

Sun Devil Aquatics Club

Volunteer Policy

(Revised March 31, 2008)

Volunteer Policy

Swimming for one of the best teams in the country requires the support and dedication of its swimmers and their parents. As a non-profit organization, Sun Devil Aquatics (SDA) hosted events are dependent upon the parents of our swimmers working together to maintain this standard of excellence. SDA has avoided asking for a commitment from parents at the time of registration to volunteer their time to help make the club a success. Over the past few years it became apparent that our casual approach was no longer working. Some families were contributing a great deal of time, while others were contributing very little – or none at all.

By sharing the labor required to run the team, we ensure a more rewarding and successful swimming experience for our children. To that end, beginning with the 2007 long course season, the team instituted a Service Hours Requirement program that requires a minimum contribution of volunteer time from each family. We have many functions that require parent participation and could not be run without your help. Below are the minimum obligations of all SDA parents:

Service Hour Requirement

Families who's highest level of swimmer is in **Group 3, Gold, Maroon, Black or National training Groups** must accumulate a minimum of 28 service hours per family during the swim season (April 2008-March 2009). There will be NO carryover of points from year to year. Lists of ways families may help the team and earn points are listed below under Swim Team Support Functions. (*Families with Group 1 & 2 swimmers see requirements on next page.*)

Hours Requirement Fee

SDA families with their swimmer in the above stated groups will be subject to an Hours Requirement Fee (HRF) of \$500. Families who have earned their 28 service hours will not be assessed the PRF. Those families who have earned less than the minimum 28 service hours required will be billed \$17.85 for each hour less than 28. The HRF will be billed once a year, after the completion of short course season in March.

Families that join the team mid-season will have a prorated HRF as well as prorated service hours. The service points will be prorated at 2.3 hours per month.

⌚ **Example:** If your family joins the team in June, the HRF will be \$450 and the number of service hours needed would be 23:20.

Families that take a leave of absence should provide a written request for leave of absence or short-term inactivity to avoid accumulating charges for the HRF.

Service Hour Requirement (Developmental & Novice only- Groups 1 and 2)

Families with their highest-level swimmer in either Group 1 or 2, must accumulate a minimum of 18 service points during the swim season (April 2008-March 2009). There will be NO carryover of points from year to year. Lists of ways families may help the team and earn points are listed below under Swim Team Support Functions.

Hours Requirement Fee (Developmental & Novice only- Groups 1 and 2 only)

Families with their highest-level swimmer in Group 1 and 2 will be subject to a Hours Requirement Fee (HRF) of \$300. Families that have completed their 18 hours will not be assessed the HRF. Those families that have earned less than the minimum 60 points required will be billed \$17.85 for each hour less than 18. The HRF will be billed once a year, after the completion of short course season in March.

Families that join the team mid-season will have a prorated HRF as well as prorated service hours. The service hours will be prorated at 1.5 hours per month.

🕒 *Example:* Your family joins the team mid-season in September, the HRF will be \$175 and the service hours needed would be 10.5.

Families that take a leave of absence should provide a written request for leave of absence or short-term inactivity to avoid accumulating charges for the HRF.

Recording of Service Hours

At SDA hosted meets, all families are responsible for signing up prior to the meet and signing in prior to the start of their shift. Your hours worked will be automatically reported to the Service Hours Recording Coordinator. The Service Hours Recording Coordinator will tally your points monthly. At present, the coordinator is: Lynda Zissis. You will be able to confirm your earned hours via a link on the SDA website or email.

🕒 **Hours worked versus Hours of a Session**

Service Hours are based on the length of an average meet session. They are not calculated or awarded based on actual time. Sometimes meet sessions will run long, other times they will run short. The hours are awarded based on the specified hour allotment for each job. For most positions, volunteers are expected to arrive a few minutes early to ensure that they know all of the requirements of the positions.

Advanced Payment of HRF

Any family that declines to provide volunteer hours or donations throughout the year has the option of paying HRF at the beginning of each volunteer season (April). Please remember, volunteerism is more important to SDA than the funds.

Swim Team Support Functions

Annual Service Commitments (Meet Development Committee)

The following positions require an annual (2 season, one short course and one long course, April 08 – March 09) commitment. These positions earn up to 28 hours. All Chair positions are required to identify and train a replacement if they are not able to remain in their position for a

second consecutive annual commitment. These positions also make up the Meet Development Committee. This committee meets a min of 2x a year to discuss the progress of meet planning and hosting. The Committee also consists of Michael Chasson (owner of SDA), Tyson Wellock (Head Coach), Jessica Vipperman (Head Age Group Coach), Patrick Nalley (Site Coordinator).

