



## **TEMPORARY WORK SHARE POLICY**

**This is a temporary policy for work share hours due to the fluid situation we are in at this time. We will have final policy ready by October 31st, after the coaches have had a chance to assess swimmers and assign them into groups.**

The success of KING-hosted events depends upon the support of our swimmers and their parents. Families working together and sharing the labor required to run team events ensures a more rewarding and successful swimming experience for the swimmers and their families. Work Share Hours may be accumulated through KING hosted meets, team related activities, and non-hosted meets KING is required and approved.

### **Annual Work Share Hours Requirements**

Senior/Senior Tier .....	32 hours
PS2/Senior Tier .....	32 hours
HSP/Age Group Tier.....	26 hours
D1/Pre-Comp Developmental Tier .....	18 hours

### **Work Share Hours Requirement is prorated as follows:**

	<b>Join Date: Sept-Dec</b>	<b>Join Date: Jan-Mar</b>	<b>Join Date: Apr-End of Season</b>
Senior/Senior Tier	32	24	12
PS2/Senior Tier	32	24	12
HSP/Age Group Tier	26	17	9
D1/Pre-Comp Dev. Tier	18	10	5

KING's work share requirement season is September 1<sup>st</sup> to July 20<sup>th</sup>. Hours accumulated after the cutoff date will be applied to the following season, as well as, ALL Long Course CHAMPS Meets.

### Work Share Hours General Rules

- Each family must volunteer at a minimum of one session at each KING hosted meet (excluding mini meets, Last Chance Meet, and any others noted by the Boosters Board).
- Each family only serves hours for their highest level swimmer.
- Hours will be prorated if a member joins mid-season (see above).
- Hours will be charged to families leaving prior to the end of the season with outstanding hours.
- A family's **Work Share Hours** obligation will **not** change from their annual requirement should their swimmer move up or down a training group during the season. The new hour adjustment shall be applied the *following* season.
- All Work Share volunteers must **SIGN IN** at the KING Volunteer Table and check-in with the chairperson.
- It is the member's responsibility to make sure that their account has been credited correctly. All reported hours will be recorded within 30 days of the event completion.
- It is the member's responsibility to signup online for all qualifying hours from **non-KING hosted** meets. These opportunities will be posted online under the event. **If you volunteer on a callout basis for a non-King hosted meet you will receive a maximum of 3 hours per meet (NOT PER DAY).** You need a confirmation email or slip from the Host Team meet director.
- If there are any discrepancies in workshare hour reporting, please e-mail [volunteers@kingaquaticboosters.com](mailto:volunteers@kingaquaticboosters.com).
- Excess worked or un-worked hours shall **not** be carried from season to season.
- Work Share Hours worked in excess of obligation will not be reimbursed.
- Work Share Hours credit will not be provided for timing or lap counting on distance events where swimmers are to provide their own timers and lap counters.
- The Boosters (via an official Board Vote) may revise this agreement, at any time, if needed. Notification will be made to the membership if this is needed.
- Last Chance meets do not qualify for Work Share Hours. Each family must volunteer at these meets if they have a swimmer participating.

### Work Share Hours Requirement Fees

- The August 1st KING invoice will include Work Share Hour Fees billed at \$40 for each unfulfilled hour.
- If a volunteer does not show for a job, is late, or leaves early (without Work Share Coordinator approval), ½ of the hours signed-up for will be added to the member's account for the current season.
- Departing members may work any unfulfilled hours at the subsequent KING hosted meet IMMEDIATELY following the swimmer's departure. When contacted by KING, the departing member has 7-days to declare whether to work the hours or be billed at the \$40/hour rate. If notification/reply is not received by the KING Work Share Coordinator, the member will be automatically billed following the 7-day window for unfulfilled hours.

