

# Volunteer Rewards Program



The goal of this program is to reward those who step up and help ensure that Lawrence County Aquatics is a successful organization that lasts in perpetuity for the benefit of future families and swimmers as well as the community.

## Objectives:

- 1) Continue to offer fee rates that are significantly below most other clubs around the state.
- 2) Conduct home meets, events and fundraisers necessary to maintain objective #1.
- 3) Continue to be a positive presence in the community by providing aquatics services as well as assisting in maintaining the facilities we use.
- 4) Conduct the necessary business required to run a swim club. This includes service on the board of directors and committees.
- 5) Offer a reward for those willing to put in the time while maintaining the spirit of volunteerism required by a team-oriented organization. There will always be an expectation that members will help get the job done as part of this team as has always been the case to this point. The actual time, work and effort required to get the job done may, at times, not mirror the hours credited in an hour for hour fashion. For example, a committee member will receive 2 hours of credit per month for their time meeting, planning and organizing. Some months may require 3 or 4 hours while others may require less than 2 hours.

## Benefits:

For every 50 hours of volunteer time worked a \$50 credit will be applied to the associated account.

## Rules and Requirements:

- 1) Earned hours and credits do not expire.
- 2) Hours will only be applied to accounts that have been active during the current season.
- 3) Each \$50 credit is applied to the appropriate account upon the completion of 50 hours.
- 4) There is no limit to the number of \$50 credits that may be earned other than the limit of total hours available.
- 5) Parents, grandparents, aunts, uncles, non-swimmer siblings etc. may all fill appropriate positions and in doing so earn hours for the associated account. To take advantage of this the member/account may sign up for and commit to positions but **MUST** indicate name and contact information for that individual on the job sign up. This does also mean that the associated account is obligated and responsible for fulfilling those commitments.
- 6) Verification of hours worked is required to receive credit for those hours.
- 7) Members may only sign up for volunteer hours at meets and events through the job sign ups posted on the events page of the website. **First come, first served.** Members may not sign up for jobs that require certain credentials or training such as officials, on deck positions that have certain credential requirements or any other appropriate limitations.

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- 8) Those wishing to serve on the board or committees will require normal approval processes appropriate to the position. For example, to serve as a board member there are certain processes that must happen per the organization's bylaws. Further commitment of understanding concerning the expectations and requirements of such positions is necessary. This pertains to things like attendance expectations for meetings and due diligence in learning about the sport, the organization, etc.
- 9) Volunteer hours will be tracked by the Volunteer Coordinator.
- 10) Volunteers must sign in at events, meetings, trainings, etc. to receive credit.
- 11) If a meet or event is cancelled so are the jobs. Should a meet or event be rescheduled volunteers will need to re-commit through the new job sign up for that event. First come first served.
- 12) Volunteers are limited to filling 2 committee positions. This allows as many individuals to contribute as possible and avoids overcommitment. This limit may be waived or changed depending on volunteer numbers and demand.
- 13) Periodically changes to the program may become necessary. Examples include addition or removal of events and activities and ensuring credit reasonably reflects service.
- 14) More than one volunteer from the same account/family may not serve on the same committee.

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## Jobs

There are a few basic types of jobs and volunteer opportunities:

- 1) Task oriented jobs such as timing and concessions that are a part of almost any event or meet.
- 2) Jobs that require credentials such as meet officials or a job that requires a specific type of membership level such as meet director.
- 3) Jobs that require regular attendance and ongoing involvement such as board positions and committee positions.

### -Task

Filling the positions necessary to conduct events and functions is critical. Success takes many hands and many hands makes light work. Timing at meets, counters at the Swim-a-thon, set up and tear down at high school meets and sorting ribbons are all important roles. The ability to conduct home meets and fundraisers are the number 1 key to keeping monthly fees as low as they are. Job signups for events will be listed with the events on the website.

These types of jobs are actually a great way to include other family members and bank volunteer hours quickly. Remember, if 2 parents, a sibling, and 2 grandparents time a session at The Hubie the hours of credit would all go towards that families account. For a 4-hour session that would be 20 hours!

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## -Committees

Committees are critical to the success of a swim club. They are a great way for an individual to contribute by using their specific talents, skills and knowledge. They are also a great way to get to know the sport, the club, other parents and usually make a couple of new friends.

Being on a committee comes with an expectation that a meaningful contribution is made. This comes in the way of regularly attending committee meetings as well as executing the committee's assignments and responsibilities.

Committee members earn 2 hours per month for a monthly meeting or work session. Some months require less time than others. The 2 hours per month is in addition to events and team functions that committee may be responsible for working/executing.

Those wishing to serve on a committee must contact the chair of that committee. The committee chair must approve of the addition of an individual to their committee. Further, in instances where commitments and requirements of the committee are not being met an individual may be removed from the committee. The following is a list of committees and number of positions:

Committee	Chair	Positions / (Open)
Meet	Adam Young	10/6
Fundraising, Sponsorship & Scholarship	Kristen Held	10/6
Volunteer Coordination & Social (SUB)		
Awards, Recognition & Apparel (SUB)		
Administrative & Strategic Planning (SUB)		
Marketing, Promotion & Publicity (SUB)		

## -Board of Directors

Being on the board of directors is one of the highest levels of commitment a volunteer can make. As such board positions come with appropriate expectations. The following is a list of expectations of board members:

- 1) Meet once per month for 2 hours. Occasionally additional meetings may be necessary to conduct board business.
- 2) A director is expected to chair a committee and provide a committee report at each meeting. As a committee chair a director is responsible and accountable for ensuring a committee fulfills its duties and obligations.
- 3) Complete the Club Leadership & Management School 101 course provided by USA Swimming.
- 4) Proactively engage in continuing education to become familiar with both the dry-side and wet-side of a swim club, the sport of swimming and running a non-profit organization.

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- 5) Attend at least 1 House of Delegates meeting per term. New directors should expect to attend the first possible meeting.

Someone wishing to be on the board must go through the nomination and voting process outlined in the club's bylaws. Nominees are voted on by the membership at the annual meeting. Currently the annual meeting is held the first Monday of November at 6:30.

Board members earn 2 volunteer hours for attended monthly meetings.

If you are interested in finding out more about becoming a board member contact head coach Adam Young.

<b>Director</b>	<b>Position</b>	<b>Term Ends</b>	<b>Chair</b>
Adrienne Lipp	President	2024	Executive Committee
Tina Howell	Secretary/VP	2024	Fundraising
Danielle Moody	Treasurer	2022	Finance
Sarah Folmer	At-Large	2023	
Kristen Held	At-Large	2025	
Mandy Starks	At-Large	2025	Safe Sport