



## How Can You Help!

Being a part of the Viking Swim Club family is no different than any other family; everyone needs to pitch in to make things work. Volunteering your time is not only vital to the success of the club, it's a great way to learn more about this sport and to show your kids that you support their hard work in the pool. All member families are expected to help out. Please sign up for your Auction donation and help fill our vacancies by signing up for a least one. This year's Auction will be on Saturday, October 25<sup>th</sup>. Help make it memorable by donating a special item.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Auction Donation: \_\_\_\_\_

Do you have any special talents or areas of interest we might be able to use?

**All member families are expected to volunteer during the season.**

**How do you plan to help out this year?**

	<i>Coordinator</i>	<i>Volunteers Needed</i>	<i>Time Commitment</i>
<b><i>Administration &amp; Support</i></b>			
<b><u>Executive Board</u></b> <i>13 Board members; 9 elected from membership at large, 1 swim team member, and the Head Coach.</i>	<b>Tom Parker, President &amp; others &amp; Fundraising Chair Vacant</b>	<b>Yes, Need Swim Team Member &amp; Fundraising</b>	2 Years
<b><u>Registration</u></b> <i>Processes paperwork for new &amp; returning swimmers.</i>	<b>Cherise Lister</b>	<b>Filled</b>	Year-round
<b><u>Swim Auction Coordinator</u></b> <i>Coordinates swim auction; donations, food, public relations, thank you cards</i>	<b>Vacant</b>	<b>Yes</b>	Sept.-Oct.
<b><u>Raffle</u></b> <i>Coordinates raffle sales.</i>	<b>Vacant</b>	<b>Yes</b>	Sept.-Oct.
<b><u>Corporate Sponsor Coordinator</u></b> <i>Club liaison to businesses, thank you cards, recognition</i>	<b>Tom Parker &amp; Vacant</b>	<b>Yes</b>	Year-round
<b><u>Pull Tabs</u></b>	<b>Hillary Whitethorn</b>	<b>Filled</b>	Year-round

<b><u>Swim-A-Thon Fundraising</u></b>	<b>Vacant</b>	<b>Yes</b>	Jan.-Feb.
<b><u>Team Events</u></b> <i>Potlucks, Movie Passes, Ice Cream Coupons, Coffee Coins, PhotoBook, etc.</i>	<b>Vacant</b>	<b>Yes</b>	Year-round
<b><u>Team Publicity</u></b> <i>Radio Interviews, Newspaper Articles, Flyers, Webpage News</i>	<b>Coach Andy</b>	<b>Filled</b>	Year-round
<b><u>Bulletin Board</u></b> <i>Maintain team bulletin board at pool</i>	<b>Cherise Lister</b>	<b>Filled</b>	Year-round
<b><u>Swim Shop</u></b> <i>Stocks &amp; runs swim shop at the pool</i>	<b>Michele Parker &amp; Vacant</b>	<b>Yes</b>	Year-round
<b><u>Treasurer</u></b> <i>Oversees budget</i>	<b>Craig Evens</b>	<b>Filled</b>	Year-round
<b><u>Safety Coordinator</u></b> <i>Coordinates safety program in compliance with VSC, Alaska Swimming &amp; USA Swimming</i>	<b>Byron Pfundt</b>	<b>Filled</b>	Year-round
<b><u>Records Coordinator</u></b> <i>Maintains records of swimmers' times.</i>	<b>Kirsten Zarlengo</b>	<b>Filled</b>	Year-round
<b><u>Other Fundraising Opportunities</u></b> <i>Dinners, Mayfest, 4<sup>th</sup> of July, Candy bars, etc.</i>	<b>Vacant</b>	<b>Yes</b>	Year-round
<b><u>Meet Management</u></b>			
<b><u>Meet Director</u></b> <i>Finalize meet invitation and sanction for all home meets and time trials. Oversee that all meet positions are filled and meets runs properly.</i>	<b>Matt Pawuk</b>	<b>Filled</b>	Home Meet & Time Trials
<b><u>Clerk of Course</u></b> <i>Checks swimmers in for events</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet
<b><u>Deck Officials</u></b> <i>Ensures compliance with USA swimming</i>	<b>Cate Kowalski &amp; Sue Erickson</b>	<b>Filled</b>	Home Meet
<b><u>Timing Equipment</u></b> <i>Run meet timing system &amp; scoreboard at home meets and time trials.</i>	<b>Joe Ieremia &amp; Vacant</b>	<b>Yes</b>	Home Meet & Time Trials
<b><u>Computer Records</u></b> <i>In charge of processing entries for all swim meets and running the scoring systems at home meet and time trials.</i>	<b>George Bisset &amp; Judine Martinson &amp; Vacant</b>	<b>Yes</b>	Home Meet & Time Trials
<b><u>Setup &amp; Take Down for Meets/Time Trials</u></b> <i>Meet equipment (chairs/tables) set up, clean up</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet & Time Trials
<b><u>Head Timer &amp; Lane Timers</u></b> <i>Organize timers for all home meets.</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet & Time Trials
<b><u>Awards</u></b> <i>Orders &amp; distributes awards for home meet.</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet
<b><u>Hospitality</u></b> <i>Organize donations and provide hospitality for meet officials and coaches.</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet
<b><u>Concessions</u></b> <i>Sale of snacks at home swim meets</i>	<b>Vacant</b>	<b>Yes</b>	Home Meet
<b><u>Meet Signups</u></b> <i>Event &amp; travel signup</i>	<b>Coaches &amp; George Bisset</b>	<b>Filled</b>	Home & Away Meets
<b><u>Travel Coordinator</u></b> <i>Books travel for team</i>	<b>George Bisset</b>	<b>Filled</b>	Away Meets
<b><u>Housing Coordinator</u></b> <i>Arranges housing for our swimmers at away meets</i>	<b>George Bisset</b>	<b>Filled</b>	Away Meets
<b><u>Chaperone Coordinator</u></b> <i>Coordinates chaperones for away meets and ensures compliance with USA swimming</i>	<b>George Bisset</b>	<b>Filled</b>	Away Meets