

Volunteers *** Volunteers *** Volunteers

(last update 3/31/2009)

PLEASE READ CAREFULLY, AS THE VOLUNTEER PROCEDURE HAS CHANGED!!! The key to a successful swim program is the parent volunteer. Without each volunteer, the program does not exist. It takes over a hundred volunteers to host a home swim meet. Each family is expected to volunteer at the meets. If your child swims in prelims or finals, you will **need** to volunteer for an additional shift. It is very important that you meet your volunteer obligations. All positions are essential, whether you are handing out cards to swimmers or feeding people at concessions. If you cannot make a shift, it is your responsibility to find a replacement several days in advance and notify **that meet's** volunteer coordinator or, in some cases, the coordinator of your area (listed with the volunteer positions). You must also be sure that you have a shift at another meet if you can't make it or switch and inform the meet's coordinator. **NOTE: Some of the other teams merely assign parents their jobs with very little choice (yes, it's true), so we are giving you the opportunity to be in control of your volunteering!!!!**

Your swim team registration will not be accepted without your volunteer signup.

A \$300 deposit is required, to be returned when volunteer requirements have been met. If you have not met your volunteer assignments, you **DO NOT** get your money back. There are NO partial refunds. You must submit a self-addressed, stamped envelope to get your check back. **Otherwise, it will be shredded if you complete your volunteer assignments.**

Mail checks to: Jenny Askey 4503 Wellington Rd, Boulder, CO 80301-3155

Volunteer sign up procedures have changed!!!

The new computerized registration includes computerized volunteer sign-up. This allows each volunteer to sign up for a specific job for a specific shift on a specific date. Once the spot is filled with a volunteer's name, it is taken. While the website requires a time length for each job, the number of hours you are required to work is not the issue. "Shifts" refer to meet jobs. Each home meet has two shifts split into first half and second half. Meets don't have a set length of time, but generally lasts a total of 6 to 7 hours. It is the total of 4 credits that you must fulfill. Each job specifies the number of credits. Please be sure you know when you are supposed to report to each job.

We suggest you read **each** position's commitments **carefully** and note the specifics for that position. Some positions require previous knowledge and cannot be signed up for unless you are approved by the appropriate person (example - don't sign up for stroke judge if you have not been to a clinic and have no clue!!) We are also trying to mix experienced volunteers with those who have never done certain jobs as a way of mentoring, so you will notice some positions marked as preferring experience and others not (i.e., open to anyone). Please help by signing up for at least two things you have done in the past with which you feel comfortable and then try something new! This is based on the honor system, so think of the team as a whole and how we all can help each other out.

Volunteer jobs are divided into those which are necessary to **run every meet** (such as concessions or timing) and those that are **one-time events** (banquet, slide show, etc). The descriptions below

are fairly detailed to give you an idea of the work involved. More detailed descriptions with specific steps will be available from the volunteer coordinator on the day of the meet or in advance from Siga Andrew at siga@d-rive.com

General Coordinator Responsibilities

- Responsible for reminding volunteers regarding shifts for the upcoming meet
- Train or review with volunteers the job(s) of the day; may meet with season's volunteer advance for training as needed
- Organize events, distribute job assignments, etc, depending on specific coordinator position
- More details listed under specific coordinator listings, read on!



General Volunteer responsibilities

- **SHOW UP** to your job
- Show up to your job **ON TIME**
- Report to the day's volunteer coordinator and acquaint yourself
- Know your specific duties
- Be open minded and learn a new position from an experienced volunteer
- Ask questions

HOME MEETS

Home meet volunteering - where do I start?

Volunteer sign-in at home meets will occur at the east pool entrance. Here you will find that day's volunteer coordinator, a table with a sign-in sheet listing the jobs and volunteers for the day, and name tags. Introduce yourself to the day's coordinator, sign in, slap on a nametag and report to your area. Generally, **1st shift** volunteers must sign in between **7:00 am and 7:30 am**. **Exceptions do exist** and it is **YOUR RESPONSIBILITY** to read the job descriptions and know when to report to your job. If you don't know, ask!! If you haven't received an e-mail reminder several days before the meet, contact Siga Andrew 303-884-5085 **immediately**. She will let you know who you should contact. **2nd shift** volunteers must sign in before event **#35**, around **10:00 am**. Slap on a name tag and find your place! **That day's** volunteer coordinator will be available to assist you if you are not sure where to go.