- If a family does not volunteer at a mandatory KING hosted meet they will be fined \$120 for that meet. This amount equals three hours at a \$40 rate. The three hours will not be added to their work share account. **Exception: You have fulfilled your annual hours and your swimmer is not swimming at the meet.**

### Work Share Policy FAQs

#### **Q: How do I sign up for Work Share volunteer hours?**

A: You will receive an email notification when jobs open. The time can vary but typically it is a week or so before the meet. After you are notified of jobs, either click on the link in the email or:

- Go to the KING website: <http://www.kingaquaticclub.com>
- Login using your primary e-mail and password.
- Click on the home tab
- Click on the job sign up tab under the swim meet you wish to work

#### **Q: How do I check my Work Share volunteer hours?**

A: Go to the KING website: <http://www.kingaquaticclub.com>

- Login using your primary e-mail and password.
- Click on the gray tab on the left - "My Invoices/Payments"
- Click on the "Volunteer Hours" tab
- This will list all jobs and hours that have been recorded for your family.

#### **Q: How do I report discrepancies?**

A: Hours should be reported in a timely manner. It is recommended to review your account monthly. If the hours are **over 3 months-old** they will **not** be credited to your account. Please **report** the following to: [volunteers@kingaquaticboosters.com](mailto:volunteers@kingaquaticboosters.com).

- Event/Meet
- Date of Event
- Name of Volunteer
- Swimmer's Name
- Job Worked
- Number of Hours Worked

#### **Q: Can I donate Work Share hours to another family?**

A: No, you may **not** donate hours to another family. There will be no transfer of work to another account. However, you can sign up for a job with your account and have someone work for you. **NO MORE THAN ½** the required account volunteer hours can be worked by someone other than the account holder.

Q: Do I need to volunteer the full number of hours if my swimmer is injured?

A: If your swimmer is an “active swimmer” all hours must be completed or the Work Share Hours Fee will be assessed.

Q: Can I get Work Share volunteer hours for taking the Stroke & Turn Official training class? A:

Yes. We encourage parents/guardians to take this course due to the high demand at meets. KING Boosters will pay for the Official fees.

Q: When I sign up for a slot will I get the full number of hours?

A: You will receive credit for the actual hours worked. It is the account holder’s responsibility to report the additional hours. Hours will not be deducted if the meet runs ahead of schedule.

Q: Can I split a shift?

A: Yes, but only the account that signed up for the shift will receive credit for the entire shift.

Q: How many hours do I get for chaperoning overnight meets?

A: All volunteers who are “official KING chaperones” will be given the exact work share hours required on their account for the current season. The chaperones must be approved and prearranged by the Boosters. Chaperoning hours will only count if it is a KING sponsored meet (examples of non-KING hosted meets are: PNS, All Star Teams, Family Travel Meets, etc.).

**Q: Do I need to turn in Work Share hours worked past my required number of hours?**

A: Yes, please send in all hours worked so that we can keep accurate hours of all positions, hours and jobs for future reference.

**Q: What happens if I signed up to volunteer and am not able to make it? What do I do?**

A: If you can no longer volunteer, it is your responsibility to cancel before that deadline or find a suitable replacement if the deadline has closed. If you have an immediate problem, contact the Volunteer Coordinator.

**Q: Whom do I go to if I have questions or concerns?**

A: Please address all your concerns to the Work Share Coordinator. The coaches are not involved in the Work Share requirements, reporting, fees, or exceptions. The Boosters oversee the entire Work Share program and all information needs to be directed to the Work Share Coordinator.

**Q: Can I apply for a Volunteer Hardship?**

A: We do not have a “hardship application”. If you feel you may not be able to complete your hours, we will help you come up with solutions so you are able to complete the required hours. Our goal is have everyone involved. If you have extreme circumstances that impact your ability to meet your hours, the Boosters Board can review your case and propose a solution. If this is the case, please contact the Work Share Hour Coordinated ASAP so alternatives may be proposed or the Board can review your case. Do not wait to explain your situation until the end of the season or a review will not be possible.

*Thanks again, for your hard work and commitment to supporting KING athletes! If you have any questions regarding the Work Share Policy, please email [volunteers@kingaquaticboosters.com](mailto:volunteers@kingaquaticboosters.com).*