

Club Wolverine is committed to hosting exceptional swim meets for our swimmers and guests. To ensure this level of excellence, CW relies on each family to donate their time to the organization or hosting of our meets. In addition to swim meets, CW offers additional opportunities for parents to donate their time and talents to the club to meet the minimum requirements.

#### Volunteer Requirements for CW Swim Meets:

Club Wolverine typically hosts three to four larger meets per year, including: Speedo Midwest Challenge, Namesnik Memorial Open, and an IMX Challenge. Generally, parents will be expected to volunteer at each meet their child swims. The number of sessions per meet that each parent is required to volunteer will be outlined in the sign-up instructions for each specific meet. Typically, the requirement will be two sessions per meet, but the minimum session requirement may increase depending on the time of year, size of meet and number of swimmers attending. Meets with prelims and finals -- such as the Namesnik Invitational or a State Meet -- may require additional volunteer hours.

Parents who are unable to volunteer at a meet will have opportunities to help with the organization of the meet, prior to the weekend of hosting. In addition, volunteer opportunities for social events and other club-sponsored activities will also allow parents to meet the club's minimum meet volunteer requirements, prior to the hosted meet for which they were unable to assist.

**Parents who are unable to offer any volunteer time to the club will incur an additional fee (SEE BELOW), designed to cover the cost of hiring replacements to fill the needed roles.**

CW's volunteer policies are subject to change from season to season based on swimmer enrollment, scheduled meets and club needs. Parents will be notified of those changes by email; changes will be updated on the club website.

Specific requirements are outlined in the Q & A below. If you have questions, please email Volunteer Coordinator A.J. Evenson at [aj.evenson@clubwolverine.org](mailto:aj.evenson@clubwolverine.org).

#### **Who is required to work at CW-hosted meets?**

For hosted State Meets, every family with one or more registered swimmers in the Junior, Intermediate, or Senior groups are required to volunteer. Families with swimmers in the Cubs group only are not required to volunteer at the meets, UNLESS their Cubs swimmer is participating in said meet.

For non-State Meets (unless the Board determines the number of volunteers will be short of the number of jobs), only those families with at least one swimmer participating in the meet will be required to volunteer.

#### **What is the definition of a "meet job?"**

A meet job is any specific task associated with running a CW meet. It is performed at one meet session (possibly including pre-warm-up time). Sessions are typically on Friday evening,

Saturday and Sunday mornings and afternoons. In a prelim/final meet, such as the Namesnik Invitational, there are also evening sessions.

### **Why does CW have a volunteer requirement for its meets?**

- Meeting our commitment to host exceptional meets, requires many hours, individuals and talents. Each five-session meet typically includes more than 300 volunteer jobs.
- CW-hosted meets generate significant revenue for our club, which helps provide equipment and staffing, and helps offset registration/training increases.
- Volunteer requirements help promote club unity and equity. We are all vital contributors to the excellence of our club.

### **How many sessions must each family work per meet?**

Requirements for each meet will be outlined in the email announcing that “Job Sign-Up” has opened:

- Typically, each family with a swimmer **registered to swim in the meet** will be required to work two jobs, but that may vary depending on the meet size, number of swimmers attending the meet and the meet format.
- Typically, each family with a swimmer **not registered to swim in the meet** will not be required to work, but that may vary depending on the time of year, meet size, number of swimmers attending the meet, and the meet format.

### **Are families with swimmers in the Cubs group only required to volunteer?**

Cubs swimmer are frequently new to swimming and may not be ready to swim at meets. As such, families are typically not required to volunteer at the meets. If a Cubs swimmer elects to swim in a meet, then families are expected to follow the volunteer policy outlined for the meet.

### **When and where do families sign up to volunteer for meets?**

Families will receive an email, about three weeks prior to a CW sponsored meet, announcing that “Job Sign-Up” has opened. The email will include the specific volunteer requirements for the meet. Parents will sign in, select from the volunteer jobs that are currently open and save their selections. They will receive a “Job Sign-Up” confirmation email. Typically, additional volunteer information will follow in separate emails. These emails may include adjustments to the time requirements for the session or parking information.

### **How will each family’s volunteer service hours be tracked?**

Volunteers sign in for each job, confirming their attendance. Volunteers must arrive on time for their job or they may be replaced by another club member. Once a volunteer’s attendance has been confirmed, TeamUnify will track the jobs he/she volunteers for each meet. Those jobs will be compared to the requirements for that meet. Families who do not meet the minimum requirements will be contacted by email for clarification.

