NHCP SWIM CLUB

NHCP Volunteer Recruitment

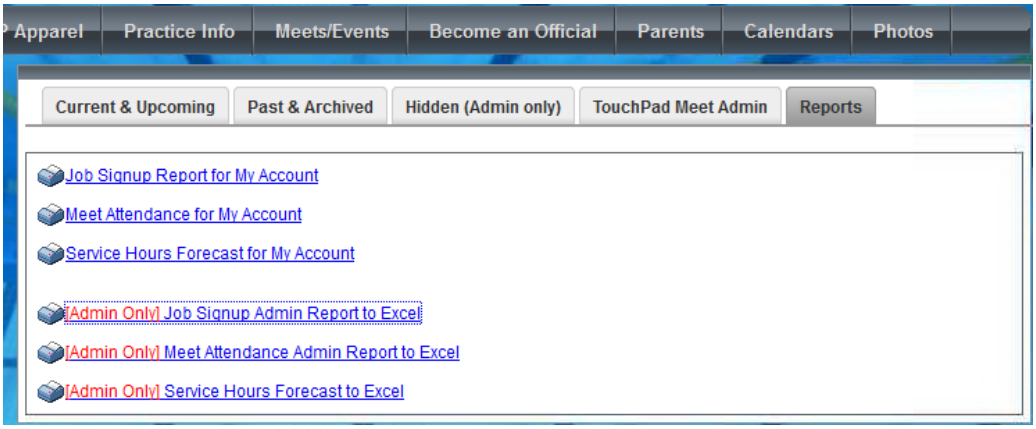
NHCP Meet and Event Volunteer Recruitment

NHCP Swim Club has recently started to track volunteer hours to encourage commitment and participation across the board with NHCP families. Engaged parents have engaged swimmers and getting parents to volunteer is a win for the club for the kids! The Meet and Event volunteer recruitment makes the difference between just servicing that next meet and thriving with the power of a team of volunteers.

Points to Remember

- Setup the volunteer recruitment on the NHCP website at least 30-60 days in advance depending on the size of the meet or event. Setup positions for 7, 2 or 1 day reminders depending on the responsibility.
- Hours are actual hours of participation from report time to leave time. Make sure the volunteer report time allows enough time to sign-in, get their position information. Schedule times to allow for a hand-off of responsibilities to ensure continuity.
- Club hour requirements are a minimum and are intended to promote broad participation.
- Coordinator positions are intended to require advance preparation and include equipment coordinator, concessions, media and hospitality. These positions have double the number of hours as required on the day of the event. For example, concessions requires 1 hour setup, 1 hour takedown on each day of the meet, for a total of 5 hours, so the total position is 8 hours.
- It takes a plan to motivate volunteers. Introduce them to the Meet Director and let them know when parents are interested and need more information on positions.
- Education is key. Have open position descriptions ready to send via e-mail to interested parents. During the meet help educate new parents on club responsibilities.
- Volunteer check-in sheets are managed by the Volunteer Coordinator, the Meet Director or event Coordinator. Volunteers must be confirmed and if not present then removed from the sign-up on the website to properly track hours.

To track volunteer hours go to Meets/Event and select REPORTS/ADMIN ONLY JOB SIGNUP ADMIN REPORTS TO EXCEL



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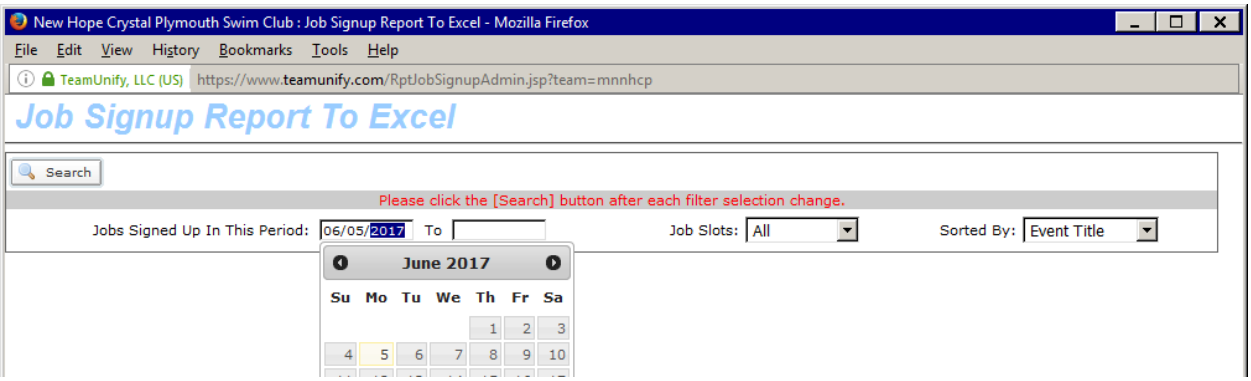

Enter the date range for the session leave job slots ALL and sorted

Export to Excel

Sort by the Family Account and subtotal the family hours

Calculate which families have not met their requirement.

