

GEILENKIRCHEN ORCAS INTERNATIONAL SWIM TEAM
VOLUNTEER PROGRAM
2009-10 SWIM SEASON

Our swim team's success depends entirely on the families who volunteer their time and talents to the team. We strive to be an efficient and cohesive team; therefore, our goal is for every family to volunteer in some way. Our volunteer program continues to be updated and refined and any suggestions for improvements may be sent to the Volunteer Coordinator or the President.

Each family is required to contribute a minimum of 40 volunteer hours throughout the swim season. Generally, one hour of volunteer time will count as one hour toward your family's requirement, but in some instances that ratio may vary. Your swimmer and siblings may also contribute toward the family's requirement. All requests, suggestions or questions regarding the authorization of volunteer hours must be made to the Volunteer Coordinator or a Board member.

A 200 Euro Volunteer Deposit is required to be paid to the Treasurer at the beginning of the season. This deposit will be paid along with regular registration fees. The deposit will be refunded when the required 40 hours are completed either before Christmas or the end of the season. Volunteer hours must be completed by the end of the season. Hours not completed will be deducted from the deposit refund at a rate of 5 Euro per hour not completed.

The following is a list of areas in which volunteer hours may be earned (check the website, www.geilenkirchenorcas.org, for more details regarding volunteering).

Practice support: T 30 timing

Administrative Support:

- Participating on special committees established by the swim team board.
- Serving on the swim team board. Positions are: President, Vice President, Treasurer, Secretary, Meet Coordinator (Elections for the next year are held in May or June.)

Home Meet Support: Home meets are very labor intensive and need many volunteers to ensure a successful meet. Your support is critical during home meets. Exceptions will be reviewed by the board and settled on a case by case basis. The three phases of a home meet that require support are:

Meet Set Up

During Meet

Meet Tear Down

See the attached volunteer sign-up form for a list of specific volunteer opportunities available.

Away Meet: There is a requirement for all visiting teams to supply stroke and turn judges and timers

Other:

- All Fundraisers-Any parent can suggest and run a fundraiser. Approach the Treasurer with your suggestion (Some examples are: Basket Affair, Bake Sales, Dances)
- Fundraising Letters
- Awards Show Banquet coordinator and committee

- Team parties
- Champs coordinator
- Equipment manager
- Webmaster
- Team Records Upkeep
- Team Board Coordinator
- Yearbook Page creation
- Bus Coordinator
- Discuss your own ideas with a Board member

Spirit Support: This chairperson would work to improve team cohesiveness and spirit at AFNORTH International School and the GK NATO School. Ideas could include decorating lockers prior to meets for the older youth and setting up banners in hallways for the younger youth. The chair will work with the school and decide the best way to acknowledge the achievements of the team members in the school setting.

Volunteer hours should be submitted to the Volunteer Coordinator, Lois Whelan, preferably via the Volunteer Submission form which can be found at <http://geilenkirchenorcas.org/volunteer.html>. If you have problems, you can email her at volunteer@geilenkirchenorcas.org.

We look forward to an exciting swim season and your contributed effort is deeply appreciated. Thank you for donating your time and energy to support your children's swim team!

I agree to contribute a minimum of 40 volunteer hours (including time at meets and fundraisers) and pay a 200 Euro volunteer deposit which will be refunded to me as my hours are completed. I agree to abide by the terms and conditions of the Swim Team Volunteer Program.

Name _____

Signature _____

Date _____

Volunteer Sign Up

Below are listed many of the jobs available that are needed to run the Orca swim team. Please look over this list and check off the jobs that you are interested in, then return this list to the Secretary. All of these jobs go towards your 40 hour volunteer commitment. You will be contacted about the positions that you have signed up for (and perhaps some that you haven't if there is a need). If you have any questions, contact the Volunteer Coordinator or a Board member.

*Set Up and Tear Down – All parents will be asked to help in this process unless sufficient people sign up. A sign up sheet for all meets will be posted. The number of times will be determined by the number of families divided by the number of swim meets. Those that don't indicate preferred dates will be assigned dates. People who get commitments during their assigned time will need to swap with another family. No shows cost 10 Euro.

<input type="checkbox"/> Volunteer Coordinator	<input type="checkbox"/> During Meet
<input type="checkbox"/> Fundraising Organizer	<input type="checkbox"/> Timers
<input type="checkbox"/> Fundraiser worker	<input type="checkbox"/> Marshalls
<input type="checkbox"/> <input type="checkbox"/> Basket Affair	<input type="checkbox"/> Stroke and Turn Judges
<input type="checkbox"/> <input type="checkbox"/> Local Business Liaison	<input type="checkbox"/> Runners
<input type="checkbox"/> Team Parties	<input type="checkbox"/> Heat Ribbons
<input type="checkbox"/> Photographer	<input type="checkbox"/> Concessions Coordinator & Sales
<input type="checkbox"/> Champs coordinator	<input type="checkbox"/> Statistics
<input type="checkbox"/> Awards Banquet	<input type="checkbox"/> Starter
<input type="checkbox"/> Equipment Manager	<input type="checkbox"/> Head Referee
<input type="checkbox"/> Webmaster	<input type="checkbox"/> Meet Director
<input type="checkbox"/> Spirit Support	<input type="checkbox"/> Water Person
<input type="checkbox"/> Practice Support-T30 practices	<input type="checkbox"/> Ribbon Maker
<input type="checkbox"/> Meet Set Up	<input type="checkbox"/> Ribbon Distributor
Lane lines; Equipment; Unload and set up tables and chairs; Set up concessions tent; Receive concessions donations	<input type="checkbox"/> Facilities overseer (trash pick-up, bathroom supplies)
	<input type="checkbox"/> Meet Tear Down
	<input type="checkbox"/> Facilities Clean-up
	<input type="checkbox"/> Put away equipment
	<input type="checkbox"/> Tear down tables and chairs
	<input type="checkbox"/> Orca tables, chairs and food to shed
	<input type="checkbox"/> Load tables and chairs onto truck (Monday)
	<input type="checkbox"/> Tear down tent.
	<input type="checkbox"/> Away Meet Support
	<input type="checkbox"/> Timers
	<input type="checkbox"/> Stroke and Turn Judges

I volunteer for the positions that I have checked off. I am interested in chairing _____ Committee. I understand that I may be contacted about other unfilled positions as there is a need.

Signature

Date