Chair Service Positions

🕒 **Service Hours Recording Coordinator – 28 hours**

*(Responsible for organizing volunteers prior to the meet and accurately tracking the service points of SDA families and communicating necessary information with the coaching staff and billing coordinator.)
(Member of the Meet Development Committee)*

🕒 **Publicity Chair (ongoing) – 18-28 hours**

*(Help organize SDA's visibility within the greater Tempe-Phoenix area)
-Contact Newspaper and TV stations after each meet–
(Age Group through National levels)
-Create Advertising and Fundraising Programs-
- Miscellaneous – Get SDA visibility at other events, i.e. community service events and help bring in outside sponsorships.
(Member of the Meet Development Committee)*

🕒 **Concessions Chair – 28 hours**

*-Coordinates the collection of food and drink, either donated or purchased for sale at meets
-Sets prices for items
-creates an expense report and income statement after each meet.
(Member of the Meet Development Committee)*

🕒 **Webmaster (Must be experienced) – 28 hours**

*- Actively update Web Site on a weekly basis
(Member of the Meet Development Committee)*

🕒 **Meet Entry Chair – 28 hours**

*-Sets up Meet Manager Files for all meets
-Collects meet entries from visiting teams and creates meet programs.
-Trains volunteers to run Meet Manager software at the meet.
(Member of the Meet Development Committee)*

🕒 **Hospitality Chair – 28 hours**

*(Coordinates collection of food donations for Meet Hospitality from SDA families as well as the community. Does shopping for small remaining items if needed. Hospitality Chair will organize food & drink at meets. If unable to attend a session they will appoint a Hospitality Lead.
(Member of the Meet Development Committee)*

* A shift (1 session) must be completed to receive credit. In a Prelim & Finals meet, both prelims and finals count as separate sessions. If you need to leave before the session is completed, then you must find a replacement worker to receive your hours.

NOTE: This list of support functions gives general ideas of ways and minimum time needed that families may help the team. It is not intended to be all-inclusive. If you have a skill that is not specifically listed, which can be of benefit to the club, please inform any SDA coach and service hours will be appropriately allocated.

Meet Related Functions (*hours based on a per session basis*)

- ⌚ **Meet Director** – 5 hours per session
- ⌚ **Asst.-Meet Director** – 4 hours per session
- ⌚ **Meet Referee** – 5 hours per session
- ⌚ **Admin Referee** – 5 hours per session
- ⌚ **Deck Referee** – 5 hours per session
- ⌚ **Starter** - 5 hours per session
- ⌚ **Stroke & Turn Official** - 5 hours per session
- ⌚ **Stroke & Turn Trainee** - 4 hours per session
(*all Officials must be certified by USA Swimming, hours only received after officials certification is achieved*)
- ⌚ **Computer Room Lead (handles meet entries)** – 5 hours per session
- ⌚ **Computer Room Staff/Trainee** – 5 hours per session
- ⌚ **Daktronics** – 5 hours per session
- ⌚ **Head Timer** – 4 hours per session (Organizes Timers)
- ⌚ **Timer**- 4 hours per session
This includes sessions where SDA is required to provide timers at non-SDA run meets
Sessions where athletes are required to provide their own timers do not count
- ⌚ **Runner**- 4 hours per session
- ⌚ **Set up** – 2.5 hours per session
- ⌚ **Tear down** – 2.5 hours per session
- ⌚ **Clerk of Course** – 4 hours per session
- ⌚ **Safety Marshall**- 5 hours per session
- ⌚ **Hospitality staff**- 4 hours per session
- ⌚ **Announcer**- 4 hours per session
- ⌚ **Awards & Heat Sheets** (*includes Heat Sheet assembly*)- 4 hours per session
- ⌚ **Concessions Sales**- 4 hours per session
- ⌚ **Parking shifts**- 4 hours per session
- ⌚ **Chaperone – Travel Meets** – Variable
SDA will not pay travel expenses and the hours will be evaluated based on need
- ⌚ **Hospitality/Concessions Donation** – \$10.00 worth of Hospitality items will be worth 30 minutes. You must submit your receipt to the Service Hour Recording Coordinator at the time you deliver your donations.

Important Notes:

- ⌚ **Hours worked versus Hours of a Session**
Service Hours are based on the length of an average meet session. They are not calculated or awarded based on actual time. Sometimes meet sessions will run long, other times they will run short. The hours are awarded based on the specified hour allotment for each job. For most positions, volunteers are expected to arrive a few minutes early to ensure that they know all of the requirements of the positions.
- ⌚ **Fines**
The idea of this program is to get our members to help with meets. We are not doing this as a fundraiser. If everyone fulfills their requirements and we do not make any money from fines, the goal of the program is still accomplished. The money that is raised will go toward travel for the coaches to

meets such as the Santa Barbara Meet. Funds will also be allocated towards coaches' education in the form of clinics.

⌚ **First Come First Serve**

All positions are on a first come first serve basis. When the call is made for volunteers, act fast to get the role of your choice. We also encourage everyone to try new roles and train on those roles. We always need people to become officials, learn to set up and run the timing system, learn how to manage the data collected from the timing system, and more. There are many functions that require some training that anyone with interest in learning can do. None of the operations of running the meet require extensive knowledge of swimming that you must have before learning that function.

⌚ **Hardship Clause**

We understand that there may be a significant reason that makes working near impossible and we have created a system that allows every family to provide something to make the SDA hosted competitions including donating items for Hospitality and Concessions. If a family has some circumstance that keeps them from providing the required help, the Meet Development Committee will look at that family's situation and make a decision as to what is a fair way to treat that family.