Notes:

Families that have registered swimmers but did not sign up for any volunteer responsibilities will not show on the volunteer hours report. These families must be added from the main roster with zero hours.

The hours requirement is a *minimum*. Families are expected to volunteer for the NHCP home swim meets whether they have met their minimum or not to support the club.

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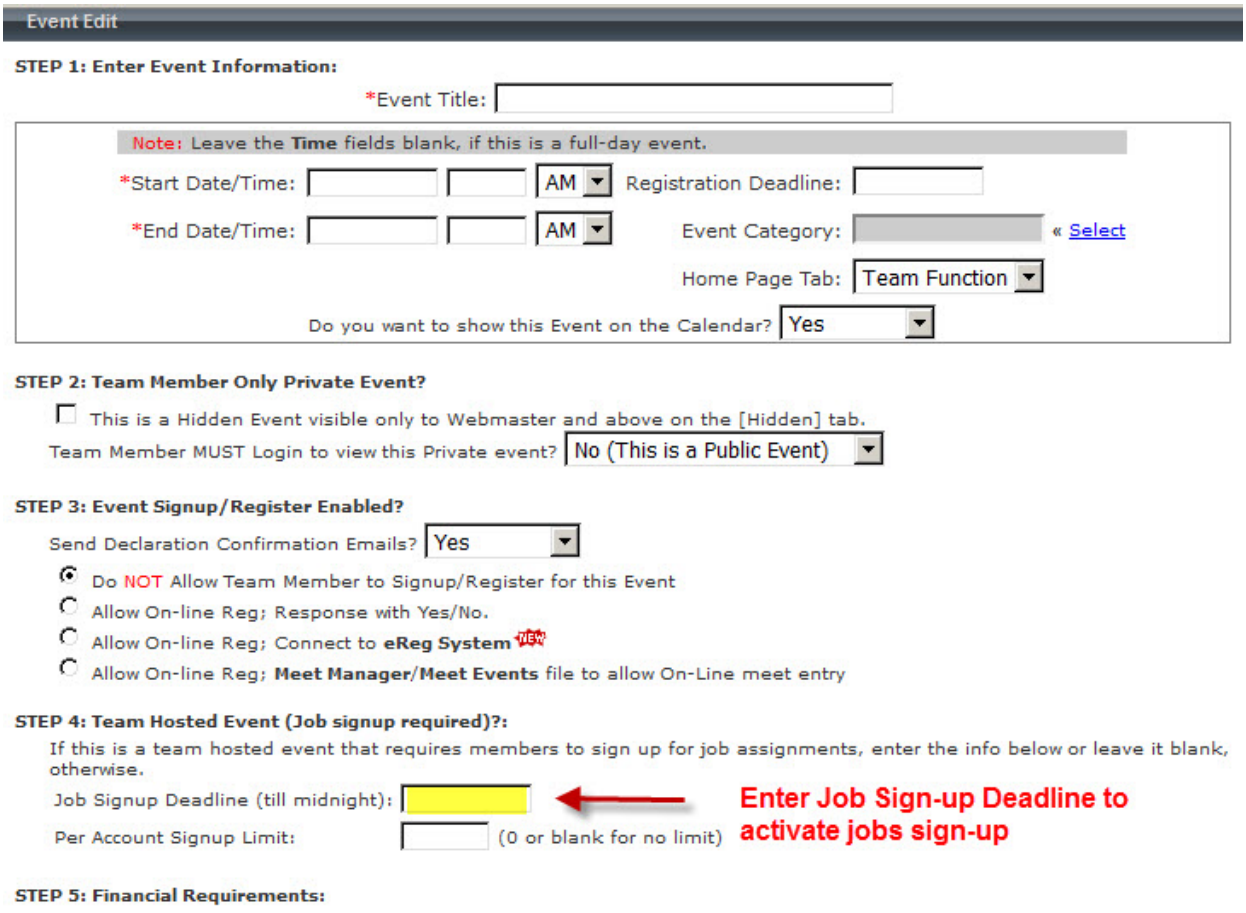
Setting up Volunteer Positions on the Club Website

- To setup volunteer positions you will need admin access. Admin access is granted to the Meet Director and Event Coordinators. Request volunteers by contacting the Director, Event Coordinators or Head Coach.
- If you have admin access, go to the NHCP Website Meets and Events
- To activate jobs sign-up enter a deadline under the event information:



The Job Sign-up Button will display. Select Job Signup to create edit jobs.

