

Full Season Coordinator Volunteers		Monthly Overview of PRESEASON Activities			Monthly Overview of MAIN SEASON Activities			
Coordinator	Description	Jan	Feb	Mar	April	May	June	
Officials Coordinator (NWAL Certification) Board Member Contact: President	The Officials Coordinator should be an experienced swim meet referee and NWAL certified. They will provide management of the on deck assignments and rotations for home meets, assist with management as needed at away meets, and work to recruit and train additional Marlins Officials.	None	:Check NWAL training schedule and communicate to the team	:Check NWAL training schedule and communicate to the team	:Check NWAL training schedule and communicate to the team :Recruit officials for the new season :Attend parent meetings to answer questions about officiating	:Check NWAL training schedule and communicate to the team :Recruit officials for the new season	:For Marlins home meets, create the on deck schedule, conduct the Officials meeting, manage the Officials team. :For away meets, work with the other team for on deck assignments of Marlins Officials.	:For Marlins home meets, create the on deck schedule, conduct the Officials meeting, manage the Officials team. :For away meets, work with the other team for on deck assignments of Marlins Officials.
Clerk of Course (Board/NWAL Certification)	The Clerk of Course is responsible for the management of the swimmer event registration process for the association. Duties will include collection and maintenance of event registration data and communication of meet entry data as required by the current Northwest Aquatic League (NWAL) Rule Book.	None	:Make sure website is setup with correct scoring for current season (check NWAL for changes)	:Attend parent meetings to provide information on how to register for meets.	:Complete required NWAL Certification :Set up online Meet Registration and open. :Provide assistance to new Marlins on how to register for meets.	:Provide assistance to new Marlins on how to register for meets.		
Ready Bench Coordinator Board Member Contact: Clerk of Course	The Ready Bench Coordinator manages the overall Ready Bench process and team for Marlins home meets. The ready bench team (seaters, walkers, callers) is responsible for keeping the swim meet moving smoothly. They sequence the swimmers into the correct heat and lane assignments - ready to swim and making sure the scribes have the swimmer's information to record the swimmer's time.	None	None	None	:Provide volunteer needs to Volunteer Coordinator :Attend Volunteer Info sessions to go over Ready Bench.	:Recruit RB volunteers :Run RB at all home meets.	:Recruit RB volunteers :Run RB at all home meets. :Run RB at Trinity Invitational.	
Relay Coordinator (NEW for 2017) Board Member Contact: Clerk of Course	The Relay Coordinator will assist the Clerk of Course at all meets by checking in relay teams for both morning and afternoon events. It is important that we have an accurate assessment of who is in attendance, who may have left early, etc so that our relays can be updated and we can avoid having no-show relay teams.	None	None	None	None	:Assist Clerk of Course at all meets by checking in relay teams for both morning and afternoon events.	:Assist Clerk of Course at all meets by checking in relay teams for both morning and afternoon events.	
Computer & Scoring Coordinator (NWAL Certification) Board Member Contact: Clerk of Course	The Computer and Scoring Coordinator is responsible for loading swimmer data into meet management software and exchanging same with opposing team, generating "heat sheets" for the meet, generating event data sheets, inputting race results, posting race results and exchanging race results with opposing team. NOTE: For Marlins home meets at the CISD Natatorium, the Nat staff run the computers during the meet.	None	None	None	:Complete required NWAL Certification	:Create Heat Sheets for meets and email/send to print	:Create Heat Sheets for meets and email/send to print	
Volunteer Co-Coordinator (includes the former role of Age Group Coordinator) Board Member Contact: Vice President	The Volunteer Coordinate is the hub of the Marlins volunteer organization. The Volunteer Coordinator assists with training volunteers, filling open positions, maintaining the online volunteer tracking system, working with the other teams to synch up on volunteer needs, and providing general management of the other Coordinator and Volunteer positions.	None	None	:Reach out to last year's Coordinators to identify openings :Recruit parents to fill Coordinator openings.	:Set up online Volunteer Sign-Up templates for all meets. :Schedule and lead 2 to 3 Volunteer Orientation sessions :Work with Team Rep on what to communication to other teams about volunteer needs.	:Weekly comms about meet volunteers :Volunteer check-in at all meets (or find someone to cover) :Age Group clipboard for all meets (or find someone to cover) :Record completed volunteer time after every meet :Track completed volunteer time after every meet :Track volunteer obligation requirements; escalate to VP if needed.	:Weekly comms about meet volunteers :Volunteer check-in at all meets :Age Group clipboards for all meets :Record completed volunteer time after every meet :Track volunteer obligation requirements; escalate to VP if needed. :Manage Marlins volunteer needs for Trinity Meet.	
