

## **Volunteer Requirements**

### ***Who is required to volunteer?***

**Every** family with one or more registered swimmers in the Bronze, Silver, Gold, Platinum, or Senior Groups is required to work.

### ***Why are there volunteer requirements?***

- 1) Our children deserve a well-run meet, and it requires a lot of workers to run a meet in a professional manner. For instance, our Red, White and Blue meet alone requires 45-50 volunteers per session or up to 250 meet jobs over the course of the meet.
- 2) DCAC-hosted meets generate significant revenue for our club; we all need to contribute as we will all benefit.
- 3) Volunteering at the meets is a great way to meet other parents!
- 4) In the recent past it has been difficult getting enough workers to run our meets efficiently and effectively. During these meets many families have worked excessive hours, while others have not worked at all. The current plan was developed to promote equity within the club. We all need to do our fair share.

### ***What are the volunteer requirements?***

Each family must complete 3 volunteer credit hours per season.

Most jobs count for one credit hour; all jobs note their credit value on the sign-up page.

### ***How do I sign up for volunteer jobs?***

All volunteer opportunities are reserved by signing up at [dcacswimming.org](http://dcacswimming.org)

- 1) Login at [dcacswimming.org](http://dcacswimming.org)
- 2) Go to the Events page (top menu bar)
- 3) Click the Job Sign-up button next to an Event
- 4) Check the box next to a job
- 5) Click Sign-up (bottom of the page)
- 6) Fill in your phone number in the contact information
- 7) Click Sign-up again

Volunteers must check-in with the DCAC volunteer coordinator at the event in order to ensure that their volunteer credit is recorded.

### ***How can I track my volunteer credits each season and see my remaining balance?***

- 1) Login to your account at [dcacswimming.org](http://dcacswimming.org)
- 2) Go to My Account (left side menu)
- 3) Go to \$My Invoice/Payment (left side menu)
- 4) Click on the Service Hours Tab (top middle of screen)
- 5) You should see a table showing your obligation for the session, jobs worked (only those completed and credited will show here), and remaining balance for the session.

***What if I haven't met my volunteer requirement by the end of the session?***

Those families who do not complete their volunteer requirement within a swim session will be billed a \$125 fee at the conclusion of the session.

***What if I can't complete my volunteer requirement?***

You are welcome to make arrangements with other DCAC families to volunteer for you (presumably you will pay them back by working for them in another session, but we will not keep track of this for you!). You will need to sign-up for the appropriate credit hours of volunteer spots within each session and then note in the contact information for each job the name and phone number for the volunteer who will fill that spot. You will be responsible for reminding them to show up for the job and NOTE that if they fail to show up for that spot, you will not receive credit.

***Questions?***

Contact our Meet manager at [meetmanager@dcacswimming.org](mailto:meetmanager@dcacswimming.org)