A. HOME MEET COORDINATORS:

Three slots total for the season, one coordinator per each home meet (6/6,6/20,7/11)

Value: 3 credits per each meet

Home meet coordinator:

- Sends out reminder to upcoming meet's volunteers (who do not have a direct coordinator) at least 4 days prior
- Notifies each coordinator that he/she is the coordinator for the upcoming meet

- Has general knowledge of how a swim meet works, where all of the jobs for the day's meet are located, reviews detailed job manual before meet to help explain jobs where needed
- Has, in his/her possession, meet's jobs manual (stored in the lifeguard room) that lists all jobs in detail
- Provides a volunteer check-in site at the east gate of the pool by 7a.m. (for 8 a.m. meet start). This includes a master list of the day's volunteers with space for signatures; name tags, sharpie.
- Mans check-in site at 10 a.m. to check in 2nd shift volunteers
- Floats the various job sites checking in with new volunteers, particularly those who do not have a coordinator or experienced person helping them
- Is the "go-to" person; this coordinator needs to be able to problem solve and be resourceful; alerts Curt (or appropriate authority) regarding significant problems that come up
- Recruits wildcards for their jobs if positions need to be filled
- Helps out where needed temporarily; he/she is NOT a wildcard!!!!

B. FRIDAY NIGHT SET-UP POSITIONS

Value: 1 shift credit

Friday Set-up - 4 people per meet

- Begins at **8:00pm on Friday night before the meet!!!!**
- Set-up per diagram posted at east end of pool
- Rope off pool areas
- Includes the following areas:
 - Heating chairs: 6 rows of 6
 - Starter's are: table and 4 chairs
 - Judging: area roped off
 - Coaching: area roped off, 10 chairs
 - Pink & Blue: table
 - Concessions: table under tent, garbage cans
- Put all the lounge chairs in the east building
- Pick up any trash around pool

C. SATURDAY MORNING SET-UP POSITIONS

Value: 1 shift credit

- For someone who is an earlybird!!!
- Start at **6:30am** (for 7:30am home meets, start set-up at 6am)
- Set up large tarp and 6 portable tents for Elks team on grass
- Hang Elks banner on tents
- Set up tables for ribbon writing and volunteer sign-in per chart posted at east end of pool
- **Two smaller tents** for Pink and Blue table, Starter table, ribbon writing
- **Put up all the signage- pinks and blues, scoring, heating board, etc.**
- Help with sound system, run extension cords
- Rope off diving board access

D. HEATING POSITIONS

Heating volunteers:

Value: 1 shift credit

- Help line up kids according to events
- You will work with a hired guard who knows the heating specifics; your job is to help identify the kids and help the hired person line kids up in event and heating order
- Move them to the start blocks at the appropriate time
- Can keep a straight head amidst wandering kids and noise
- Has a sense of organization and structure and procedure
- Able to stay cool and in control during chaos

E. TIMING POSITIONS

Timing Coordinator

Value: 1 shift credit per shift worked

- Sends out reminder to upcoming meet's timing volunteers at least 4 days prior
- Instructs timers just prior to shift start
- Has knowledge of league rules regarding timing
- Oversees timing area during shift(s)

Coordinators for 2009: Alain Valette Valette@wcox.com

Timers:

Value: 1 shift credit per shift worked

- Collect card from swimmer and verify correct name, event, lane, and relay order
- Operate stopwatch
- Record time(s) on appropriate pink or blue card and pass it to the runner
- Doesn't mind standing in the sun

Back-up timer

Value: 1 credit per shift worked

- Starts his/her stopwatch with every start
- Assists in timing when someone's watch has malfunctioned during the start
- May be used in particularly close races

Runners:

Value: 1 shift credit per shift worked

- Take cards from each timer once time is recorded
- Deliver them to the scoring table in the east building
- Lots of walking!! (sometimes very fast - not afraid to tell people to clear out of the way)

F. STARTER

Value: 1 shift credit per shift worked

- Responsible for running the meet smoothly
- Starts each race with specific phrases
- Announces heating for events

- Announces changes in shifts
- Helps pick places in close races
- Must be a very timely individual with a very good sense of meet process

G. STROKE JUDGE POSITIONS

Head Stroke Judge

Value: 2 shift credits

- Verifies qualification of each stroke judge
- Attends judge meetings/clinics
- Sends reminders to judges regarding shifts at upcoming meet