Volunteer Co-Coordinator Board Member Contact: Vice President	Same as above	None	None	Same as above	Same as above	Same as above	Same as above	
Timer & Scribe Coordinator Board Member Contact: Team Representative	The Timer & Scribe Coordinator provides general management and training of the Timers and Scribes at swim meets (including Marlin Mania). For Marlins home meets, this Coordinator will handle lane assignments and conduct the Timer/Scribe meeting before the meet begins. For away meets, this Coordinator will ensure that all assigned Marlins timer/scribe positions are filled and that shift change occurs smoothly.	None	None	None	None	:For Marlins home meets, handle lane assignments and conduct the Timer/Scribe meeting :For away meets, ensure that all assigned Marlins timer/scribe positions are filled and shift change occurs smoothly.	:For Marlins home meets, handle lane assignments and conduct the Timer/Scribe meeting :For away meets, ensure that all assigned Marlins timer/scribe positions are filled and shift change occurs smoothly.	

Awards & Ribbons Coordinator Board Member Contact: Registrar	The Awards & Ribbons Coordinator is responsible for coordinating the purchase and issue of all awards and ribbons for each meet and the end of season function. This Coordinator also works with the Volunteer Coordinator to make sure that volunteers are identified and present to prepare the ribbons, file the ribbons, and keep track of the ribbon/award box. NOTE: This is a good volunteer position for parents who have limited availability to work during swim meets.	None	None	:Inventory home meet ribbons and heat ribbons :Order additional ribbons, report costs to board.	:Bring ribbon boxes to all meets and make sure they are taken home by designated volunteer :Run weekly awards reports after meets	:Bring ribbon boxes to all meets and make sure they are taken home by designated volunteer :Run weekly awards reports after meets	:Bring ribbon boxes to all meets and make sure they are taken home by designated volunteer :Run weekly awards reports after meets :EARLY JUNE - Order team trophies for end of season
DJ/Announcer Board Member Contact: Team Representative	This position is required for home meets only and is responsible for Announcing event calls to the ready bench, making any special announcements requested by meet officials or team representatives and (optionally) playing fun family-friendly music. The Marlins does not have any audio equipment so this person would need to provide their own.	None	None	None	None	Announce at home meets	:Announce at home meets :Announce at Trinity
Wet Shop Coordinator Board Member Contact: Treasurer	The Wet Shop Coordinator is responsible for coordinating the purchase and sale of all "Marlins Gear" and other swim or team related products. This includes managing inventory, recommending products to the Board and placing orders, scheduling and setting up Wet Shop times during practices and setting up Wet Shop at Marlins home meets. They manage a small team of volunteers to assist with Wet Shop.	None	:Take Inventory from last season	:Provide list of proposed new items to board :Order approved items	:Make sure PayPal is working for payments; inform Treasurer if not :Set up Wet Shop at various practices - coordinate availability of the cash box with the Treasurer :Train and manage WS volunteers	:Set up Wet Shop at various practices and home meets- coordinate availability of the cash box with the Treasurer :Train and manage WS volunteers	:Set up Wet Shop at home meets- coordinate availability of the cash box with the Treasurer :Coordinate Shirt Sales for Trinity Meet- coordinate availability of the cash box with the Treasurer
Fundraising/Special Event Coordinator Board Member Contact: Secretary	The Event Coordinator assists the Marlins board and coaching staff with the planning, orders, and volunteer management for the teams social and fundraising activities.	None	None	None	None	:Order pizza and acquire drinks, snacks, etc for Marlin Mania (and/or coordinate assistance with same)	:Order pizza and acquire drinks, snacks, etc for Team Party (and/or coordinate assistance with same)
Photographer/Facebook/Shutterfly Board Member Contact: Secretary	This Coordinator manages the Marlins general social media presence. NOTE: The Marlins photographer is usually permitted on deck during swim meets and at limited practices.	None		Post reminders to Facebook about key dates, etc	Post reminders to Facebook about key dates, etc	Take pics at meets for Facebook and to use on website.	Take pics at meets for Facebook and to use on website.
Web Site Board Member Contact: Registrar	This position serves as the Web Master for our team web site. This includes: 1)Management of web site registration with ISP/domain, 2) Overall set-up and general maintenance of the site, 3) Guidance and training for use of the site by board members and position coordinators, 4) Guidance and review of material posted to the site by board members and position coordinators, 5) Management and administration of swimmer/parent user id & password system, 6) Occasional review of web site links to insure functionality of same	:Update web site for current season :Board members :Reg Fees :Uniform information	:Update Practice Schedule on Website	: Update Volunteer Page with Coordinator open positions : Work with Treasurer to pay hosting fees	:Update website as needed :Update Trinity Meet Website	:Update website as needed :Update Trinity Meet Website	:Update website as needed
Set Up/Take Down Board Member Contact: Team Representative	The Set Up/Take Down Coordinator will manage a small team of volunteers for all Marlins meets. For home meets, set up and take down consists of marking the seating areas for home and away teams, setting up Ready Bench area and then ensuring that all areas are clean at the conclusion of the home meet. For away meets, the Coordinator will need to get the shade tents from the Marlins storage (or identify someone to do this), have the tents at the meet location well before the start of the meet for setup, and return the tents back to storage. NOTE: Ideally the Set Up coordinator has a pickup truck or other vehicle that can transport 12 to 15 shade tents.	None	None	None	None		