

### ***Volunteer Positions Job Descriptions (2011-2012)***

<b>OFFICIATING CLINICS</b>	<i>In order to efficiently run swim meets, we need to encourage more parents to move up the officiating ladder. Consequently, points are allotted for the successful completion of clinics.</i>
Teach Swim Ont clinics	Teach Swim Ontario Clinic to TSC officials. Record and submit list to Chief Officials Chair. Requires Level 3
Attend clinics	Successful completion of Swim Ont or TSC hosted clinics
On-line clinic – Level 1	Successful completion of Level 1 Swim Ontario Clinic. Submit proof of pass (pdf) to Chief Official's Chair.
On-line clinics – all but Level 1	Successful completion of any Swim Ontario On-line clinic (except Level 1). Submit proof of pass (pdf) to Chief Official's Chair.
<b>MEET VOLUNTEERS (includes time trials)</b>	<i>The following are brief descriptions of the responsibilities of each position. For a more complete description, please see the Officials Page of the Swim Ontario website, click on the Education Tab: <a href="http://www.swimontario.com/index_o.php?id=1660">http://www.swimontario.com/index_o.php?id=1660</a></i>
Meet Manager	The Meet Manager is responsible for the overall Budget, Awards, Entries (Electronics-HyTek), Sanction, Food and running of the meet, including sufficient number of volunteers both prior to and each day/s of the meet. Must have completed Swim Ont. Meet Manager clinic.
Assistant Meet Manager	The role of the Assistant Meet Manager is to co-ordinate the meet with the Meet Manager. Duties and responsibilities will be shared. Note: This role involves helping to run the whole meet and may require meetings and time in addition to the session requirements the day/s of the meet. Must have Swim Ontario Level 2 certification.
Meet Referee	The Meet Referee is in charge of the set up and running of the meet prior to the start. Responsibilities include Sanction, Hytek file, entries, volunteers, pool rental, awards, and food. Must ensure that the meet adheres to SNC Rules and work in conjunction with the Meet Manager. Must have completed Swim Ont. Meet Referee clinic.
Session Referee	The Referee is the most senior official for the session with ultimate authority and responsibility for everyone on deck, managing the session in a fair and timely Must be a level III official, know the rules, and have

	completed all prerequisites including the Referees' Clinic.
Starter	The Starter must ensure that each swimmer leaves the blocks fairly. The Starter must have a good working knowledge of the starting rules and be able to exercise good judgment. Must have completed Swim Ont. Starter clinic.
Chief Finish Judge	The primary responsibility of the Chief Finish Judge is to establish the results and order of finish, which are sent directly to the referee. The CFJ also resolves all decisions relating to the place and time of swimmers. Must have completed Swim Ont. Chief Finish Judge clinic.
Electronics/Recorder Scorer	The primary responsibility of the Electronics / Recorder Scorer is to oversee the operation of any SNC approved Automatic Officiating Equipment,. Must be familiar with HyTek Meet Manager. Must have completed Swim Ont. Chief Finish Judge, Electronics and Recorder/Scorer Clinics
Chief Timer	The Chief Timer is in charge of the briefing to all timers, monitoring and overseeing all lane assignments and troubleshooting during the session. Must have completed Swim Ont. Chief Timer clinic.
Clerk of Course	The Clerk of Course is responsible for marshaling swimmers and dispersing cards or communicating events, heats and lane assignments to them. Additional duties may be assigned by the Meet Manager. Must have completed Swim Ont. Clerk of Course clinic.
Volunteer coordinator	The role of the Volunteer coordinator is to be present during the session, provide volunteers according to the Volunteer Management system, make sure volunteers know their duties and assign any equipment needed for the job. The coordinator tracks attendance for Family Points allotment, and follows up with any no shows. Must have Swim Ontario Level 2 certification.
Strokes and Turns	The role of Inspector of Turns or Judge of Strokes is to ensure that swimmers strokes and turns and relay takeovers follow FINA rules Must have completed Swim Ont. Strokes and Turns clinic.
Head Lane Timer	Acts as strokes and turns judge for the lane Must have completed Swim Ont. Strokes and Turns clinic.
Timer	Start and stop stopwatch or plunger. Record times and splits. Must have completed Swim Ont. Level 1 (Timer's) clinic.

