

Parent Volunteer Roles for GSC Effective and Efficient Operation



Swim Meets & Club Night Volunteers

Trained Volunteer Officials Referees, Starters, Stroke Judges, Turn Judges, Marshallers, TEOs/CEOs, Race/Time Certifiers	Volunteers to Officiate at Meets Undergo online/ondeck training and certification from SA/SNSW/SACT. Needed for GSC to have certified times at Club Night or Invitational swim meets.	Day of the meet Study and training varies with each Swim Official Role
Timer Keepers	Volunteers that time keep for races part time during swim meets	Day of the meet (normally 2 hour shifts or less)
Food Service Coordinators	Volunteers to plan, gather and distribute	Coordination and prep a few days before a meet. Day of the meet multiple volunteers to distribute food.
Meet-Day Fundraising Volunteers	Volunteers to run raffles and sell products part time during swim meets	Day of the meet (normally shared with other volunteers)
Team Managers	Volunteers that help coordinate swimmers and support coaches during swim meets (at coach's direction)	Day of the meet (can be shared with other volunteers)
Meet Prep Coordinators	Volunteers that help the Exec Committee or Meet Director with meet coordination when GSC is hosting a swim meet	Planning and coordination ideally weeks to days prior to the meet, and multiple volunteers to share the work
Meet Directors	Volunteers to work with SACT Officials, meet planners and coordination volunteers, as well as the venue to assure the meet runs smoothly	Days of the meet. Leads planning and coordination prior to the meet.
Meet Announcers	Volunteers to announce races, heats, swimmers, outcomes and special events during swim meets	Reviewing the swim meet order of events and swimmers' names prior to the swim meet, working with venue audio equipment and announcing.

Club Resourcing Volunteers		
Fundraising Coordinator	Coordinates the GSC Fundraising activities and helps equip fundraising teams achieve their fundraising event goals	Coordinates with fundraising teams to encourage and support them in the planning and executing of their event
Fundraiser Event Planners	Leads a small team to create and implement a fundraiser event for GSC	Depending on the planner's interests, can run one or more events per year.
Fundraiser Event Workers	Works on a Fundraising Event team to create and run a fundraising event for GSC	Fundraising Events generally take two-to-three months to plan and implement.
Grant Program Coordinator	Coordinates the GSC Grants program and helps grant writers/managers plan and submit grants to raise funds for GSC operations and special swimmer events/needs.	Coordinates with GSC grant writers/managers and external grant programs to support the writing, submitting and winning of grants for GSC.
Grant Managers	Submits grants and manages the GSC-Grant program alignment and compliance with the specifications of the grant award.	Manages grants awarded to GSC; one or more as required and available.
Grant Writers	Writes grants to Grant programs in keeping with the GSC goals, plans and organisational ethos.	Depending on the Grants available, may write one or more grants per year.
Sponsorship Program Coordinator	Coordinates the GSC Sponsorships program, and with the Executive negotiates with potential sponsors to establish grants in support of GSC programs, coaches and swimmer opportunities.	Meets throughout the year with Sponsors and Sponsor Relationship Managers to assure the sponsorship program operates to the benefit of sponsors and GSC.
Sponsors Relationship Managers	Manages a handful of sponsors to periodically share GSC information with them personally throughout the year and get feedback from the sponsors.	Manage the relationship with 5 or less GSC sponsors throughout the year.

Club Resourcing Volunteers (continued)



Sponsorship Lead Generators	EVERYONE is encouraged to promote GSC and be a Sponsorship Lead Generator by identifying a business that or individual who loves youth sport. Your lead could help provide the funding necessary for GSC to thrive!	Review the Sponsorship Packet on the GSC Website. Download the Cover Letter of Interest and Sponsorship Opportunity Matrix. Print them out and share with the potential business or individual sponsor. Discuss GSC with them--and then please send contact details to Sponsorship Program Coordinator or the Club President so GSC can follow-up!
Marlins Foundations Fund Manager	TBA	TBA

Club Executive Officer Volunteers		
President	GSC Chief Executive. Directs the operations of the club and the external relationships with CL/VL, SACT, SNSW and SA. Facilitates the Executive Committee and provides strategic guidance and direction to the Club.	Continuous throughout the year. Serves from AGM to AGM.
VP/Exec for Coaching Oversight	GSC Dep Chief Executive and Exec for Coaching Oversight. Directs and supports the activities of the GSC Coaches. Assists the CEO in the relationship management and strategic guidance and direction to the Club.	Continuous throughout the year. Serves from AGM to AGM.
Treasurer	GSC Financials Executive. Directs the Club finances and provides reports and forecasts on spending and income, invoices and remits payments when appropriate. Coordinates with the Registrar and Coaches to confirm squad placements of all GSC swimmers.	Continuous throughout the year. Serves from AGM to AGM.
Registrar/Membership Officer	GSC Membership Executive. Manages the Club registry and the use of Swimming Central facilities for membership in the Club, Swimming NSW and Swimming Australia.	Continuous throughout the year. Serves from AGM to AGM.
Race Secretary/Competitions Officer	GSC Race/Competitions Executive. Directs, with the Head Coach, the involvement of GSC swimmers in local, area, state and national swimming competitions. Directs, with meet directors, all GSC hosted swim meets. Coordinates with Swimming ACT and the SACT Competitions committee as required.	Continuous throughout the year. Serves from AGM to AGM.
Secretary/Public Officer	GSC Administrative Executive and Public Officer. Directs and coordinates Club administration and corespondance. Secretariat for the Executive Committee and General Committee Meetings.	Continuous throughout the year. Serves from AGM to AGM.

Club General Support Officers		
Member Protection Information Officer (MPIO)	GSC MPIO. Independent contact for member protection, safe swimmer, safe member and other programs to designed to assist members who believe they have been discriminated or harrassed within the GSC or Swimming community.	Continuous 1 year. Serves from AGM to AGM. Online MPIO training is required and will be provided for those willing to be MPIOs. GSC can have more than one MPIO at any given time.
Media/Communications Officer	GSC Media/Communications Officer works with the Executive Committee to develop public facing communications and marketing messages for GSC. Additional volunteers to assist the MCO is appropriate and encouraged.	Ideally the MCO will develop and provide up to 4 media/public comms messages promoting GSC each year.
Social Media Officer	GSC Social Media Officer manages and coordinates the GSC imagine and messaging on all social media platforms used by parents, swimmers and the swimming community including the GSC Website. Additional volunteers to assist the SMO is appropriate and encouraged.	The SMO will continually update and align the GSC messaging on social media platforms with fortnightly content AND content during and after competitions as appropriate throughout the year.
Uniforms Officer	GSC Uniforms Officer manages the GSC uniform inventory including vendor management, order reconciliation, delivery and advice to parents/swimmers concerning swim suits, caps and other GSC apparel.	The UO works continuously throughout the year. An inventory reconciliation is conducted at the end of the Long Course and Short Course seasons.
Equipment Officer	TBD	TBD