

Lake Country Swim Team

Parent Volunteer Policy

The Lake Country Phoenix Swim Team has established a reputation for orchestrating high-quality, well-planned and staffed meets. We rely exclusively on the volunteer spirit of our team families; there are no compensated worker assignments. **We require all families to work in order to maintain the success and quality of our meets.** Ultimately, we all benefit from the revenues generated because they help keep our training fees reasonable and our team financially viable.

The purpose of this policy is to clearly state our expectations and process so that we are all operating from the same base of understanding. We want to ensure that all worker assignments are filled in a consistent, fair, and equitable manner. At the same time, we must balance the team's needs for adequate breadth and depth of volunteers. There are several critical areas that require additional skill development or USA swimming membership and these must continually be developed (e.g. meet management software, Colorado timing system operators, USA swimming officials, announcers, meet marshals, and meet administration).

A. There are four categories of meets:

1. non-sanctioned meets (conference and dual meets);
2. sanctioned, single day meets (Single Age or Senior);
3. multi-day WGLO meets;
4. multi-day State and Speedo championship meets.

The requirements and process for each are discussed below and in Exhibit 1.

1. Non-Sanctioned Meets (Conference and Dual)

These are short, informal meets. Conference meets are intra team meets (4 in the fall, 4 in the spring) that introduce our beginning/younger swimmers to the sport and provide a training ground for parent volunteering. These meets are a good opportunity to learn the Colorado, train on the meet management computer software, try timing, or work as a clerk of course. Dual meets occur when the host team invites another team over for a friendly competition. Volunteers needed per session: 27

- a) Sign-up through the team website prior to the meets. Plan to work at two conference meets each season.
- b) Conference and dual meets cannot begin until all volunteer positions are filled.

2. Sanctioned, Single-day Meets (Single Age and Senior)

We typically hold three Single Age meets during the year (October, January, and May) and two Senior Meets (October and May). Volunteers needed per session: 43

- a) All families must provide one worker per session in which their child is swimming.

In some instances, it may be possible to work a session in which your child does not swim to make up for a session that you cannot work, or to send two workers to the same session, but your family must work the same number of sessions that your child swims. Variations such as these must be arranged in advance with the Volunteer Coordinators.

- b) If no worker is available, there is a \$35 buyout fee per session in which your child is swimming. This fee will be billed electronically to your account after the meet is held.
- c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the buyout fee (\$70/session) to your account.

3. Multi-Day Western Great Lakes Open (WGLO)

WGLO is a three-day meet held in November and July. Depending on whether we are running one or two pools simultaneously, we need **60-100 volunteers per session**. The size and scope of WGLO meets are a major undertaking for our team. **Buyouts are strongly discouraged**. If your swimmer is swimming and you are not available to work during that session, contact the Volunteer Coordinator to arrange alternate sessions to work, or ask about pre-meet work.

a) **The November WGLO, because of the two pool format, is a required meet. All team families must provide volunteer workers for a specified minimum number of sessions at Fall WGLO, whether or not they have a swimmer entered in the meet.** The number of required sessions will be determined by the Board of Directors.

b) We need your time more than your money! In the event that no one in your family is able to work, you must pay a \$60 buyout for each session in which you are required to work and for which you are not working. This fee will be billed electronically to your account after the meet is held.

c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the buyout fee (i.e. \$120/session) to your account.

4. Multi-day State and Speedo Championship Meets

State and Speedo Meets are awarded on the basis of a bidding process to selected teams. State and Speedo meets are held in February/March and July/August.

a) **Due to the size and significance of the State and Speedo meets, all team families must provide volunteer workers for a specified minimum required number of sessions, whether or not they have a swimmer entered in the meet.** The number of required sessions will be determined by the Board of Directors.

b) We need your time more than your money! In the event that no one in your family is able to work, you must pay a \$60 buyout for each session in which you are required to work and for which you are not working. This fee will be billed electronically to your account after the meet is held.

c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the buyout fee (i.e. \$120/session) to your account.

B. New Family Exception

If you have just moved up to the competitive swim team from the ribbons group, you will only be required to work one (1) work session at your first premier meet (WGLO, State

or Speedo) in the season you join. You will be subject to the full work session requirement following that meet.

C. Procedure:

1. On-line volunteer signup will be provided for all sanctioned meets hosted by Lake. This is the only method of signing up. Sign up by the deadline date.
2. The Team Unify website will have a listing of jobs available for each session and will be filled on a first come, first served basis. The Volunteer Module in Team Unify does not allow for comments. If you have physical or other special constraints that limit your job flexibility, please send an e-mail to the Volunteer Coordinators explaining why you need that specific job.
3. After the volunteer signup period has closed, only the Volunteer Coordinators will be able to make changes to the online schedule.
4. Between the time the job signups have closed and before the final worker schedules are posted, the Volunteer Coordinators will retain the right to shift people around in order to fill all mission-critical jobs. Key jobs must be filled before training opportunities can be provided. There is no guarantee that you will always receive the job for which you have signed up, due to unpredictable issues such as overall worker staffing numbers and organizational needs for specific expertise.
5. Worker assignments will be transmitted via e-splash and posted on the team website at least two days before the first day of the meet for all sanctioned meets.
6. **Once the schedules are posted, assignments are final.** Errors will be corrected and accommodations made for those with disabilities, but other changes will not be made because of rollover effects throughout the system.
7. The posted worker schedule reflects weeks and months of phone calls, e-mails, and coordination efforts. Therefore, **volunteers who cancel after the worker assignments are posted on the team website are responsible for finding their own replacement.** Names of replacements should be provided to the Volunteer Coordinator as soon as they are known.
8. We rely on all of our volunteers. **Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the buyout fee (i.e. \$120/session for WGLO, State, and Speedo meets, and \$70/session for Senior and Single Age meets) to your account.**
9. Questions and clarifications should be referred to the Volunteer Coordinators. Any matter that cannot be resolved with the Volunteer Coordinators will be referred to the Executive Committee of the Board of Directors.

Approved: Lake Country Swim Team (LCST) Board

Date: September 15,
2009

Summary of Changes:

- **December 11, 2006** - Added item #4 under section B.
- **May 15, 2007** – Added A.2(c). Changed A.3(a), A.4(a), and B.1 to B.6.
- **July 8, 2008** – Increased buyout and no-show fees, changed A3(a) and A4(a) to reflect that all families have the same work requirement for Fall WGLO, State, and Speedo meets; changed B1 to B4 to reflect Team Unify volunteer signup process; changed Volunteer Position Summary.
- **January 13, 2009** – Inserted New Family Exception- Section B. Number of work sessions for new families moved from up from ribbons group. Previous Section B is now Section C.
- **September 15, 2009** Verbiage change for No Show/Late fee of **up to** \$70 or \$120 or twice the buyout – Section A.2(c), A.3(c), A.4(c) and C. 8

Exhibit 1

Summary of Volunteer Positions				
	Non-sanctioned	Sanctioned	Multi-day (1 pool)	Multi-day (2 pools)
Admissions/Post	1	2	2	3
Announcer	1	1	2	2
Awards	2	4	2	2
Clean up	-	2	2	2
Colorado	1	2	2	4
Computer	1	1	1	2
Concessions	2	5	7	8
Meet Marshals	-	2	2	4
Officials	3	5	12	24
Proof of Time	-	-	1	1
Runners	2	2	2	4
Scratch Table	-	-	1	1
Scoring	1	1	1	2
Security	-	1	5	5
Timers	14	14	18	36
Total per session	28	42	60	100