

RSA Service Credit Opportunities 2008-2009

Please be aware that 10 of the 12 service credits earned must come from working at the five (5) following RSA Hosted Swim Meets: Kick-Off (October), Reindeer (December), Jubilee (January), Good Stuff (May), Sizzle (June). The only exception to this rule is if someone in the family is fulfilling an eight or four credit annual position. In this case, the remainder of your families' credits to equal 12 must be earned from an RSA Hosted Meet as noted above. Credits for meets are calculated, in most cases, by session. RSA Members will be able to sign up to volunteer for swim meets at least one month prior to the meet. Sign up information & volunteer opportunities will be made available via email, the newsletter and the RSA website.

Please note that some of the annual positions may be filled. In the event a position that interests you is filled, please contact the volunteer coordinator to voice your interest; perhaps you can fulfill that role in the future.

All positions require volunteers to be at least 13 years old. If you feel that your family is not able to find enough volunteer opportunities in which to participate, please do not hesitate to contact a board member for assistance. Also note that students volunteering for RSA may request a letter from the volunteer coordinator documenting their volunteer hours for service hours needed for school clubs, etc.

Swim Meet Credits

Volunteer Position	Brief Description	Service Credits Earned
Meet Director	To plan, coordinate, contact NC swimming Construct meet sanction, invite teams, confirm referee, be on deck at all sessions of meet, oversee all aspects of meet.	8 per meet
Clerk of Course	Create & distribute, coaching packets, collect relay cards, record time lines, scratch deadlines, and assist coaches.	1 per session
Assistant Clerk of Course/Announcer	Assist Clerk of Course & Meet Director, make announcements as needed.	1 per session
Computer Entries (prior to meet)	Accept entries via Hy-Tek into computer system. Construct heat sheet, time line, psych sheet & order of events.	4 per meet
Computer During Meets	Run the meet on the computer using Hy-Tek system, verify and post results	2 per session
Recorder/Computer Apprentice	Assist Computer Operator.	2 per session
Head Timer	Reviews procedures with timers, serves as back-up to timers	1 per session
Timers	Uses a stopwatch to time heats (must be at least 13 years old)	1 per session
Runners	Collect timers sheets and DQ slips, bring to computer operator during meet	1 per session

Awards/Ribbons	At meet, label and separate by team	1 per session
Meet Official	Referee, Starter, Stroke & Turn	2 per session
Meet Official Certification Class	Attend class to become an official	1 per class
Heat Sheet Sales	Arrive 15 minutes prior to warm up sell heat sheets (programs), be responsible for getting money box back to meet director.	1 per session
Meet Marshall	Helps to maintain safety on deck by ensuring that only athletes, meet officials, coaches and meet volunteers have access to the deck area.	1 per session
Kid Pusher	Work on the deck with the coaching staff to ensure that all eight and under swimmers get to the block for each of their events & relays.	1 per session
T-Shirt Sales	Arrive 15 minutes prior to warm up. Sell T-shirts, be responsible to get money box back to meet director.	1 per session
Heat Winner Prize Distribution	Distributes prizes to Heat Winners during meet	1 per session

RSA Organizational

Volunteer Position	Brief Description	Service Credits Earned	Availability
Board Member	Recommended by Committee	8 per year	Filled
Hospitality Committee Members	Provide Hospitality to all Meets. Includes soliciting donations, working at all swim meets.	12 per year	Filled
Hospitality Assistants	Solicit food donations and/or work a total of two sessions per RSA Meet	6 per year	Filled
RSA Day Coordinator	Organize and Manage the Event	4 per Event	Barb Williams
Apparel Coordinator/All American Swim Supply Liaison	Work with All American Swim Supply Store to select, and manage RSA apparel.	8 per year	Julie Meyers
Swim A Thon Coordinator	Organize, Market and Operate Swim A Thon from start to finish. Reports to Fundraising Committee	8 per year	pending
Swim A Thon Assistant	Works with Swim A Thon Coordinator	4 per year	pending

Webmaster/Media Coordinator/Publicity Manager	Manages all aspects of Media and website for RSA. Oversees two assistants to ensure all meets and events are written up, submits to newspapers, posts items to website, oversees website.	8 per year	Mike Nobles
Assistant Media Coordinator	Assists and Reports to Publicity Manager	4 per year	Shannon Hall
RSA Top 10 Records Coordinator	Assists and Reports to Publicity Manager handles all top 10 records	4 per year	Brenna Castelleo Linda Archer-Smith
SCRIPS Coordinator	Manage the SCRIPS Program Requires Background Screen	8 per year	Rebecca Carter
Service Credit Coordinator	Tracks credits, communicates with members and RSA staff	8 per year	M. Bell/L. Forenzler
Volunteer Coordinator	Recruits volunteers for all meets and service credits positions	8 per year	M. Bell/L. Forenzler
Awards Coordinator	Responsible for sorting, managing and distributing all awards from meets.	8 per year	Alice Connors
Parent Liaison	Work with Coach of group to manage and coordinate all group parties, distribute SCRIPS to group parents, distribute ribbons to group athletes, assist spirit committee with events for group or RSA in general.	8 per year	Filled
Team Photographer	Takes photos for website at RSA Events and Meets	8 per year	Guy Fortier
FAST PASS Coordinator	Manage FAST Pass Program	8 per year	Sherri Barham
FAST PASS Assistant	Assists FAST Pass Coordinator	4 per year	Debby Hatt
Graphic Designer for RSA Meets	Designs Heat Sheets for all 5 RSA Meets and Assists with T-Shirt Design	12 per year	Linda Van De Zane
Coke Rewards Coordinator	Handles collection, computer entry and redemption of all Coke Rewards for RSA	2 per year	Julia Owens
Marketing Committee	Responsible for Managing all Marketing and Recruiting for RSA to include Managing Cary City and SWIMS tents, sending letters to potential athletes, etc.	4 per year	B. Wombacher, M. Nobles, E. Parker, B. Meyers, L. Godlewski
Spirit Manager	Provides Spirit & decorations for all Meets, Events, etc. Work through Parent Liaisons for Group activities	4 per year	Julie Spence
Spirit Coordinator	Provides Spirit & decorations for all Meets, Events, etc. Work through Parent Liaisons for Group activities	4 per year	Missy Witzki
Archives/Trophy Case/Bulletin Board	Responsible for doing research for RSA, maintaining bulletin board and trophy case.	6 per year	Linda Archer-Smith