

### \*\*\* OFFICIALS

In order to run swim meets meet officials are required, and the officials that you see in white shirts on deck are primarily parents of swimmers, just like you and me. There is a need for LRW to increase the number of officials affiliated with the club.

### \*\*\* MEET COMPUTER SYSTEM

The computer team responsible for setting up the computer timing system, entering the event times, printing results and ribbon labels and closing out the swim meets. This is a fast paced job, computer experience is necessary. Knowledge of swimming/race terminology is helpful.

### \* CONCESSIONS

The concession stand at home meets generates funds to help pay for awards, special events and costs associated with hosting a home meet. Volunteers are needed to work in this area as well as volunteers to bring donations of food.

### \*\* HEAD TIMER

Responsible for the team of Timers on deck. The Head Timer will insure all Timers are in their positions and they are fully trained. He/she will check all stopwatches are working and all plungers are working before the start of the meet. The Head Timer will run backup stopwatches during each race and call for relief Timers if necessary.

### \* TIMER

At least two volunteer timers are needed for each lane at home swim meets. The timers confirm the swimmer is in the correct lane

and time events with a stopwatch. Record all the times on a clipboard. Novice timers will be partnered up with experienced timers and timers are relieved every two hours. It is the best place to watch the race.

### \* RUNNER

Picking up heat sheets from timers after each event and delivering to computer system. Posting heat sheets and results of events at designated areas on the deck and in the concessions and spectator areas.

### \* AWARDS

The awards person take the results from the computer person to label the ribbons and sort by swimmer/team.

If you are interested in any of the positions listed or have other talents you think will be helpful to the team. Please contact our President  
Judy Cook at 293-0279 or  
[jcook@lakesregionwavemakers.com](mailto:jcook@lakesregionwavemakers.com)



P.O. Box 7145, Gilford, NH 03247



**YOU Can  
Make the  
Difference!**



## **VOLUNTEER INFORMATION**

*The success of our swim team depends on the volunteers willing to share their time and talents. Volunteering allows you to actively participate in your child's experience and enjoyment.*

### **OUR CLUB NEEDS YOU...**

Family involvement is critical to the success of the team. It is expected that all families will be involved in assisting in the home swim meet. Most of these jobs require No previous experience

### **LEVELS OF VOLUNTEERING**

- \* Requires very little swimming background**
- \*\* Requires some knowledge & training**
- \*\*\* Experience and some certificates required**

### **LRW PARENT BOARD**

The LRW Board is comprised of up to nine parents who all have swimmers on the team. Our goal is to help make the Lakes Region Wavemakers a positive and safe experience for every swimmer and their family.

#### **\*\*\* OFFICER POSITIONS**

**President** - Manages the LRW Parent Board and all team activities.

**Vice President** - Works with the President.

**Treasurer** - Manages the team finances

**Secretary** - Records and manages the minutes from the monthly meetings.

#### **\*\* GENERAL BOARD MEMBER**

Attends monthly meetings and assist with team administration where needed. This is a great opportunity to help contribute to the success of the team!

#### **\*\* PR COORDINATOR/WRITER**

Coordinates and/or writes articles for the local newspapers. Reporting team results and promoting the program. Writing and coordinating a team newsletter, published several times during the Winter season.

#### **\*\* WEBMASTER**

Our website is provided by Team Unify, a leading website program for competitive swimming teams across the country. Responsibilities include the management and usage of the website program, updating information, resolving issues and keeping up to date with the changes to the program. Strong computer skill and the ability to learn the program software which is provided by our website company.

#### **\*\* MERCHANDISE COORDINATOR**

The team purchases team suits, caps and team shirts during the Winter season. We also offer a variety of logo merchandise mid season. This position is responsible for collecting orders, collecting payments, coordinating with the printer the orders and delivery. Great organizational skills a plus!

#### **\*\* FUNDRAISING COORDINATOR**

A creative person who has great ideas for fundraising! They will be responsible for coordinating and managing the fundraising activities of the team.

## **COACHING STAFF**

### **\*\*\* COACHES**

Each member of our coaching staff brings their own unique qualities and varying levels of experience to the team. All our coaches are USA Swimming Certified and possess certification in First Aid, CPR, and Safety for Swim Coaches.

### **\*\* ON DECK ASSISTANTS**

LRW also has a number of parent volunteers who are available to assist on deck during practice or meets when more help or substitutions are needed. They possess the same certifications as our coaching staff. Swim experience varies.

### **\*\*\* MEET MANAGER**

This position is responsible for managing the meet schedule and swimmer sign-ups. The meet manager communicates with the opposing teams to set up the meets and events. They are responsible for overseeing the swim entries for the swimmers. It requires strong computer knowledge, organizational skills and an understanding of the sport and operation of the meets.

### **\* HOME MEET COORDINATOR**

We offer home meets during the swim season and this person helps coordinate the volunteers so we can have a successful swim meet. Information is provided to them and they are often guided through the process until experienced.