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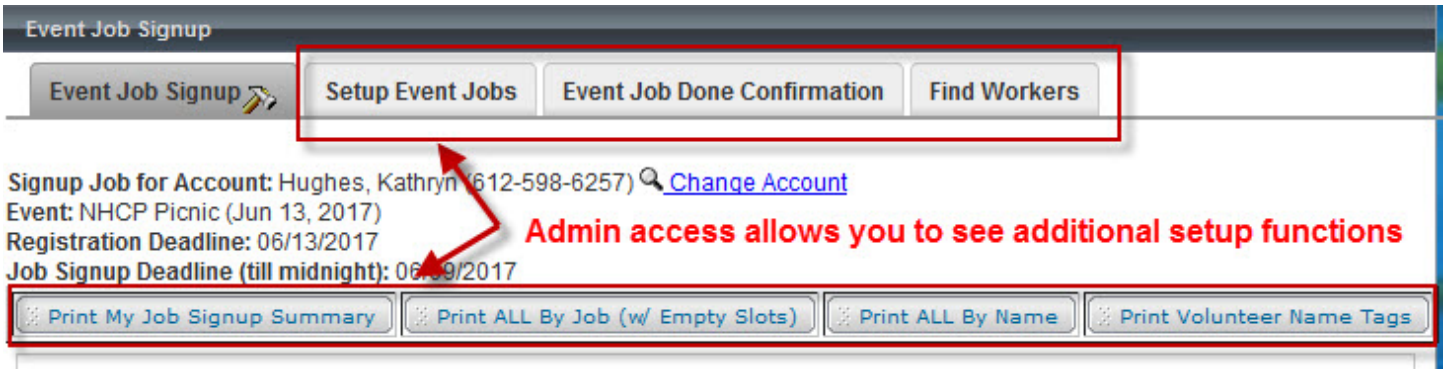
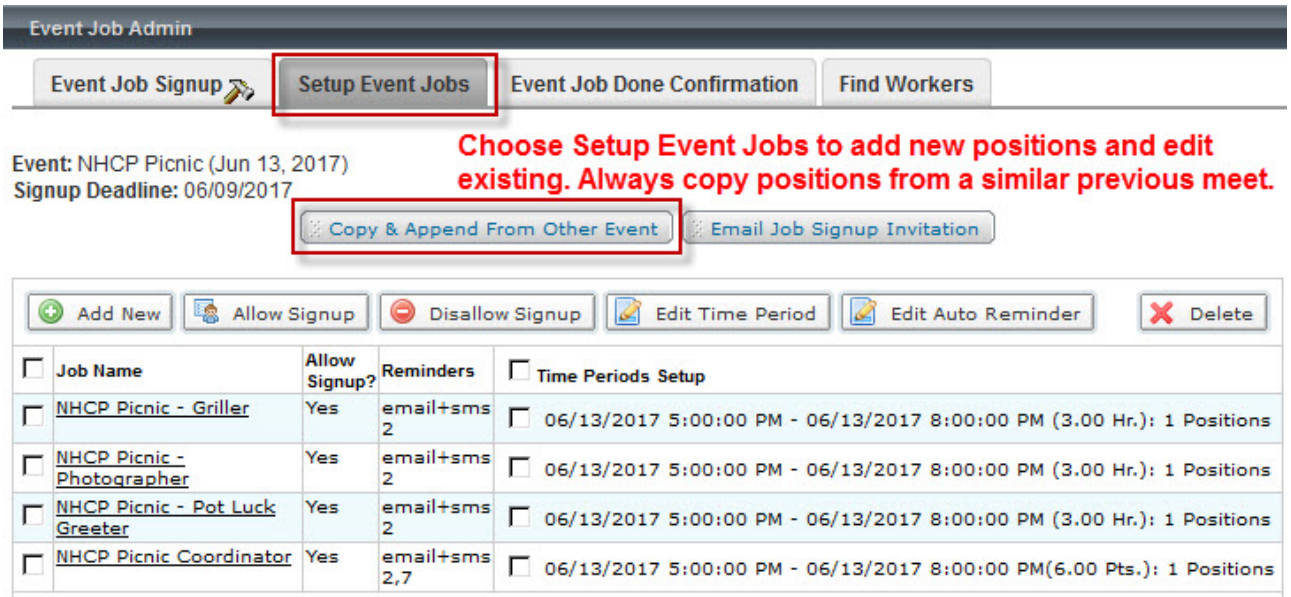
Admin access provides the setup options.



Go to Setup Event Jobs. For meets and most events you will copy from a past event that is similar.



Service Hours Reports can be generated for families or the entire club with the Service Hours Forecast Report.

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Service Hours Report

Print Now | Search

Please click the [Search] button after each filter selection change.

Account Name: Kubisiak, Joe (612-849-7928) Change Account (Admin Only)

Event Date: 04/01/2017 To 05/31/2017

Event	Event Date	Athlete and Entry	Job	Job Date/Time	Hours/Points	Total Hours/Points	Obligation Balance	Shortage/Overage	Row Code
NHCP meet	05/06/2017 - 05/07/2017	Owen Kubisiak (2017 Spring Pre-Senior-Unassigned) (6I, 0R) Session 1/2,2/4 Marriane Kubisiak (2017 Spring Senior 1-Unassigned) (6I, 0R) Session 1/2,2/4	Meet Marshall	05/07/2017 - 05/07/2017	3.50				Detail
						3.00	-3.50	-6.00	Summary