

LAKE SHORE SWIM CLUB - VOLUNTEER COMMITMENT CONTRACT

Please note on your registration form which option you will be choosing, **OPTION ONE** or **OPTION TWO**.

If you choose **OPTION TWO**, please note which position you are volunteering to fill.

OPTION ONE

Lake Shore Swim Club families will be responsible for working at our hosted meet as defined below. A "slot" will consist of one volunteer job -- as defined by the meet volunteer coordinator and/or meet director -- for each session of swimming, i.e. a morning or afternoon session.

- Families with one (1) swimmer will be responsible for two (2) slots.
- Families with two or more swimmers will be responsible for four (4) slots.
- High School swimmers will be responsible for one (1) slot.

This obligation **MUST** be met regardless of when or whether your swimmer(s) is competing. Failure to fulfill your obligation the weekend of the meet will result in a fine of \$75.00 **per slot**. This commitment is needed to ensure the financial success of our meets.

OPTION TWO: *Coordinators will be provided with a detailed job description and season timeline for their position once assigned.*

The following positions will fulfill your family's volunteer commitment:

Parent Coordinator – Need 1: An experienced LSSC parent, preferably one who has or had swimmers in each of our practice groups. The coordinator is responsible for running 2-3 parent meetings throughout the year during practice sessions. These meetings are intended to inform parents of meet procedures, education about time standards, and other pertinent information. Parent coordinator will work with the Coaching Staff, the Board and the New Parent Coordinators to produce a "LSSC Parent Packet" and "New Parent Welcome Packet" to be distributed at the beginning of each season.

New Parent Coordinator – Need 3 (1 per practice group: Developmental, Junior, Senior/HS) Will work with the team's Parent Coordinator to identify new parents, enroll them in the mentor program, deliver their welcome packet and be available at practices/meets (on occasion) to answer questions.

Banquet Coordinator – Need 2: Reserves facility for end of season banquet. Coordinates catering, decorations, orders cake, prepares invitations, accepts reservations, and collects money. Responsible for tracking expenses within the budget provided by the team Treasurer.

Good Grades Pizza Party Coordinator – Need 1: Sets dates for receipt of report cards and date and time of the pizza party for each of the practice groups (Quarters 1, 2 and 3 only). Coordinates with RRHS to secure space and tables. Orders pizza and arranges for delivery. Purchases drinks (non-carbonated – water, juice, or sports drinks only). Works within budget provided by the team Treasurer.

Special Events Coordinator – Need 2: Works with Coaching staff and Board to coordinate and implement special events for the team throughout the season. (ie: Halloween Party, Team Holiday Party, Night Out with the Monster's, etc) May also be asked to work with the Fundraising chair on special events linked to team fundraisers.

Meet Volunteer Coordinators – Need 2: Works with the meet director(s) to determine staffing required for the meet hosted by LSSC. Posts sign-up sheet, communicates responsibilities and time requirements. Tracks slots worked against the family's volunteer commitments and reports these to the team Treasurer. Much of this work will now be done via the team's website.

Meet Director – Need 1: Responsible for running our hosted weekend meet in January. Will have the assistance of the Meet volunteer coordinator and the Safety Director, as well as the Board of Trustees and the Head Coach.

Safety Director – Need 1: Responsible for safety during our hosted weekend meet in January. Ensures the safety of the pool deck, athletes and coaches during the hosted weekend meet in January.

Travel Meet Coordinator – Need 1: Secures hotel reservations for coaching staff for travel meets. Also coordinates room blocks for families participating in travel meets. May also make arrangements with local restaurants for team dinners. Works with head coach and team Treasurer.

Bulletin Board Coordinator – Need 1-2: Coordinate with the Head Coach, to update bulletin boards and post team updates. This includes, but is not limited to: Meet Results, Swimmer of the Meet and Swimmer of the Month. Prepare and post the signage at the pool, and communicate to the webmaster for posting on the team's website.

Fundraising Chairperson – Need 2: Coordinates the running of each of the team's two fundraisers including advertising, order taking, distribution of merchandise, and collection of monies. Works with the team Treasurer and team Marketing/Merchandising Chairperson.

Merchandising Chairperson – Need 1: Coordinates the selection and ordering of apparel/gear in addition to the team equipment packages designated by the coaches. The MM Chairperson will work closely with the Head Coach and Treasurer.

Championship Meet and Special Meets Coordinator - Need 1: Work with the meet director for the Gold Champs Meet (short course) and Long Course Champs Meet to determine what volunteer positions are required from LSSC. Once determined, send e-mails to request volunteers and create the volunteer list (can also post on team website). For the Quad Meet (January) and Zone Meet (August), get the list of LSSC swimmers participating and buy items for a gift basket for each swimmer from the team.