**2012-2013**

**Team Service Commitment Contract**

*The following conditions are part of your agreement to be a member of the*

*Spokane Waves Aquatic Team (SWAT).*

Spokane Waves Aquatic Team is a parent-run organization and requires time and talent from all members to be successful.

During the 2012-2013 swim season, Waves will host three (3) Inland Empire Invitational meets: Jingle Bell Splash in December, Shamrock Shake-Up in March, and the Triple Pentathlon in April. The income from these meets is crucial to our annual budget. SWAT has always been complimented on what great, fun meets we host, but we can’t do it without your help. It takes approximately **660** service hours to run a meet, and that does not include the **120** hours the officials spend on deck.

*That’s a lot of volunteers!*

All Wave families are required to give time to the team, and more time may be required during our hosted meets. When family volunteers are not available to fulfill the team’s requirements, WAVES incur additional costs to bring in outside help, therefore potentially having to increase fees to members.

Sign-up for WAVES 2012-2013 service opportunities (committees, fund-raising, WAVES store, spirit days, & meets) are available through the website and with the board and committee chairpersons. When a team job is available, an e-mail is sent from the team’s website to all members, and is filled on a first-come-first-serve basis during the sign-up window.

Every family is required to work at our hosted invitational meets a minimum of 6 hours/meet, and 15 hours of service time per family are encouraged each season. If for some reason you absolutely cannot help at a meet, you can make up the hours at another meet with the approval of the Volunteer Coordinator. Any family that does not complete the required hours will be billed in June for all unfulfilled hours at a cost of $15 per hour. If a family prefers, WAVES will accept a check for $225.00 in lieu of the volunteer requirement. This payment is due by December 31.

*PLEASE NOTE: We do not want your money;*

*we need your help to continue our success!!*

Swimmers will not be allowed to begin practicing with the team in the fall until all past due balances, including volunteer requirements, have been paid.

Anyone working to satisfy the volunteer opportunities must be at least 13 years old, and do not need to be immediate family members; friends and neighbors are welcome.

#### SERVICE OPPORTUNITIES FOR WAVES SPONSORED MEETS

#### Please refer to the following job descriptions to decide how your family would like to help at the SWAT hosted meets. No one does everything for any area --- if you can do just a small part, it’s OK. We happily provide on the job training at developmental ‘practice’ meets, and you don’t have to be a swim expert for any of these jobs.

**Meet Director:** This is a job that can be shared between two people. The meet director oversees all the meet preparations and actual operation of the meet weekend. The meet director should be a good organizer that is willing to convene committees and recruit volunteers…the meet director should be able to delegate tasks to the committees and then follow through to be sure all the tasks are done. A Meet Director handbook with a timeline and suggestions will be available to use as a guide.

**Timing:** This is an easy way to meet other parents, have a great view of the meet, and be able to see your child swim. There are two timers for each lane, using stopwatches provided by Waves, to time the swimmers in that lane. The times are used as backup times if the automatic system fails.

**Concessions:** You get to meet many people doing this job. The concessions committee plans and staffs the concessions stand at the meet. Activities include planning, purchasing, set-up, staffing the stand during the meet, take down and clean up.

**Hospitality:** Much of the work for hospitality is done before the meet. Food and drink for coaches and officials is provided by the host team in a ‘hospitality room’. The folks working hospitality plan the hospitality food for breakfast, lunch and snacks, and purchase and prepare it, or even ‘borrow’ from the concessions stand. Hospitality also provides drinks for the timers.

**Announcer:** Have the best seat in the house! One person per session is needed to announce events in the water, first, 2nd and last call for each event, and the top finishers in each completed event. A list of instructions is provided.

**Officials:** Inland Empire Swimming offers official training classes from time to time. After taking the class, doing some deck time with current certified officials, and passing an open book test, you can be a very important part of any USA Swimming meets you attend. Every sport has rules, and USA Swimming requires certified officials to judge swimmers to be sure their strokes are ‘legal’. Officials are necessary to provide fair competition for all swimmers. Unfortunately, unlike most other sports, being a swim official doesn’t put money in your pocket, but it is rewarding and is a great way to learn about the sport!

**Clerk of Course:** Got a way with younger kids? Then this is the spot for you!People doing this job are busy during events for swimmers 8 yrs old or younger and are able to watch most of the meet. 8 & Under swimmers are organized on benches or chairs according to their heat and lane and then led to their starting blocks to race.

**Deck Computer:** This is another job that offers a great view. The deck computer is the crux of the automated timing system. Its operator makes sure it is set to the proper event and heat before each race. This person has a helper, the printer operator.

**Deck Printer Operator:** This person keeps the printouts in order so each event’s printout gets to the office with the correct timer sheets and DQ slips.

**Data Entry/ Office Computer:** There are usually two people doing this job.One of these is involved with setting the meet up in the program weeks before the meet, enters all the swimmers in the meet, and prepares the heat sheet. During the meet two people work together to add and scratch swimmers from the meet, enter relay names, and act as timing judges to be sure that each swimmer gets as accurate an official time as possible. You need to be computer literate and you do need to understand swim meets and be familiar with both Inland Empire Swimming and USA Swimming rules and regulations regarding meet administration.

**Runner/Poster:** The runner/poster person gets to watch the meet and is one of the first to see the official results for each event. We need a runner/poster for each session. For the runner part of this job, this person collects DQ slips from the meet referee, lane timer sheets from timers in each lane and deck computer printouts; these are then brought to the office. As the poster, this person takes the results for each event from the office and posts one copy, and takes another copy to the announcer.

**Meet Marshal:** Two meet marshals are needed for each session, one male and one female. They keep every thing in the venue in order; making sure spectators and swimmers don’t do things like eat on deck or climb on the roof. They also check the bathrooms for toilet paper supply and full trash cans.

**Awards:** This is another good job if you want to be there to watch most races. One awards person per session is needed, two for the last session of the meet. This person puts placing labels on the back of the award ribbons and then sorts the ribbons in bags for the appropriate teams.

**Heat Sheet and T-shirt sales:** Man the table where heat sheets and meet T-shirts are sold.

**Meet Set-up and clean up:** We need many people to set-up for a meet. This is done early before the meet starts (or later the day before the meet starts.) We also need many more people to take down and clean up when the meet is over.