
- . Identify and Group Contact lists by Volunteer, Team Parent, Lesson Parent, or Committee.
- . Prepared to contact individuals in case of emergency.
- . Prepared to contact additional volunteers.

Lanes & Lines Chair (NEW)

- . Assist Aquatics Director and Management with the planning and design of this new event that includes a Tennis and Swimming combined competition.
- . Assist with pricing, awards, and prizes.
- . Assist with dispute resolution if necessary.
- . Assist with long term planning, success, and event development
- . Develop scoring system and rules of participation
- . May require the recruitment and assistance of additional volunteers.

Splash & Dash Chair (NEW)

- . Assist Aquatics Director and Management with the planning and design of this new event that includes swimming and running.
- . Assist with pricing, awards, and prizes.
- . Assist with dispute resolution if necessary.
- . Assist with long term planning, success, and event development
- . Develop scoring system and rules of participation
- . May require the recruitment and assistance of additional volunteers.

***Important to Note:** It is the feeling of Coaching Staff and Management that the extremely generous contribution of volunteer time and effort be used effectively toward the success of the program. While Coaches and Management remain open to suggestions for improvements, it is generally agreed that Volunteer Resources associated with the Swimming and Diving Team be first applied to the activities mentioned in this document. Additional Activities should be approved by the Committee, Coaching Staff, and Management. Furthermore, any such activities should not bare the team name and association without prior approval.

An example:

After Meet Root Beer Float Parties

Who doesn't like a Root Beer Float Party? Many parents and swimmers have noticed the other teams have parties after each meet and this looks like fun. However, as one of the largest teams in the league our meets tend to run very late. This puts additional strain on coaching

staff, lifeguards, and maintenance that must stay to clean up after everyone has gone home. It becomes choice between a coach who has had a good night's sleep ready to give each swimmer the required attention versus a tired coaching staff and root beer floats. Furthermore, after a four hour swim meet in the heat, parents, coaches, and swimmers have little energy left for a party. At this point bed rivals a root beer float and facilitates a making early morning practice on time.

Please be assured that the activities we have planned are designed to promote a fun environment, and a memorable summer. Additional efforts applied toward these events will assure a meaningful experience for all.