

## Family Volunteer Policy

All meets within Pacific Swimming are hosted by swim clubs. It's part of the program for competitive swimming. Meets are fundraisers for teams. But for us in the Bay, hosting a meet supports local participation, so we and other teams in the area don't have to travel so far to attend them. With this in mind, volunteering your time to the team not only helps us, but supports the competitive swim program for the whole Monterey/Santa Cruz area, and makes it a better program for your child.

To host or co-host a meet, volunteers are needed in all areas: meet director, clerk of course, officials, timers, head timers, hospitality, snack bar, marshals, Costco runners, and facilities. Many of these positions are easy to learn and require no experience. But, it takes the manpower of a whole team to pull it off. If done well, participating teams come back year after year. For us, it can be a good source of income, thereby allowing us to keep our dues to one of the lowest in the Monterey Bay.

### The volunteer policy is as follows:

1. **Volunteer hours will be earned while working at hosted or co-hosted meets.** These meets are the Senior Open Meet over President's weekend in February, and CVALS, which is usually the first weekend in August. The Brian Malick Memorial Meet (Zone 1S Championships) in January, might be included in this as well. We'll notify everyone of these dates as soon as they are locked in. Volunteers will be needed in all areas that was mentioned and underlined above.
2. The volunteer hours are based on which group your swimmer is in. If your family has multiple swimmers, the hours are determined based on your highest level swimmer. These hours are to be completed within the swim season, mid-August to August 31st of the following year. Hours are not transferrable to the following season. If you have a balance of volunteer hours at the end of the season (August 31st), your account will be charged at \$25/hr, and be billed with your September dues. Your volunteer hours are not waived, or prorated if you go on Inactive status. (For more info on Inactive status, see our Financial Information and Dues sheet under the tab "Parent Info.")
  - Beginners: 8 hours
  - Juniors/Pre-Seniors/Seniors: 14 hours

Other opportunities to earn volunteer hours or credits are listed here. (one volunteer hour = one credit). See below for a description of these opportunities.

1. Intrasquad meets
  2. Meet Volunteer Coordinator at away meets, and home meets (or hosted/co-hosted meets) (minimum of 2 hours credit/day)
  3. Family Buddy for new families at meets (2 hours credit/day)
  4. Awards Ceremony
  5. EZ Up Crew (3 hours credit/day)
  6. Stroke and Turn Official (full credit + incentives)
  7. Serving as a Team Administrator: Membership, Billing, Volunteer Coordinator (full credit)
2. **The meets cannot function if parents don't time. So, timing at away meets will not apply towards your volunteer hours. When you enter your child into an away meet, you are agreeing to time at that meet. Those with 8 and under swimmers are excused from timing if there is only one parent going to the meet. If both parents will be attending,**

inform the volunteer coordinator of this, so they can add you into the timing schedule. The timeline will be split amongst the families attending to determine the time length of each timing slot. Those with 10 and unders will be allowed to sign up first, and then everyone else. If your child cannot make the meet due to illness, or other unforeseen circumstances, please contact the volunteer coordinator as soon as possible. This way our coordinator can make adjustments to the list. A sign up sheet for timing will be posted online attached with a deadline. If you fail to sign up by the deadline, a slot will be assigned to you. If you no-show your account will be billed \$50.00, which will show on your statement with the next billing cycle.

**If you have any questions, please contact our ACSC Volunteer Coordinators, Bobbi Domingos, at [bobbi\\_domingos@yahoo.com](mailto:bobbi_domingos@yahoo.com), or Patricia Strock at [triciastrock@yahoo.com](mailto:triciastrock@yahoo.com).**

Opportunities to earn volunteer credits:

1. **Intrasquad meets.** These are meets that are held within our club. These meets usually require timers, recorders, result tabulators, a head timer, and a clean up and set up crew.
2. **Meet Volunteer Coordinator.** If the lead coordinator(s) are not present at the meet, they may offer a position of Meet Volunteer Coordinator on the online Sign Up Sheet. If they do, this position is worth 2 credits/day, and you might be exempt from timing that day. This will be determined from meet to meet.
3. **Family Buddies.** To assist and teach new families how to plan and navigate for a meet. This position is worth 2 credits for one day only, and you will be exempt from timing that day.
4. **Awards Ceremony.** This usually includes a potluck, and we'll need volunteers to manage the food table, and for set up and clean up.
5. **EZ Up Crew.** Contact the volunteer coordinator if you are interested in this position. This position is for the entire season. You will work with two to three other families in setting up and tearing down the tents for CBA meets or Senior meets. You may have to store a few tents at your house, and you will have to arrive about 30 minutes prior to warm-ups to set up. This is worth 3 credits/day, and you are excused from timing that day.
6. **Stroke and Turn Official.** Each team of a certain size needs to provide officials at sanctioned meets. To become an official, you must be registered with, and certified by USA Swimming. Because this position requires training and more responsibilities, ACSC will reimburse you for registration and certification costs, AND, the hours worked can be credited towards your volunteer hours OR be exchanged for monthly dues of your highest level swimmer. If exchanged for monthly dues, you must work two full days of officiating for that month, and attend two of the three key meets of the season for ACSC: Brian Malick Memorial Meet (Zones) in January, our host meet in February, and CVALS in August. Time spent training to become an official will count towards your family's volunteer requirement.
7. **Administrative Positions.** Billing Coordinator, Membership Coordinator, and the Volunteer Coordinator, will have their volunteer hours waived as they are contributing much of their free time to helping the team. With the exception of the volunteer coordinator, the billing and membership coordinator may still have to time at away meets.