

Santa Clara Swim Club

Volunteer Service Hours

Volunteer Obligation—2 Requirements

There are 2 requirements of the volunteer obligation: (1.) Hours Worked at SCSC-Hosted Events and (2.) Timing at Away Meets

1. Hours Worked at SCSC-Hosted Events

Each family is required to work a specific number of hours at events hosted by SCSC. Your annual family requirement is based on your highest level swimmer and a portion of your hours must be worked at the International Meet (May 30-June 2, 2013).

- National/Senior 1 = 50 hours (30 General Hours + minimum of 20 at International)
- Senior 2 = 40 hours (25 General Hours + 15 at International)
- Gold Girls/Gold Boys = 45 hours (30 General Hours + 15 at International)
- Blue Bell = 40 hours (25 General Hours + minimum of 15 at International)
- Yellow 1 = 45 hours (30 General Hours + 15 at International)
- Yellow 2 = 25 hours (15 General Hours + 10 at International)
- White Bell Jr./White Bell Sr. = 0 hours (only requirement is timing when your child swims at a meet.)

Volunteer sign-ups are all handled on the SCSC website, and you will receive advance notification of upcoming volunteer opportunities via email, so make sure your email address is current on your Team Unify account. It is your responsibility to sign up to work and to make sure you earn your hours before August 31 of each year. If the hours are not met, your account will be automatically billed at the rate of \$50 per hour not worked.

Events When You Can Earn Hours—2012-2013—All Held at SCSC International Swim Center

October 27—Super League Meet	April 13-14--Senior II Meet
November 17—CCS Water Polo Champs	May 10-11--CCS Swimming Champs
January 25-27--Senior I Meet	May 12--Senior II Walk-on Meet
February TBD—Super League Meet	May 30- June 2--Santa Clara International Grand Prix (all families required to volunteer)
March 25-27—Pacific Swimming Junior Olympics	

Examples of Jobs

Marshal (Safety/Security Officer)	Awards	First Aid (current CPR certification required)
Facilities (Set up/Break Down)	Check-In	Meet Official (training and certification required)
Snack Bar	Desk	Housing athletes for Int'l Meet (contact Kim O'Brien for info)
Hospitality	Runner	
Timing (hour-for-hour credit when at SCSC)	Parking Lot (Int'l Only)	
	Tickets/Admission (Int'l Only)	

2. Timing at Away Meets

Timing when your child swims is a separate requirement of all member families in each group. You are responsible for timing one hour each day you have a child swimming in a meet and will receive 15 minutes of Volunteer credit for each hour timed. The sign-ups usually open the weekend before the meet and are accessed on the SCSC homepage. You will receive an email when the signups are available.

Please note: if you do not sign up to time by the signup deadline, you may be assigned an empty time slot and will be charged a \$10 fee for this service. Also, if you fail to show up at your chosen or assigned time, your account will be billed \$25 per hour of no-show.

Thank you!

Volunteers are an integral part of the program at Santa Clara Swim Club—we couldn't do it without you! If you have any questions, please contact me at kobrien@santaclaraswimclub.org

Frequently Asked Questions:

Q: How can I earn volunteer hours?

A: By working at meets SCSC hosts—see:

<http://www.teamunify.com/SubTabGeneric.jsp?stabid=37489&team=pcscsc>

Q: How do I sign up to volunteer?

A: Go to SCSC website

1. Login in to your account
2. Click on the “job signup” in the meet or event you want to work at
3. Check the box next to the time you want
4. Click on “Signup” button and enter your contact info

Q: How can I delete/change a job signup?

A: Go to SCSC website.

1. Login to your account
2. Click on the “Edit Job Signup” button
3. Check the box next to the desired time slot
4. Click on “Remove Signup” button

Q: I've never timed at a meet—what do I do?

A: Arrive at an SCSC lane and ask who needs to be relieved

- 3 timers per lane: #1 presses black button only; #2 presses black button and keeps time with stopwatch start on the light, (not the buzzer); #3 presses black button and records stopwatch time on clipboard
- Press the black button when any part of the swimmer hits the wall at the end of the race
- If the stopwatch malfunctions or doesn't start at the light, signal the head timer to time your lane.
- Be sure to pay attention to what event is in the water, and count the swimmer's laps if necessary, paying special attention to the 200s, when you have to count 8 laps of one stroke.

Q: What is the volunteer requirement when my child swims at a meet?

A: You are required to time for 1 hour each day your child is swimming in a meet.

Q: Will I receive credit for timing at a meet in which my child swims?

A: Per club policy, you will receive 15 minutes of volunteer credit for each hour timed.

Q: Why do I only receive 15 minutes of credit for timing?

A: All swim clubs have a timing requirement, and most offer no volunteer credit at all. As an incentive SCSC gives 15 minutes per hour.

Q: How do I check my hours?

A: Go to SCSC website.

1. Login to your account
2. Click on “My Account”
3. Click on “\$ My Invoice/Payment”
4. Click on the “Service Hours” tab to see your hours

Q: I see a mistake in my hours or my work doesn't show in my account—what do I do?

A: It can take up to 2 weeks for volunteer hours to be entered into your account. If it has been longer, please email the Volunteer Coordinator, Kim O'Brien kobrien@santaclaraswimclub.org.