

DOUGLAS DOLPHINS SWIM TEAM
FAMILY MEET MANAGEMENT POLICY
(Revised and Approved March 2017)

DDST is committed to hosting well run, challenging, and fun swim meets. The team's reputation for doing so helps draw swimmers and families from teams well outside our area, which boosts the competitiveness of the event and, importantly, earns income for the team. DDST hosts 2 to 3 *home* swim meets per year which generates 30-40% of the team's annual income. Along with fundraising efforts, revenue from a well-attended meet helps keep costs down for DDST swimmer families.

In order for DDST to maintain its reputation for running high quality swim meets, it is essential to have all parents work together to staff the meet positions. A successful meet requires dozens of people to serve as officials, Colorado operators, announcers, computer operators, clerks of course, timers, marshals, awards coordinators, runners, hospitality and snack bar hosts, as well as helpers with meet setup and teardown. As every DDST swimmer benefits from the revenue generated at these swim meets, we ask every family to share in the work.

Following the Family Meet Management policy is part of your agreement as a member of DDST:

1. Each family is required to work a minimum of 35 hours per meet season. This reflects working seven of any 5-hour sessions during the three DDST-hosted meets per season (March through February). In order to make each family's volunteer requirement manageable, we suggest that a family volunteer for 2-3 sessions per home meet. This requirement can be fulfilled by working at the swim meet itself in designated jobs (including announcer, awards, clerk of course, Colorado operator, head timer, hospitality, marshal, meet official, runner, snack bar), set-up or teardown for the meet, food shopping and/or preparation, meet entries, or in other positions designated by the Board and Meet Director.
2. In the event that a family does not have active swimmers for the full twelve months of the swim season (March-February), that family's meet management obligation will be prorated to reflect a fraction equal to the number of home meets during which the family had at least one active swimmer. (A family that has a swimmer for a period with only one home meet has a 12-hour volunteer obligation; A family that has a swimmer for a period with two home meets has a 24-hour obligation; A family that has a swimmer for a period that includes all three home meets has a 35-hour obligation.)
3. Approximately one month before each home meet, families can sign up for volunteer positions at www.ddst.org, under the Meets/Events tab, where swimmers register to attend the meet. Positions fill on a first come, first served basis.
4. The volunteer coordinator will contact families as they sign up as well as to recruit needed volunteers. A volunteer schedule will be posted at each home meet. In addition, a DDST Volunteer Binder will be available at the Clerk of Course desk during meets. Volunteers are responsible to check with volunteer coordinator and verify the hours worked.
5. If a family does not meet its service obligation by the end of the meet season (February 28), they will be billed **\$15 per hour** for any obligated hours not worked. This additional billing will occur in April, following the meet season. Volunteer hours in excess of a family's seasonal obligation are appreciated, but will not be applied to the family's obligation for the following meet season.
6. Families who exceed 35 hours of service per year will be entered into a special drawing to be held at the annual Awards banquet.
7. Hardships in fulfilling the seasonal volunteer obligation may be brought to the DDST Board of Directors for consideration.
8. Because of the substantial time volunteered outside of regular meet hours, the following positions are exempt from the Family Meet Management Policy requirements: Meet Director/s, Head Computer Operator, Hospitality Coordinator, Snack Bar Coordinator, Meet Referee or Starter when also a member parent, and Coach when also a member parent.
9. Under normal circumstances, family member volunteers must be 18 years of age or a DDST swimmer who is earning school sponsored volunteer hours. In cases of hardship, consideration of other volunteers may be given.
10. Please check on www.ddst.org to learn more about how to sign up as a meet volunteer. Look under the Meets tab for job descriptions and the Meet FAQs page.