

Olympic Cascade Aquatics Workshare Policy

(Effective September 1, 2009 – July 31, 2010)

PURPOSE: The purpose of the workshare program is to generate parental participation in the hosting of meets and in the planning of special activities associated with Olympic Cascade Aquatics. By sharing the labor required to run meets and events, we ensure a more rewarding and successful swimming experience for our children.

REQUIREMENTS: Each family who's highest level swimmer is in the Developmental or Novice group is required to work a minimum of 3 hours between September 1 and July 31.

Each family who's highest level swimmer is in the Age Group, Regional, Senior, or National group is required to work a minimum of 6 hours between September 1 and July 31.

Families who join the team part way through the season will have their workshare requirement prorated. Families who leave the team part way through the season will have their requirement prorated and are responsible for completing these prorated hours.

Workshare hours will be prorated if your swimmer becomes inactive due to an injury.

Any hours worked in excess of the required hours will not be applied to the following year.

PENALTY FOR NOT FULFILLING THE REQUIREMENT: Families who do not complete their required number of workshare hours will be billed \$20 per hour for each unfulfilled hour. This billing will take place on August 20, 2010.

WAYS TO EARN WORKSHARE HOURS: Hours may be earned by working at OCA hosted swim meets & events, meets hosted by other teams, bubble-up or bubble-down workdays, various team leadership reps, sorting & distributing awards, ordering team apparel, etc.

In order to allow all families access to the workshare opportunities, each family will be limited to one work shift per event. If more help is needed, an email will be sent asking for more workers for that event.

Unless noted on the job description, workshare jobs must be completed by an adult (16 years or older). Exception: swimmers of long distance events may ask someone under the age of 16 to be a timer or a counter. Swimmers must provide their own timer & counter for distance events, and this does not count toward the workshare requirement.

Extra hours may not be donated to another family; however, you may work for another family if you notify the event coordinator when signing in for that work shift.

If you are not able to do a job that you signed up to work, you need to find someone to replace you for that job.

OCA HOSTED MEETS: Each family is expected to help at every OCA hosted meet in which their child participates even if they have completed their workshare requirement.

CHAMPIONSHIP MEETS: Each family is expected to help, if needed, at Championship meets in which their child participates even if they have completed their workshare requirements.

MANAGEMENT OF THE WORKSHARE PROGRAM: At each swim meet or activity, hours are recorded by an event coordinator (workers need to sign in at the start of their shift), or an email can be sent to the Workshare Accountant: ocaworkshare@gmail.com The Workshare Accountant will record the correct hours in each family's Workshare account.

HOW TO CHECK YOUR WORKSHARE ACCOUNT: Sign into the team website using your password. Click on the link at the left: \$My Invoice/Payment. Then click on the "Volunteer Hours" tab at the top.

This policy is effective immediately. Workshare Policy and requirements will be re-evaluated in February 2010.