Head Judge: Myla Houlihan mylaswim@comcast.net

Stroke judging volunteers:

Value: 1 shift credit for attending stroke judging clinic (see below)

1 shift credit per shift worked

Only **PRE-APPROVED** volunteers may sign up (approved by Elks head stroke judge)

- Attend stroke judge training session with judges **Tuesday, June 2nd**, 2009 at Meadows pool **6pm**
- Walk along side of pool checking for legal strokes, kicks, wall touch, diving entry (relays), etc.
- On their feet the whole shift
- Attendance at clinic plus 3 shifts (one per meet, for example) fulfills all volunteer hours

H. SCORING POSITIONS

Scoring Table Coordinators:

Value: 4 shift credits

- Send reminders to scoring volunteers regarding shifts at upcoming meet
- Obtain, maintain, and set-up two PC's and printers for each home meet
- Obtain entries from both teams and provide entry printouts to heating area, starters, etc.
- Train volunteers in software use, time averaging, result entry, etc
- Compute and post on -going score
- Coordinate with ribbon writers , print ribbon labels
- Compute final score, provide meet results to coaches and post on web page
- Must work efficiently with Ribbon Writing volunteers/coordinator

Scoring Coordinators: Andy Weinheimer - 303.444.0741 - wein@ucar.edu

Mark Gershman - 303.443.9365 - mdg@qwest.net

Score volunteers:

Value: 1 shift credit per shift worked

- Need to be able to average 2 times (calculators provided if needed)
- Able to read data (swim times) from pink and blue cards to the data entry person
- Enter data from cards - if you are not intimidated by terms like "Esc", "Ctrl-P" or "mouse click" , know how to use a mouse and type, you can enter data

- *Work inside the east building, out of the sun*
- Experienced scorers and new volunteers who are not afraid of the computer are a good mix during a shift

I. RIBBON WRITING POSITIONS

Ribbon coordinator: Susan Linde slinde@boulderhistory.org 303-541-9585

Value: 4 shift credits for the season

- Organizes team files before first meet
- Orders ribbons and makes sure there are enough for every meet
- Organizes ribbon items in guardroom for volunteers
- "Re-cycles" un-used ribbons, sets up for next meet
- trains **each** shift at every home meet (about 10-15 min each time as needed)
- does not need to stay with ribbon volunteers if they know what they are doing

Ribbon volunteers:

Value: 1 shift credit per shift worked

- Note*** 1st shift is 8:30-11:30, 2nd shift is 11:30-2:30
- Set up ribbon writing area according to instructions; tables are set up just outside the east building in designated area
- Receive printed ribbon labels and pink/blue cards from scorers
- Stick labels onto corresponding place ribbons
- Separate event ribbons according to teams (Best box and Away box)
- Separate pink/blue cards into team boxes
- File BEST ribbons into team's individual swimmer files
- An administrative, sit-down job at home meets
- return all materials to appropriate storage area after the meet

J. PINK AND BLUE CARDS

Value: 1 shift credit per shift worked

- arrive at designated table on south side of pool 45 min before meet starts
- post laminated "pinks" and "blues" signs visibly for Elks swimmers
- make sure coaches turn in pink and blue cards before meet
- arrange cards in event order (laminated sheet provided)
- blue cards for boys' events
- pink cards for girls' events
- hand cards out to kids, checking their name, event, age
- return laminated sheets to proper folder and store items in designated area in guard room

K. CONCESSIONS/FOOD

Concessions Coordinators

Value: 4 credits for head coordinator Robin Kelly - 303.530.4435 - robinjb@comcast.net

- organizes/purchases staples for the meets (plates, cups, napkins, etc)

- organizes Concessions plastic container with needed items to be used at each meet (duct tape, scissors, pens, pans/trays for food display, knives, etc)
- picks up pizza oven from Nick & Willy's along with pizza cutter and 60 salad containers PRIOR to first meet and places in storage
- organizes meeting of concessions coordinators and volunteers prior to first meet and trains
- sets up vendors for volunteers' pick up of bagels, pizza, burritos
- creates one menu and laminates it for use at each home meet
- sets up initial bank drawer and lock box
- sets up reimbursement procedure for volunteers who pick up goods
- outline set-up for Friday night and Saturday before the meet
-

3 credits for each home meet's coordinator

6/6 home meet:

6/20 home meet:

7/11 home meet:

- Organizes food purchases for the upcoming meet, re-stocks staples, etc
- Communicates with previous meet's coordinator and head coordinator about amount of food in relation to opposing team's size
- Helps set up the night before
- Oversees meet's concessions, delegates jobs among volunteers
- Distributes free lunch coupons to home and visiting coaches at home meets
- Keeps tally sheet of items sold
- Enters tally into spreadsheet that keeps track of revenue
- Tallies bank drawer
- Reimburses according to procedure and saves receipts

L. concessions volunteers

Value: 1 shift credit per shift worked

- Set-up and run concessions, which includes:
- Organizing donated and purchased food
- Prepare some foods on-the-spot
- Use oven, microwave, blender, etc
- Exchange money for goods and provide correct change
- Assists in tallying number of items sold
- Provide water cooler and cups for timers and monitor for filling
- Clean up and break down concessions after meet

M. Concessions suppliers

Value: $\frac{1}{2}$ shift credit

- Volunteers in this area will be doing one or more of the following:
- Prepare and deliver 15-20 salads
- Prepare and deliver 20-30 turkey wraps
- Pick up/buy and deliver ice, bagels, burritos, etc

- Buy, cut up and deliver watermelon or other fruit
- Donate homemade goods (muffins, cookies, etc)
- Purchases for burritos, bagels, wraps, and pizza will be reimbursed
- Items baked at home, ice, and fruit count as donations and will not be reimbursed

N. Clean-up - 4 people per shift

Value: 1 shift credit

- Return pool to pre-meet condition
- Lounge chairs back on pool deck
- All meet equipment returned to storage room
- Take down tents and tarp and put back in storage area

AWAY MEETS

O. Set-up and break down

Value: 1 credit shift

- Pick up from the Elks pool, the night before:
 - 6 Elks portable tents/canopies
 - Large blue tarp
 - Elks pinks and blues signage from appropriate folder
- All tent items located in the lifeguard room, next to the snack bar.
- Return tents and tarp to Elks guard room after the meet
- **TENTS MUST BE SET-UP BY 6:45 am AT THE AWAY MEET.** It is your responsibility to get there in enough time to be set up. Spots get taken quickly and the team needs space!!!!
- Get a Pinks and Blues table set up for the Elks team (seek out someone at the away meet to help you get one!)
- **PACK UP THE TENTS AND TARP, RETURN TO ELKS POOL after the meet.**

P. Pinks and Blues

Value: 1 shift credit per shift worked

4 volunteer shifts available per away meet

- Get to the meet early to set up at provided table with signage
- Collect cards from Elks' coaches
- Set up the cards according to event schedule
- Hand out pinks to girls and blues to boys (Elks swimmers only)
- Return signage to folder in guard room after meet

*****Mandatory EXTRA jobs for parents whose kids are participating in end-of -season events*****

Q. PRELIMS AND FINALS JOBS

Value: 4 shift credits

Coordinator: Jennifer Askey 303.530.4303 jenniferaskey@comcast.net

- Informs Elks parents of team's responsibilities for upcoming Prelims and Finals
- Provides opportunities for parents to sign up for volunteer positions at those meets
- Ensures that positions assigned to the Elks by the League are filled
- Attends League meetings and communicates with League officers prior to Prelims and Finals meets
- Sends Elks volunteer list to Prelims and Finals officials so the names can be added to the Master list of each prelims and finals meet.

Prelims and Finals volunteers

*****NOTE***** All teams in the Boulder Valley Summer Swim League provide volunteers in proportion to the number of swimmers that participated on their team in the previous season. **MEETS ARE STAFFED ENTIRELY BY VOLUNTEERS.** **Prelims jobs include** team tent set-up and break-down, lane timers, and clothing sales for either the 1st or 2nd half of the day. **Finals jobs include** those listed for prelims AND crowd control, runners, heating area assistance, and clean-up.

- Volunteers sign up for positions at the East pool building, on posted sign-up sheets
- For 2009 prelims, we will try the "buddy shift" idea: parents sign up in pairs with a friend or spouse to share that specific duty for the entire half of the meet, dividing it amongst themselves as they see fit (childcare, breaks, etc)
- Prelims dates (week of July 19th) and Finals (7/25) dates, times, and locations are listed in the handbook.