### **What if a family doesn't meet their requirement?**

Families who do not meet their requirements for a meet will be contacted for clarification. Once confirmed, families who did not meet their volunteer requirement will be assessed a fee of \$75 per session required and unmet. For example, if two jobs are required and unmet for a meet, a family would be assessed a \$150 fee to be added to their monthly invoice.

### **Are there exceptions to the meet volunteer requirements?**

Yes. Some volunteer roles occur in advance of the CW-hosted meet and allow families to satisfy their volunteer obligation prior to the meet weekend. Those jobs will be listed on the “Job Sign-Up” and may be selected by parents. Other exceptions include meet chairperson roles, which are filled prior to “Job Sign Up” because they required additional training.

### **What if a family cannot satisfy the volunteer requirements of a specific meet?**

The primary goal of CW’s volunteer policy was to create an inclusive and equitable community, where each family contributes to the overall excellence of the club. While most volunteer requirements occur while swimmers participate in meets, there will be times that families are asked to volunteer when their child is not swimming. Families are welcome to arrange for another family to cover required sessions in a cooperative model. Families who experience an emergency situation are encouraged to contact the Volunteer Coordinator and Meet Director so that a substitute can be found.

### **What if a family has a swimmer who is not attending practices/meet due to his/her high school season?**

Families with swimmers who are currently participating in a high school swim season are not required to volunteer at a CW-sponsored meet, provided that they are not also participating in the hosted meet.

### **MEET JOBS:**

#### **The following are common meet jobs:**

- **Timer**– times during swim meet. All timers are shown exactly what they need to do prior to the start of each session. Each session lasts from 3-5 hours
- **Head Timer**– works with the timers as a liaison to meet management. Organizes/assigns timer lane assignments. The Head Timer also serves as a back-up timer along with the other back-up timers.
- **Concessions**– sell food and drink to swimmers, families and other patrons.
- **Hospitality Coordinator** – This person plans, prepares and coordinates volunteer for the duration of the meet. Hospitality – is provided for coaches and officials who do not have time to leave the pool between sessions.
- **Concessions Coordinator** - plan, prepare, delegate and coordinate volunteers.
- **Hospitality Workers** – organizes the hospitality room and replenishes the stock of food/drinks as needed. Will also bring food/drink out to meet personal on the pool deck who aren’t able to make it into the hospitality room regularly.
- **Awards** –prepares awards during meet and distributes to coaches at end of the meet, or swimmers during award presentations.

- **Officials** – no meet can function without stroke and turn officials, meet referee and the starter. These positions require training and dedication. Training is provided for those interested (contact the current CW Officials Committee chair).
- **Announcer** – This individual announces the swimmers who are swimming in each heat, calls the heat and event numbers, and makes announcements during the meet as requested by meet management
- **Clerk of Course** – This individual must be familiar with or (willing to learn) USA Swimming regulations for deck entries. This job may also require someone to work the scratch table during prelim/finals meets hosted by CW.
- **Head Safety Marshal**– required by Michigan Swimming. Is responsible for all aspects of safety during the meet. The Safety Director has the final call on all safety issues and coordinates all meet safety marshals.
- **Safety Marshals** – Must wear easily identifiable shirts/vests (provided). Responsibilities include, but are not limited to, checking the deck and the stands to make sure exits and walkways are clear, ensuring parents or other non-swimmers/coaches are not on deck, that the building is safe and swimmers are behaving appropriately (e.g., no running, feet first entry during warm-up, etc).
- **Runner** – Primarily does one of two jobs: 1) collects timer sheets at the end of each event and takes them to the Administrative Official. 2) Gets results/heat sheets from the administrative official and posts them in the spectator areas and/or on deck for swimmers and coaches.
- **Order of Finish Recorder** – Is broken down into two parts. One person watches the race and verbally calls out their perceived order of finish by lane, while the second person writes down the order the first person calls out. Sometime involves a third person who will assist calling out, or serve as back-up for those needing a break.
- **Admissions** – Sells heat sheets to spectators and collects admission fee from spectators. Should tally the number of spectators and number of heat sheets sold.
- **Coach/Official/Volunteer Check-in** -Using the provided list of registered officials and coaches, the check-in volunteer will compare the name of the person to the list and issue a deck pass credential if appropriate.
- **Volunteer Check-in** – Checks in the volunteers arriving for their jobs. A list of volunteers working that session will be provided. Volunteers will be issued a deck pass credential upon being checked in. May also provide any job specific instructions, safety marshal vests, and/or volunteer shirts to the volunteers.