

Halifax Trojan Aquatic Club Volunteer Roles Descriptions

Swim a Thon Coordinator(s) (4 points) – The annual Swim a Thon is our largest team fundraiser. Money raised helps to off-set operating costs such as pool rental, equipment, and swim meets and Swim Nova Scotia fees. Swimmers gather pledges and historically have swum as many lengths as they can with the allotted time limit. To be successful, the Swim a thon needs an energetic leader to work with the Head Coach to ensure a fun event in which all swimmers participate. Ideally, two coordinators will work together to ensure a successful team fundraiser. The coordinator(s) works with coaches to select a date and location, promote the event, encourage fundraising (sources weekly prizes, prizes for top fundraiser, etc.), and work with Hospitality Lead to organize food and beverage donations for the day of the event. Swim a Thon typically takes place in April. Reports to Fundraising Chair, Board of Directors.

Travel Coordinator(s) (4 points) – The travel coordinator works with the Head Coach to confirm the season's travel meet schedule and objectives for each meet. The travel coordinator ensures the team travel policy is followed to ensure fiscal responsibility and transparency, developing a travel estimate for each travel meet and arranging return transportation, hotel reservations and ground transportation (i.e. van or car rentals). Working with the Fundraising Chair, Board of Directors, sponsorships for travel and/or accommodation providers may be possible. The travel estimate should be reviewed and approved by the Head Coach and Board Treasurer, then communicated with impacted families. The travel coordinator recruits required chaperones, reviews travel arrangements, budget and related team policies. Strong organizational and communication skills are essential for this role. Ideally, a travel coordinator from National and Atlantic group would work together. Reports to Head Coach, Treasurer and Co-Presidents, Board of Directors.

Team Chaperone (4 points per chaperone, per meet) – Travelling to compete against athletes in a different facility is an exciting part of our swimmers' development. Working closely with the coaches leading up to and during the meet, the chaperone travels with our swimmers to supervise and organize the daily schedule while attending the competition. The chaperone organizes meals and snacks, drives to and from pool for practice and competition, and manages issues as they arise. The chaperone is the main point of contact for parents while the athlete is travelling with the team. There are a number of travel meets each season; which swimmers attend depends on a number of criteria. The number of chaperones required for each travel meet will depend in the number of swimmers attending. Travel competition schedule and qualifying/eligibility standards will be communicated to members early each season. Typically, team travel will include national Swimming Canada competitions, regional meets identified by HTAC Head Coach and meets organized by Swim Nova Scotia. Chaperones should have a completed criminal record check, vulnerable sector check and child abuse registry search as well as a valid driver's license. Reports to Travel Coordinator.

Centennial Parking Lead (4 points) – Special events parking at Centennial Pool is a shared team fundraiser between Halifax Trojans, the Cygnus Diving Club and Aqua Nova Synchro Club. Each organization is required to arrange parking lot attendant volunteers for a designated number of shifts. Each event requires two adults to serve as parking lot attendants for about two hours each event. Funds are shared 50/50 with the Centennial Pool Board of Directors for pool improvements and with the clubs. HTAC volunteers also earn \$35 per shift towards their swimmer's account. The Centennial Parking Lead organizes and schedules HTAC parking volunteers for our assigned shifts. Reports to Treasurer, Board of Directors and HTAC office administrator.

Awards Banquet Lead (4 points) – At the end of each season, HTAC recognizes the hard work and accomplishments of our swimmers and volunteers. There is usually a Grassroots banquet and an Age Group banquet. The Awards Banquet Lead takes on all aspects of planning and organizing these well-loved events. Responsibilities include confirming dates with coaching staff, preparing an event budget for review and approval by Head Coach and Treasurer (or working within the provided budget), venue rental and menu planning, recruiting volunteers, decorations and programs and working with coaches on team, group and individual awards. Reports to Head Coach and Co-Presidents, Board of Directors

Equipment Coordinator (4 points) – The equipment coordinator ensures all swimmers have team clothing (t-shirts, swim caps, hoodies) throughout the year, tracks inventory and reorders when necessary, working with the club's equipment supplier in consultation with Head Coach and Treasurer. The coordinator is encouraged to research clothing options for consideration by Head Coach and Board of Directors. The equipment coordinator would also be responsible for ordering any clothing or other items identified during the season, for example, special order clothing for HTAC-hosted meets, Christmas, or special events (such as Swim a thon). Reports to Treasurer, Board of Directors.

Squad Leaders (4 points) – The parent representative helps ensure good communication flow with parents about club events, volunteer opportunities, social events, swim meets, updates from the Board, coaching announcements, etc. Acting as liaison between families and the Board of Directors, the parent representative answers questions and brings concerns forward. Parent representatives are requested for all swim groups – from Gamma to National. Reports to Member at Large/Parent Concerns, Board of Directors.

