

VOLUNTEER AVAILABILITY FORM 2010

Dear Stingray Parents,

Welcome back to the Stonebrier Stingrays! We are looking forward to another super season! As you all know, it is very important that our meets run as smoothly as possible. Please fill out both parts of this form: the **meet availability form** AND the **volunteer preference** form. *Page 3 needs to be completed and returned.* Please remember that we will have bullpen workers for 10 and under swimmers only. This change was made last year and worked fine. We believe that taking the swimmers to the chairs/blocks is only necessary for 10 and under swimmers. **ALL SWIMMERS OVER AGE 10 ARE RESPONSIBLE FOR GETTING THEMSELVES TO THE BLOCKS/CHAIRS PRIOR TO THEIR RACES.** We ask that all parents be sure you know where your kids are and help get your swimmer to the blocks. We know kids 10 and younger may miss races if they are not properly guided; however, we feel anyone over age 10 is old enough to assume responsibility and look on his/her arm and know when to get to the blocks for his/her next race.

We are asking all families to commit to at least 4 shifts this year. We will use the minimum number of workers possible for every meet thus ALL volunteers must be in place at their assigned time and job for the meet to run properly. It is unfair to ask someone to work an extra shift because someone else is late or does not show up. Furthermore, we must comply with the NASA league guidelines and provide the home team with the proper number of workers.

Please look over your summer schedule carefully and only commit to times you know you can work. If you know you are missing a meet due to vacation, do not sign up for that meet. Instead, place "out of town" on that date so we know you are unavailable. Again, 4 shifts is the volunteer requirement for each family for the season thus far. We will be as fair as possible when making the schedule. A shift is one half of a meet. Meets start at 5:30 pm and last around 3 to 4 hours. First half workers need to arrive by 4:30 pm to check in and pick up a name tag during our warm-up time. You may work half meets (1st or 2nd), 2 full meets, 4 half meets, or 2 parents may both work the same full meet to complete all 4 shifts in 1 night. However, it is not recommended that both parents work the same full meet if they have small children without someone else to supervise them. We will take this availability form and match it with your work selection preferences. We will do our best to honor as many requests as possible. It takes a lot of time to make the schedule and we are all volunteers. Please check yes to as many meets as possible so we have the most flexibility in the schedule.

Finally, once the schedule is complete it is YOUR responsibility to find a replacement if you cannot work your shift. We need to know of the change once it is made so we know who is working each meet. Please e-mail Susan McKnight, volunteer coordinator, at sgminteriors@bellsouth.net of any changes. Please cc all changes to stonebrierswimteam@hotmail.com.

This form must be received on or before Wednesday May 12, NO EXCEPTIONS. After May 12th we will not take any requests and will place you where needed. At that point it will be your responsibility to trade jobs with someone else if you cannot make your assigned shift(s).

Please mail this form or email to:

Susan McKnight

1822 Mount Hope Court

Duluth, GA, 30097

***Or email it to sgminteriors@bellsouth.net**

Thank you in advance for your understanding and commitment to our team! We had another winning season last year and we truly appreciate those who fulfilled their job requirements. Your dedication is one of the many reasons we had a successful team.

Note: If you only have 6 and under swimmers you will be finished for the night around the end of the first half.

For any further questions please email us at stonebrierswimteam@hotmail.com.

PLEASE COMPLETE THE FOLLOWING:

Name of swimmer(s): _____

Family last name(s): _____

MEET AVAILABILITY: Write - Yes, No, or Out of Town

1. Thursday, May 27th at Sugarloaf TPC _____
2. Thursday, June 6th at Medlock Bridge _____
3. Thursday, June 10th at Sugar Mill _____
4. Thursday, June 17th at Seven Oaks _____
5. Thursday, June 24th at Wellington _____
6. Saturday, June 26th, at Georgia Tech _____

WORK PREFERENECS: Rank preferences 1st, 2nd, 3rd etc.

4 separate shifts _____ 1st half only _____ 2nd half only _____ Will work either half _____

- 2 full meets as 4 shifts _____
- 1 full meet w/both parents working 2 shifts each = 4 shifts _____
- I can work shifts however needed _____

Please enter any comments/special requests:

**VOLUNTEER PREFERENCES: (Please NUMBER 1-10 with 1 being 1st choice).
See job descriptions on next page below.**

____ ANYWHERE NEEDED ____ staging/deck ____ ribbons
____ place judge (experience needed) ____ 10 & under bullpen area
____ recorder ____ timer (stands entire shift) ____ relay helper
____ computer (training required) ____ runner

JOB DESCRIPTIONS:

Timers: Times each race in his/her lane. One timer will operate the watch while the other will record the times on the lane timer worksheet. In all events the timer must have a clear view of the race and finish line. The timer shall look at the starter and start the watch at the instant of the flash of the starting device and stop the watch immediately when any part of the swimmer's body touches the solid end of the pool.

Recorder: Collects the Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The Recorder then goes to each lane and records each swimmer's time in the Time Column of the Judges Placing Form. The Recorder then delivers the placing to the scoring table directly or via the runner.

Runner: Collects the Judges Placing Sheet from the Master Recorder and takes it to the Scorer's table.

Ribbons: Places the ribbon labels on the appropriate award and puts them in the filing box for the team during the meet. Head of Ribbons for 2010 is Beth Jones.

Place Judges: The Judges must have at all times a clear view of the race and finish line. Judges determine the place finishes as they see them and write the place finish on their copy of the meet program. The Judge's Recorder will copy that order of finish on the Judge's Placing Form.

Deck Manager/Stagine: In charge of the ready area behind the blocks and lines up all swimmers on the deck for their event according to the heat sheet listing of names in all events.

Bullpen/Holding Area: Helps supervise the 10 and under kids for the team and makes sure they get to the Deck Manager/staging in time to be lined up for his/her race.

Relay Helper: Helps Junior Coaches get all kids lined up and sent to bullpen in time for their relay event

Banquet: Helps Coordinator Ricki Shaw set up and clean up and run end of season banquet. Date TBA. **This will count as 2 shifts only. *This position is filled for the 2010 season.***

Computer: Help run the computer during the meet with the opposing team's representative, assuring proper scoring. **Hytek meet manager training required.**