One-time or special/ongoing jobs

Age group coordinators

Value: 4 shift credits

- one is needed for EACH boys' group and girls' group **within** EACH age group, except for the 13-18 year olds, who will have one coordinator for all.
- is a liaison between age-group coaches and age-group parents
- builds relationships between age-group swimmers via planned activities (at least 2)
- organizes parent snack schedule for Fridays or another designated day during the week for informal gathering of age-groupers
- assists parents proactively by disseminating team info, meet location, warm-up times, swimmer race assignments, etc weekly
- good for someone who is organized, has good communication skills, attention to detail, is patient, and can plan fun events

Pre-Team Coordinator

Coordinator:

Value: 4 shift credits

- organizes parents to run pre-team meets, of which there are only 2
- meets are in the evening during the week, usually 6 pm and last about one hour
- jobs needing filling include: starter, timers, heating, ribbons, etc.
- meets are on a much lower scale than team and are informal
- there is no concession stand to organize

Landscape Day

Landscape Coordinator

Value: 3 shift credits

Coordinator: Kent/Anne Knutson 303-444-0737 ajanicki@aol.com

- coordinates with Curt Colby and Elks to determine date and time for Landscape Day
- solicits flower donations at parent meeting
- meets with Curt to identify any special projects or needs
- contacts volunteers with reminders for shift work times, flowers, and tools
- provides coolers with water and ice for the work day
- supervises check-in and check-out procedures on the workday
- ensures availability of appropriate tools/supplies, including: lawn mower, hedge trimmer, leaf blower/sucker, weed wackers, heavy duty branch clippers or tree saws, brooms and dustpans, hoses, garbage bags, flowers, potting soil
- supervises volunteers on projects, ensures everyone stays busy and projects are completed
- cleans up at end of day
- follows up to report volunteer fulfillments and credits

Landscape volunteers

Value: 1 shift credit per shift

- required to donate flowers or potting soil and bring tools (labeled!)
- expect the work to be hard and physical, sweaty and outside. You will get dirty and may get blisters!
- You may be required to: sand and paint anything from the decks to lifeguard chairs, building exteriors, weed flower beds, entryway or concrete areas, mow grass, trim trees and/or shrubs, edge sidewalks, scrub deck chairs, clean bathrooms, sweep up clippings, shovel trash or dirt, lift equipment or trash, repair equipment, install starting blocks, haul debris, plant flowers, or construct the shade structures.
- The workday typically runs from 10 am to 3pm
- The 15-18 year old male swimmers have been particularly helpful in the past ☺
- Shift availability is limited - some spots have been reserved for pre-team parent volunteers because pre-teamers no longer participate at regular meets

Clothing Orders and Sales

Clothing Coordinator

Value: 4 shift credits

Coordinator: Christy Lapp 303-440-5698 busterlapp@earthlink.net

- Provides clothing samples and order forms for team clothing (suits, sweats, shirts, etc)
- Organizes ordering
- Submits order after board approval
- Ensures delivery of clothing and receipt of payment for clothing
- Organizes help from clothing volunteer for possible obligations of clothing sales for BVSSL at prelims

Clothing volunteer

Value: 2 shift credits

- Helps coordinator gather clothing orders at parent meeting
- Helps distribute clothing to swimmers at practices
- Assists in collecting money

Team Files & Swim Records

Value: 2 credit shifts

Files and Records volunteer: Nancy Reck

- Works closely with scoring and coaches from the start of the first meet and each one thereafter to determine team and league records set, including finals
- Updates record board at Elks after each meet (if needed)
- Elks record board located at west end of pool

End-of-Season Banquet

Value: 4 shift credits

Banquet Coordinator: Juli Wardlaw juliwardlaw@yahoo.com

- Secures end-of-season banquet location
- Coordinates date and location with Elks BEST parent committee
- Coordinates menu selection, budgeting, decorations, set-up
- Oversees volunteers in specific areas listed

Banquet volunteers:

Value: 1 shift credit

Volunteers may be involved in any or all of the following:

- Sell tickets to specific age groups at practices and meets
- Be available by phone or e-mail for ticket sales/questions
- Coordinate marketing of banquet and ticket sales with age group coordinators
- Help with banquet set-up

Registration & Web Site

These volunteers magically take care of the Elks website, update information, and make registration just...happen!

