

SOUTH CENTRAL SWIM TEAM

PARENTAL VOLUNTEER POLICY

(Parent Participation Points – P³)

Purpose: This policy is intended to ensure appropriate levels of parental volunteerism within the club.

Overview: Swimming is a very “volunteer intensive” sport, in that it takes many volunteers to run a swim meet and a swimming organization. Therefore, families are encouraged to support the South Central Swim Team by becoming active volunteers. One of the best ways to do this is to become familiar with various duties at the meets and consider becoming trained and certified for official positions. In addition, there are many other volunteer positions within the SCST.

Requirements: All families are expected to participate in the service program. Service efforts will be tracked using a point system designed and approved by the board. The amount of points to be earned is determined by the training group in which your child participates. If a family has more than one swimmer, parents will contribute the points required for the highest training group. Single parent families will be asked to earn 2/3 of the points required for the appropriate training group.

All unearned points will be billed at \$0.25 per point at the end of the long course season in August. Payment for unearned points will be required before registration can take place for the following season.

All parents are required to work the SCST Pentathlon and any USA-S Sanctioned meet that the SCST hosts. Parents may find friends/family to work for them in the event they can't attend the meet. Parents not working at these meets who neglect to find a replacement will be required to earn an additional 100 volunteer points per meet missed.

The board reserves the right to review and alter the approved jobs and their point value as necessary.

Point Requirements

Senior	400 points
Junior	400 points
Age Group	400 points
Stroke Development	200 points

Qualified Service Hours Activities:

- Work as a Meet Director for all SCST hosted meets. **300 points per year**
- Coordinate one of the following for **ALL** swim meets: **225 points per year**
 - Volunteers
 - Hospitality/Concessions
 - T-Shirts/Gift Baskets/Awards
 - Meet Program/Sponsorship
 - Meet Official Recruitment
- Working at SCST hosted swim meets: **75 points per session**
 - Meet set-up or clean-up
 - Meet Hospitality or Concessions Stand
 - Clerk of Course
 - Safety Marshall
 - Computer/Timing System Operations
 - Awards Desk
 - Selling Meet Programs/Heat Sheets
 - Head Timer, Timer or Runner
- Officiating at any Wisconsin Swimming meet **50 points per session**
- Being a timer at any away meet **50 points per session**
- Telephone tree to communicate SCST business
- Become a member of the Board of Directors **300 points per year**
- Accepting a non-board position appointed by the board: **225 points per year**
 - Safety Coordinator
 - Team-designated chaperone (e.g. Altitude Camp, travel meet)
- Assisting a board member who has requested help: **25 points**
 - Newsletter Editor and/or Publisher, Media Relations Coordinator
 - Fielding or returning phone calls or email from prospective members
 - Making photocopies as requested by coaches or board members
 - Organizing the team bulletin board on request of the Pool Representative
- Organizing and preparing approved team or LSC functions **50 points**
 - Awards Banquet(s), picnics, etc.
 - Other team outing approved by the board (e.g. baseball game, team picnic)
 - Team fundraising event organizer (e.g. Swim-A-Thon, sales, etc.)
- Attending an LSC clinic to fulfill a SCST obligation **100 points**
- Donating professional services requested by the board **50 points**
- Time spent repairing or purchasing SCST equipment **50 points**

Ineligible Activities:

- Attending swim meets without working in any qualified activity positions.
- Attending a Parent meeting, banquet, dinner, fundraiser, or other team function.
- Attending a board meeting unless you are a board member or your presence is requested by the board.
- Carpooling to practice or meets or arranging carpooling.
- Performing work not approved by the board.

- Providing services which are not needed (e.g.: 3rd person staffing a 2-person job)
- Time spent soliciting and collecting individual Swim-A-Thon pledges and other individually-credited fundraising donations.
- Any paid hours, whether by SCST or another entity.
- Casual effort less than an hour with little inconvenience or commitment required, e.g. aren't already at pool.
- Time spent shopping or preparing items for small meet hospitality donations.
- Performing services for a member of the board or coaching staff that are not SCST business.
- Attending a training function for personal education and benefit.
- Normal transportation time and breaks.

Recording Volunteer Hours:

In order to receive credit for fulfilling volunteer hours, the volunteer coordinator must verify the completion of all parent volunteer services. Parents should email the Volunteer Coordinator with the following information:

1. Volunteer Name
2. Swimmer Name
3. Event (if applicable)
4. Job Worked
5. Date
6. Number of hours/sessions worked

Upon receipt of the email, the Volunteer Coordinator will send an e-mail message to parents to confirm the number of hours submitted and the date of submission. Note: this e-mail confirmation will serve as a receipt for the hours submitted. It is the responsibility of the parents to keep copies of all e-mail receipts. If parents do not receive an e-mail confirmation upon submission of their volunteer hours, it is their responsibility to contact the Volunteer Coordinator as soon as possible. The following e-mail address can be used to contact the Volunteer Coordinator, rbradley@southcentralswim.com.