Hospitality Lead (4 points) – As all good hosts know, it's important to feed your guests well. The Hospitality Lead oversees the management and organization of the official's room at all HTAC-hosted swim meets, ensuring timers, senior officials and coaches are well looked after. This includes organizing menus, arranging food donations, securing and scheduling volunteers and supplies for the official's room. This position also oversees the canteen operations at HTAC-hosted meets and supports club-hosted social events. Reports to Member at Large/Volunteer Initiatives and Chair of Officials.

Volunteer Points Coordinator (4 points) – This new position ensures accurate tracking and reporting of the mandatory volunteer points program. The Points Coordinator tracks and confirms volunteer points (families report earned volunteer points within 30 days of earning), corrects any errors, communicates with families on their point status and upcoming deadlines and works with Treasurer and Office Manager on any volunteer fees owed (February 1 and last payment). Reports to Member at Large/Volunteer Initiatives.

Chair of Officials (4 points) – Swim meets can require as many as 40 volunteers to ensure they are fairly and smoothly run. The Chair of Officials, working closely with coaching and office staff, is pivotal to ensure all aspects of HTAC-hosted meets are looked after - recruiting head officials, working with Swim Nova Scotia, and recruiting and supporting the Meet Managers who help organize, plan and run our swim meets. The Chair of Officials is responsible for the training and certification of all HTAC timers and officials, according to Swimming Canada's Officials Certification Pathway, tracking training progress of officials, and tracking officials' volunteer shifts. Strong organization, leadership, and communication skills are required, and a multi-year commitment is preferable. A co-chair may be identified to work with the Chair to assist with these duties and for succession planning. The Chair of Officials reports to Board of Directors co-presidents and Treasurer.

Timers (1 point per Age Group meet session; 1 point per NovaTech meet) - Often called the "best seats in the house", timers run the stopwatches and obtain and record accurate finish times for the swimmers. Timers also check the order of swimmers in a relay. There are

usually 2-3 timers per lane. Timers may also use a plunger when electronic timing systems are in place. Timers must obtain Level I certification. Clinics will be held throughout the season; watch for notification and take the course to get your spot in the middle of the action. Families are asked to consider earning volunteer points from at least one HTAC-hosted swim meet throughout the season to ensure our meets run smoothly for athletes, coaches and officials.

Officiating (2 points per Age Group meet session; 2 points per NovaTech meet) – These positions could include Stroke & Turn, Recorder/Scorer/Office, Chief Finish Judge, Electronics Operator, Clerk of Course, Chief Timer, Starter and Session Referee and are key positions at every swim meet. Officials certification (Level II to V) and deck evaluations are required for these roles. Families are asked to consider earning volunteer points from at least one HTAC-hosted swim meet throughout the season to ensure our meets run smoothly for athletes, coaches and officials. Watch for clinics held throughout the season and check with Chair of Officials to learn more.

Meet Manager (4 points per meet) - Responsible for all the details of HTAC-hosted swim meets (pool rentals, obtaining necessary equipment and supplies for timers and officials, budget, recruiting timers and officials). The Meet Manager develops the meet package and meet budget for review/approval by Head Coach, Co-Presidents, Treasurer and Chair of Officials, works closely with Competition Coordinator, prepares entry lists, oversees the running of the meet, compiles final reports and budget, and ensures the issuing of results. The Meet Manager works closely with coaching staff, Chair of Officials, Hytek Operator, Swim Nova Scotia, Hospitality Lead and Canteen Coordinator. A big job but lots of fun! Reports to Chair of Officials.

Competition Coordinator (formerly Meet Referee) (3 points per meet) – The Competition Coordinator is responsible for the recruitment and assignment of senior officials for swim meets and ensuring the overall consistency, fairness and quality of officiating throughout the meet. This position acts in an advisory role for each meet session's Session Referee and all on-deck officials. This position must be an experienced Level IV or V official. Works closely with Meet Manager and Chair of Officials.

Canteen Coordinator (2 points per meet) - Swim meets are natural fundraisers – entry fees are one source of revenue. Another is a well-stocked canteen. We sell programs/heat sheets, highlighters, 50/50 tickets, food and drinks. Canteen Coordinators take the lead on organizing the canteen at HTAC- hosted meets including securing food and donations to stock the canteen, recruiting and scheduling volunteers to staff the canteen, setting up and breaking down the canteen area, arranging float from the HTAC office and submitting cash report. Reports to Hospitality Lead and Meet Manager.

Other volunteer opportunities

- AGM attendance (1 point)
- Volunteer at annual Swim a thon (1 point)
- Swim Meets positions - Runners, Marshalls, Safety Marshal, canteen volunteer, hospitality volunteer/officials room (1 point per session)
- Awards Banquet volunteer (2 points)
- Additional opportunities will be identified throughout the season

September 28, 2019