



## Parent Volunteer Policy

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Coastal Maine Aquatics is a non-profit (501c(3)) organization managed by a Board of Directors comprised of parent volunteers and the Head Coach. Our team relies on parents to help the team run smoothly and remain successful. All home swim meets and fundraising activities are managed by parent volunteers. These events raise over 15% of our annual operating budget; these funds are necessary to maintain the financial health of the club. Without them, increases in training fees would be required to make up the shortfall. **Volunteering is an important part of being a club member. With this policy, we hope to strike a balance between encouraging volunteerism and making it fair to all team families.**

### HOME SWIM MEETS

Volunteers are critical to the running of our home meets. Lane Timers, Officials, Concessions, Announcers, Admissions, and Scorekeepers are a few of the approximately 40+ positions needed to run 1 session of a meet. Descriptions of these jobs are available on our team website. Our meets typically have 2 sessions per day and some meets occur over 2 days. To ensure that the burden of these tasks is shared, it is important for everyone to step forward and help out.

- Parent(s) are expected to volunteer for each home meet in which their child(ren) participate(s). Parents are encouraged to volunteer in home meets even if their child(ren) is not participating.
- Volunteer positions will be managed on the team website.
  - Parent(s) are expected to sign-up for jobs on-line. You will be notified by e-mail once the meet sign-up is open.
  - Volunteer positions are filled on a first-come first-serve basis, so please sign up early if there is a job or session you prefer.
  - Several days prior to the meet, any open positions will be assigned to participating families who have not yet signed up. Assignees will be notified of this prior to the meet.
  - All positions must be filled for meets to run smoothly. If a conflict arises that prevents you from fulfilling the volunteer position for which you registered or were assigned, you are required to 1) notify the meet director or volunteer coordinator and 2) provide a replacement volunteer. A list of other families and contact information is available on the team Website (or will be provided).
  - If you are new to the team or have special requirements, please contact our meet director at [cmameetdirector@gmail.com](mailto:cmameetdirector@gmail.com), who will fit you into a position where you will be best suited and will work best for your family.
  - Volunteering is a great way to meet other CMA families, learn more about competitive swimming, and stay occupied during meets. It's a lot of fun too!
- Volunteers will not be charged admission fees for any session of a CMA hosted meet in which they are working.
- To help with team fundraising, each family is also asked to supply items and/or food for concessions at each of CMA's home meets. Sign-ups for this will also be managed on the website. These items also provide substantial fundraising income for our team.
- Additionally, parents are expected to support the Bowdoin Open and Maine State Championship Meets if their child(ren) participates, usually in the roles of Lane Timer, Deck Safety Marshall, or Nighttime Clean-up. Maine Swimming requires teams to provide volunteers during the meet. We often do not know those responsibilities until 3-4 days prior to the meet. Therefore, there is a more urgent sign-up period for those responsibilities.

## **PLEASE REMEMBER**

The Board understands that there may be circumstances that interfere with your volunteer commitment. Please keep the meet director and/or volunteer coordinator informed so that there are no misunderstandings. Also, job descriptions are available on our website and information will be provided prior to the start of each meet. Our goal is for all of our meets to run smoothly and to have you feel good about your contribution to the team.

Many hands make light work and we thank you in advance for your contributions to CMA.

**We cannot run these meets without the assistance of every family!!**

## **FUNDRAISING ACTIVITIES**

Another important source of income for CMA is our fundraisers. Although the fundraising events are subject to change, the need for participation and volunteers will never change.

The annual Swim-a-Thon is our largest fundraiser, generating nearly \$10,000-\$15,000 each season. For the Swim-a-Thon, each swimmer is expected to raise funds to support CMA. A per swimmer goal will be published at the kickoff. In addition to benefiting CMA, a portion of the proceeds will be donated to a local charity. Donations can be solicited on-line, through friends and family members, or within your neighborhood. Alternatively, members can fulfill the expectation with their own donation. All donations are eligible for a tax deduction. In addition to raising funds, volunteer positions are available to help coordinate the event.

Other fundraisers will be held throughout the year. Remember, even if your athlete is not participating in a session when a fundraiser is occurring, you are still encouraged and expected to support the fundraising effort. Please be responsive to volunteer requests to help manage these important events. The expectations will be communicated to you via email and signups will be managed through the website.

## **OTHER VOLUNTEER OPPORTUNITIES**

In addition to swim meets and fundraisers, there are plenty of other ways to get involved.

Volunteer Coordinator  
Concession Coordinators  
Swim-a-Thon Coordinator  
Clynk Coordinator  
Banquet Coordinator  
Communications and Bulletin Board Manager  
Newsletter Editor