

2020-2021 Team Service Commitment

The following conditions are part of your agreement to be a member of the **Spokane Waves Aquatic Team (SWAT)**.

· SWAT is a parent-run organization and requires time and talent from all members to be successful.

· During the **2020-2021** swim season, SWAT will host the following meets:

- **Fall Kickoff (October)**
 - **Winter Champs (December)**
 - **Shamrock Shakeup (March)**
 - **IES Long Course Championship (July)**
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The income from these meets is crucial to our annual budget. SWAT has always been complimented on the well-planned and 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 SWAT 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, SWAT incurs additional costs to bring in outside help, therefore potentially having to increase fees to members.

· **Every family who has a swimmer registered for home meets is required to work a minimum amount of volunteer hours. The hours can be fulfilled anytime during that meet. For a three day home meet, the family will be required to provide a minimum of 8 volunteer hours. For a two day home meet, the family will be required to provide a minimum of 6 volunteer hours. If the swimmer only swims one day of a meet, the family will be required to provide a minimum of 3 volunteer hours.** If you have more than one swimmer, the volunteer minimum is per family, not per swimmer. For officials, the time you put in as an official covers the time needed for team volunteer hours.

***Every family is required to provide at minimum of at least two food items for either concessions or hospitality at the home meets.**

***For those families who do not participate in home meets, there will be additional team events available to volunteer. For all SWAT families there is an annual minimum of 20 hours of volunteer time to be completed between September 2020 to August 2021.**

***If home meets are cancelled or added based on changes in to meet formats due to Covid-19, service hour requirements will be re-evaluated and communicated to the families.**

· Sign-up for SWAT 2020-2021 volunteer opportunities 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.

· It takes more than the minimum to make our meets successful, so please consider how you might volunteer beyond your minimum. **Any family that does not complete the required hours will be billed at the rate of \$25.00 per hour not worked.** The bill will be posted to your account the month following the meet where volunteer hours were not met. If you have questions about how to register for volunteer positions, please contact the Volunteer Coordinator for assistance.

Please note: We do not want your money; we need your help for our continued success!!

VOLUNTEER OPPORTUNITIES FOR SWAT SPONSORED MEETS

Please refer to the following job descriptions to decide how your family would like to help at the SWAT hosted meets. We happily provide on the job training and you don't have to be a swim expert for any of these jobs.

Administrator Official (AO): This is a trained and certified position. The AO is responsible for the supervision of entry and registration process, clerk of course, timing equipment operator, and scoring personnel. The AO is responsible for the process of entries and scratches, accurate seeding of preliminaries, final heats, determination and recording of official times, determination of the official results, publication and posting of results.

AO assistant: We are looking to have an AO assistant that would have on the job training to assist the AO in needs during the meet. Please contact the volunteer coordinator to discuss.

Announcer: 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. The announcer will arrive 15 minutes prior to warm ups and work with the meet referee on specific announcements needed.

Awards/ribbon sorter: This is a good job if you want to be there to watch most races as it allows flexibility. This person places labels on the back of the award ribbons and then sorts the ribbons in bags for the appropriate teams.

Clerk of Course for 8 and under: Got a way with younger kids? Then this is the spot for you! Two people are responsible for lining up by heat and lane for the 25 yard 8 & Under swimmers who line up in a designated area on benches before their events.

Concessions: You get to meet many people doing this job. The concessions committee plans and staffs the concessions stand at the meet. There are several opportunities to volunteer within this area including activities involving planning, purchasing, set-up, staffing the stand during the meet, take down and clean up.

Deck Computer: 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. It is best to have two people in each session at this position. The deck computer also will become familiar with touchpad set up and system. We will provide pre meet training and hands on training with an experienced deck computer operator.

Gophers: It has been important to have additional individuals who help with tasks such as running to get food, ice, and supplies during the meet. This is a flexible position.

Hospitality: Food and drink for coaches and officials is provided by the host team in a hospitality room. There are several opportunities to volunteer in this area. We are in need of a main hospitality organizer for the meets in which most of the prep and work is done prior to the actual meet events. There are also positions during the meet to help set up and keep the flow for the hospitality room as well as bring snacks to timers during each session.

Meet Director: Experience required. The meet director oversees all of the meet preparations and actual operation of the meet. The meet director: procures the awards; obtains the sanction; prepares the facility; arranges for personnel, appropriate equipment and supplies for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing with the LSC report. A Meet Director handbook with a timeline and suggestions will be available to use as a guide.

Meet Marshal: The meet marshals make sure to keep everything 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.

Officials: 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. **Once you become an official, the hours you work cover the volunteer hours needed for the home meets.**

Runner: We need a runner for each session. This person collects lane timer sheets from timers in each lane and gives them to the administrative desk. In addition, this person takes the AO labels to give to the ribbon sorter. Also, this person takes the results for each event from the AO and posts one copy in the hallway under meet results.

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.

Timers: Timers are very important. This is a good way to start volunteering. There are two timers for each lane. Using stopwatches provided by SWAT you will time the swimmers in that lane and record on a sheet of paper. You will also push a button called a pickle the same time you push the timer stopwatch. The times are used as backup times if the automatic system fails.

Signatures: During the registration process, you provide electronic acknowledgement of your understanding of the policy. However, we ask that you also please print and sign this document for each swimmer and have your swimmer turn in the form to your swimmer(s) coach.

Parent Signature

Date

Swimmer Signature

Date