Registration and Web site wizards:

Jil Schwanke-Godesiabois 720.244.8061

jilsg@comcast.net

Nancy Reck nmlcr@yahoo.com

Slide Show

Value: 4 credit shifts

Coordinator: Julie Spear juliespear@comcast.net

- Collects digital photos from parents
- Organizes collecting procedure and alerts all parents regarding photo collection
- Assembles photos into season ending slide show for banquet
- Produces a DVD from slide show for purchase

Awards

Value: 4 credit shifts

Awards volunteer:

- Starts at the beginning of July to organize awards
- Works with the coaches to order plaques, certificates, longevity ribbons, medallions, and trophies for the Banquet at the end of the season.
- This information is collected primarily from the coaches and is kept secret until the Awards Banquet.
- Awards: High Point Awards, Most Improved, Team Worker, Best Effort, Most Dedicated, Sportsmanship, Perfect Attendance, Old Yeller (parent), Best Excuse, etc. List varies year to year.

Swim-a-thon

Coordinator: Joan Kopp jbaronkopp@aol.com 303-447-0068

Value: 4 shift credits

- Organizes promotion on event, including sending pledge form to registration person for the website, along with any advertising for the event
- Enters laps and \$\$ pledged form each participant
- Collects \$\$ and performs ongoing accounting for \$ paid/owed
- Collects all \$\$
- Oversees other volunteers

Assistant coordinator: Vicki Criss vickicriss@earthlink.net

Value: 2 shift credits

- Helps get the word out via contacting age-group coordinators
- Organizes and instructs counters at each age-group swim
- Gets pledge sheets to data entry person and returns to counters
- Helps to communicate to age-group coordinators about \$\$ collection

Poster volunteer:

Value: $\frac{1}{2}$ shift credit

- Responsible for 4 posterboard-size (2 ft X 3ft) advertisements that are laminated and hung in designated areas of the Elks pool complex
- Hang them as soon as date is set for swim-a-thon

Lap counters/food donors

Value: $\frac{1}{2}$ shift credit per each age-group counting

- Helps set up chairs at end of lane for lap counters
- Bring home-made goodies for food table
- Count laps for one hour (works well to do this when your child swims)
- Records laps on pledge forms
- A good pre-teamer job

Food table volunteer

Value: 2 shift credits

- Sets up food table for each age swim-a-thon time slot
- Organizes goodies brought in for each age group
- Cleans up afterward
- Needs to be at the pool for each age-group's swim (4 groups)
- Occurs on picture day, **except** for 13-18 year olds who swim early **the next morning**

Pre-Team Meets

If jobs get filled up here, you can sign up for other jobs that don't require you to be at the Team Meets, or you can sign up for food supplier jobs.

Pre-team will have 2 meets scheduled this summer, each on a weekday evening from approximately 6pm to 7pm. The kids' events are short and simple (i.e., swimming a certain stroke one length of the pool). The following positions are available per meet:

Pre-Team Coordinator (this position is also listed under one-time/ongoing jobs)

Coordinator:

Value: 4 shift credits

- organizes parents to run pre-team meets, of which there are only 2
- meets are in the evening during the week, usually 6 pm and last about one hour
- jobs needing filling include: starter, timers, heating, ribbons, etc.
- meets are on a much lower scale than team and are informal
- there is no concession stand to organize

Timers

Value: 1 credit hour

6 timers per meet - one timer per lane

Timers use a stopwatch to get swimmer's time which is recorded on a ribbon and handed to swimmer

Ribbon Writers

Value: 1 credit hour

6 ribbon writers per meet—one per lane

Ribbon writers work alongside the timers and record the swimmer's time on to the ribbon

Starter

Value: 1 credit hour

One person per meet

This is the person who officially begins each race

At the start of each race, the starter announces "timers ready!", then "Swimmers take your mark" and sends them off with either a horn blow or some type of marker ("GO!").

Heating Area

Value: 1 credit hour

2 people per meet

Pre-team swimmers get to experience lining up before a race just like the "big kids". This involves seating the kids in event order in each row, and making sure each child is in the correct seat which corresponds to a lane.

Setting up/break down of the meet

Value: 1 credit hour

2 people per meet

Since these meets are low key, set-up involves helping the pre-team coordinator with farming out ribbons to each lane, providing clipboards, setting up chairs in the heating area, etc. and then returning the pool to pre-meet condition.

Snacks

Value: 1 credit hour

2 people per meet

The kids look forward to this and it's the reward for swimming their races! Homemade goodies and fruit are always a treat; popsicles are fun if you can keep them cold! Work with the pre-team coordinator to figure out the number of kids on the Elks pre-team (could be as many as 50-60 kids)