Safety Marshall	Responsible for safety of the swimmers during warm up. Must have completed Swim Ont. Level 1 (Timer's) clinic.
Runner / Poster	Duties as directed by Referee and Meet Manager
Food Server	Prepare and serve food.
Awards / Program Sales	Prepare awards, sell heat sheets prior to the session start.
Food / Supply Shopper	Purchase food and supplies prior to the meet
Photographer	Photograph TSC swimmers during the session. Photos remain the property of TSC and be provided for uploading onto the TSC website as directed by the TSC Administrator.
Swim Meet Food Manager	Organize the food for multi session swim meets in collaboration with the Meet Manager; ensure each session is covered with respect to food delivery, preparation, serving and clean up.
<b>FUNDRAISING / SOCIAL/ COORDINATING</b>	<i>The following are brief descriptions of the responsibilities of each position. For a more complete description, please contact Ashley at <a href="mailto:info@torontoswimclub.com">info@torontoswimclub.com</a></i>
Social Committee	Social Committee of 3 to 5 volunteers to organize and oversee two major events - the Annual Awards Banquet and the Swim-a-Thon. Other and new events may be considered (welcome back bbq plus any other suggestions)
Group Parent Coordinator	This is a full year commitment for a parent volunteer with the primary responsibility of assisting the various group parents. The Group Parent Coordinator will be an experienced group parent who will lead and educate new group parents in their role. This volunteer should have a minimum one season of experience as a group parent to be familiar with the Club policies and operations.
Group Parent	This is a full year commitment for a parent volunteer with the primary responsibility of assisting communication between the Club (Coaches and Board) and the families in your swimmer's group, and assisting with certain administrative duties. The group parent should be a volunteer who is willing to be present at practices on a regular basis and be available to communicate last minute changes as these occur from time to time. This volunteer should preferably have been with the Club for a minimum of one season to be familiar with the Club policies and operations.
Loblaws Gift Card Program Manager	Manage the Loblaws Gift Card Program. This is a full year commitment to organize, purchase, re-sell and record the

	gift cards to the membership, the primary means for the membership to earn back a portion of the fundraising commitment.
Brand Designer	To maintain or develop the TSC brand as applied to team wear, equipment, prizes, etc. This is a full year commitment as the volunteer will be called upon numerous times throughout the season to consult and/or design.
<b>OTHER</b>	
Board Member	Board members, along with Alex Wallingford (Head Coach and Director of Swimming) and Ashley Bradbury (Coach and Office Administrator) are responsible for the day to day operations of the swim club. The Board meets approximately once per month to discuss, recommend and implement actions that ensure the smooth running and financial well being of the club. Additionally, each member-at-large has a portfolio to which are assigned certain functions Must be elected to the position
AGM Attendance	To attend the Annual General Meeting held in November and take an active role in election of the Board of Directors. Points allotted to one family member in attendance only.
Chaperone	The Chaperone(s) is the parent volunteer with the responsibility of supervising and otherwise caring for the needs of the swimmers, while on Team Travel Meets. This is a 24/7 responsibility for the duration of the meet, being available to assist the swimmers in any way, supervising, organizing meals, enforcing curfews and rules. Parents may apply to chaperone any away meet; decisions will be made by the coaches with input from the Travel Coordinator. Parents chosen to chaperone will be given adequate guidance (seminars and/or first timers will co-chaperone with an experienced chaperone).
Equipment Sales or Distribution	To sell or distribute team wear, equipment, or similar.
Yoga instruction	To provide swimmer specific yoga instruction as part of dryland training, as may be requested by the coach. This is a full year commitment, approximately 1 hour / week.
Miscellaneous	There will be one off volunteering opportunities throughout the year which do not fit into any of the listed job descriptions; for example the Social Committee will

	recruit numerous volunteers to assist at various events. The points allocation for any miscellaneous volunteer activities will be determined by the Board
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