

VOLUNTEER AVAILABILITY FORM 2009

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 availability form AND the volunteer preference form. Both parts of page 2 need to be completed and returned. The only change this year is that we will have staging for 10 and under swimmers only. This is a major change from last year. We believe that staging is only necessary for 10 and under swimmers. **ALL SWIMMERS OVER AGE 10 ARE RESPONSIBLE FOR GETTING THEMSELVES TO THE BLOCKS/BULLPEN PRIOR TO THEIR RACES.** We will no longer send them from staging to the bullpen. Coach Debbie agrees with this change as many meets do not have staging at all and staging is not required by the league. 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.

This year we have asked for all families to commit to up to 5 shifts. However, it may be less once we do the schedule and add this new change with the decreased number of staging volunteers needed. 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 did 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, just place "out of town" on that date so we know you are unavailable. Again, up to 5 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 at 5:00 pm to check in and pick up a name tag during our warm-up time. You may work half meets (first or second), you may work 2 full meets plus 1 half meet, 1 full meet and 3 half meets, or 2 parents may both work the same full meet to complete all 4 shifts in 1 night and work just 1 additional half meet. 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 or shannonhcole@bellsouth.net of any changes. **This form must be received on or before Friday, May 8th, NO EXCEPTIONS. After May 8th 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 to:

Susan McKnight

1822 Mount Hope Court

Duluth, GA, 30097

Or email it to sgminteriors@bellsouth.net

Thanks so much in advance for your understanding and commitment to our team! We had a great 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.

To access our schedule further you may visit the www.atlantaswimming.com website and go to league and choose ASA, then teams, then Stonebrier and then schedule.

Note: If you have only 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 28th at Chattahoochee Run _____
2. Thursday, June 4th at Shakerag _____
3. Thursday, June 11th at Wellington _____
4. Thursday, June 18th at Sugar Mill _____
5. Tuesday, June 23rd at Seven Oaks _____

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

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

- 2 full meets as 4 shifts and 1 extra half meet _____
- 1 full meet w/both parents working 2 shifts each = 4 shifts, 1 extra ½ meet for 1 parent _____
- 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 below.

___ ANYWHERE NEEDED	___ bullpen/deck	___ ribbons
___ place judge (experience needed)	___ 10 & under staging area	
___ recorder	___ timer (stands entire shift)	___ relay helper
___ computer (training required)	___ banquet	___ 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 2009 is Sandy Rasmussen.

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/Bullpen: 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.

Staging/Holding Area: Helps supervise the 10 and under kids for the team and makes sure they get to the Deck Manager/bullpen 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 Ricki Shaw set up and clean up and run end of season banquet scheduled for Saturday, August the 15th 6pm-9pm, Stonebrier Pool. Set up starts at 4 pm and clean up starts at 9 pm. This will count as 2 shifts.

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