

## **6.0 Volunteer Coordinator**

The Volunteer coordinator at the beginning of the season should make all club parents aware of the volunteer requirements for meets hosted by the club that season. As early as possible make all parents aware of the dates of the meet and volunteer hours required from each family.

2 months before the meet the Volunteer Coordinator should send out a first draft of the volunteer schedule to all parents to avoid scheduling conflicts as early as possible.

Below is an example of a Volunteer schedule(Example#1) that can be sent to parents.

To keep it easy to follow teams can be colour coded to make it easy for each team to know where all fellow team parents are at all times during the meet. Remember to take in to account team chaperones schedules to ensure that each team is covered throughout the meet.

In addition to the Volunteer Schedule a brief description of each parents volunteer role should accompany the schedule. The more prepared parents are prior to the meet as to what is expected from them the smoother the meet will run.