

# Center Grove Aquatic Club

## 2015-2016 Volunteer Credit Information

### 1. How many credits are required to fulfill my volunteer requirements?

All families are required to volunteer time to support CGAC swim team. Every family is required to complete six credits during the Short Course Season (September-March) and one credit during the Long Course Season (April-July). One credit is equivalent to approximately 3-4 hours of volunteer time. The meets hosted by CGAC are broken down into sessions that are approximately 4 hours in length.

### 2. How do I sign up to work at the CGAC hosted meets?

CGAC utilizes the team website to assist in the planning and organization of a home swim meet. Prior to a meet, the Volunteer Coordinator will send an email when Volunteer Sign-Ups are open for our CGAC hosted meets.

You may sign up to volunteer by clicking on the "**Job sign-up**" tab located in the individual CGAC meet. This allows each volunteer to sign up for a specific job for a specific shift on a specific date. Additional information regarding job types, job descriptions and sign-up instructions will be listed on the CGAC website under the **Parent** tab.

If you have a swimmer who will be competing (swimmers are strongly encouraged to participate in home meets), it is important to review the meet packet to determine in which session(s) your swimmer will be participating so you can sign up to work the same session(s). Some families prefer to work during their swimmer's sessions, while others prefer to work when their swimmer is not going to be in the pool. We staff our meets so that there is someone available to cover for parents while your child is swimming.

### 3. What jobs are available to work?

Most jobs are on the pool deck. On deck positions include lane timers, relief timers, computer operators, clerk of course, heat sheet sales, head timer, runners and officials. If you have a job outside of the pool (e.g., concessions, admissions, hospitality etc.), other volunteers will cover your area while you watch your child swim.

Training will be provided for all jobs, so don't be afraid to sign up for a position with which you are unfamiliar. When you arrive for your shift, check-in at the Volunteer table located near the north pool entrance. There you will find a Volunteer Coordinator, a table with the sign-in sheets and your name tag. The Volunteer Coordinator will be able to assist you if you have questions or if you are not sure where to report for your job.

### 4. What opportunities do I have to fulfill my volunteer credits?

A. Your main opportunities to volunteer are the 3 CGAC hosted meets during the 2014-2015 Season:

- November 2015-CGAC Jingle Bell Invitational
- January 2016-CGAC Prelims/Finals Meet
- July 2016-CGAC Stars & Stripes 12 and Under Meet

B. On a limited basis, the Volunteer Coordinator may request food or gift card donations. The donation lists typically include food, drinks and/or gift cards and are utilized to stock the concession stand and hospitality room. Donation lists will be very limited and all families should plan to volunteer in some capacity at one of the meets.

- C. CGAC also runs the concession stand at the Center Grove High School and Middle School home swim meets. These meets are held at the high school pool and generally occur in the evening. Each meet is equivalent to **one** volunteer credit.
- D. Other opportunities to volunteer may become available throughout the season (e.g. Swim-A-Thon, Triathlon). Please look for an email from the Volunteer Coordinators to volunteer for these events.

**5. What is the penalty for not earning the required number of volunteer credits?**

CGAC will bill \$60 per unearned credit. This is the fee, per credit, for those who choose to not sign up to volunteer. If you do sign up but fail to work that session, and do not find a replacement, you will be assessed a \$100 fine. This fine will be assessed per missed event that you sign up for and do not fulfill. Billing will occur at the end of the Long Course Season or upon withdrawal from the program, whichever comes first. Please know that we would much rather you work at the meet than have to pay a fee or a fine. Working the meets is one of the most effective ways you can support your swimmer.

\*\*\*If you are interested in becoming an Official for Indiana Swimming, please contact one of the coaches or Volunteer Coordinators and we will contact you with more information. Serving as an official can fulfill all 7 of your volunteer requirements for the club.