

RSA Service Credit Opportunities 2010-2011

Please be aware that 10 of the 14 service credits earned must come from at RSA hosted meets. 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 two weeks prior to the meet. Sign up information & volunteer opportunities will be made available via email 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	Description	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.	2 per session
Meet Director Assistant	Assist Meet Director	1 per session
Meet Official	Referee, Starter, Stroke & Turn	2 per sessions
Meet Official Certification Class	Attend class to become an official	1 per class
Clerk of Course (requires training)/Trainee	Create coaching packets, verify credentials of all coaches, distribute coaching packets, collect relay cards, manage scratch deadlines, positive check ins, record time lines, distribute materials throughout the meet to coaches and officials, handle all deck entries, manage timer	1 per session

	<p>sheets, watches, clipboards, lap counters, and other meet equipment throughout the meet. Arrive 30 minutes prior to warm ups. Must stay after the conclusion of the meet to clean up and set up for the following session. (Must be at least 18)</p>	
Computer Entries(prior to meet)	<p>Accept entries via Hy-Tek into computer system. Construct heat sheet, time line, psych sheet & order of events</p>	4 per meet
Computer (requires training)/ Trainee	<p>Run the meet on the computer using Hy-Tek system, verify and post results. Computer coordinator will advise time to arrive. Must stay after the conclusion of the meet until all results are completed, processed and posted. (Must be at least 18)</p>	2 per session
Recorder (requires training)/ Trainee	<p>Assist Computer Operator. Computer coordinator will advise time to arrive. Must stay after the conclusion of the meet until all results are completed, processed and posted. (Must be at least 18)</p>	2 per session
Announcer	<p>To announce swimmers names requesting scratches and announcing swimmers in prelim/final meets</p>	1 per session
Head Timer	<p>Serve as a back-up to timers. Staying until last heat of last event is out of the water regardless of “provide your own timer”. Must attend timers’ meeting. Arrive no later than 45 minutes prior to meet starting (Must be at least 18)</p>	1 per session
Timers	<p>Use a stopwatch and plunger to time heats, write times on</p>	1 per session

	<p>sheets. Must attend timers' meeting. Often will be required to time all events including distance events. Arrive no later than 45 minutes prior to meet starting (Must be at least 13)</p>	
Hospitality	To help out hospitality during meets.	1 per session
Relief Timer	Give all timers short breaks throughout the meet. Must attend timers' meeting. May be asked to Relieve other deck positions. Arrive no later than 45 minutes prior to meet starting. (Must be at least 18)	1 per session
Runners	Collect timer's sheets and DQ slips (as requested by meet referee) and deliver them to the computer operator during meet. Post results for computer operators, post information as requested by Clerk of Course. Arrive no later than 45 minutes prior to meet starting. (Must be at least 18)	1 per session
Awards/Ribbons	At meet, label and separate by team	1 per session
Heat Sheet Sales	Sell heat sheets, responsible for getting money box and unsold heat sheets back to meet director. Must remain in position until meet director collects the money. Arrive 60 minutes prior to warm ups (Must be at least 18)	1 per session
Parking Attendant	Make sure only officials/coaches and patrons of TAC park in the TAC parking lot. Make sure all meet attendees park at the	1 per session

	mall. Arrive 60 minutes prior to warm ups. (Must be at least 18).	
Marshall	Ensure that only athletes, meet officials, coaches and meet volunteers have access to the deck area. To ensure safety on the deck and in the locker rooms. Arrive 60 minutes prior to warm ups. (Must be at least 18)	1 per session
Lead Kid Pusher	Must have experience as a kid pusher and be at least 18. Arrive 15 minutes prior to warm ups.	1 per session
Kid Pusher	Works on the deck to ensure that all eight and under swimmers get to the block for each of their events & relays. Arrive 15 minutes prior to warm ups. (Must be at least 13)	1 per session
T-Shirt/Raffle Ticket Sales	Assist All American with T-Shirt Sales. Arrive at least 15 minutes prior to warm ups. Must stay in position throughout the entire session. Sell raffle tickets when we hold raffles. (Must be at least 18)	1 per session
Heat Sheet Sales	Arrive 60 minutes prior to warm up sell heat sheets (programs), be responsible for getting money box back to meet director	1 per session
Heat Winner Prize Distribution	Distributes prizes to Heat Winners during meet. Arrive 45 minutes prior to start of the meet. Return heat prizes to Clerk of Course at conclusion of the meet. (Must be at least 13)	1 per session

Volunteer Check In	Responsible for checking in of all volunteers, and finding replacements for no shows. Arrive 60 minutes prior to warm ups. (Must be at least 18).	1 per session
---------------------------	---	---------------

RSA Organizational

Volunteer Position	Description	Service Credits Earned	Availability
Apparel Coordinator/All American Swim Supply Liaison	Work with All American Swim Supply Store to select, and manage RSA apparel for RSA Day	8 per year	Filled
Awards Coordinator	Responsible for sorting, managing and distributing all awards from meets.	8 per year	Filled
Board Member	Recommended by Committee	14 per year	Filled
Bulletin Board/Trophy Case Coordinator	Responsible for doing research for RSA, maintaining bulletin board and trophy case.	6 per year	Filled
Catering/Special Events Coordinator	Large team functions: RSA day, Short course awards and other various functions that require food production. Spread sheets provided to Board after events to determine net cost of functions.	14 per year	Filled
Catering Assistant	Learn all of the various tasks, eventually will become the coordinator	8 per year	

Coke Awards	Handles collection, computer entry and redemption of all Coke Rewards for RSA	2 per year	
Fast Pass Coordinator	Manage FAST Pass Program	8 per year	Filled
Fast Pass Assistant	Assists FAST Pass Coordinator	4 per year	
Fundraising Committee	Responsible for organizing all fundraising opportunities	14 per year	
Graphics/Ads	Designs Heat Sheets for all RSA Meets and Assists with T-Shirt Design	14 per year	Filled
Hospitality Coordinator		14 per year	Filled
Hospitality Committee			
Parent Liaisons	Work with Coach of group to manage and coordinate all group parties, assist with spirit events for group or RSA in general.	4 per year	Filled
Scraps Coordinator	Manage the SCRIPS Program. Requires background screen	8 per year	Filled
Volunteer Coordinator	Assist in Recruiting volunteers for all meets and service credits positions	14 per year	Filled