



# **New Hope Crystal Plymouth Swim Club**

## **Member Volunteer Policy & Guidelines**

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Welcome to the New Hope Crystal Plymouth Swim Club (NHCP). NHCP is a year-round USA-Swimming sanctioned swim club. We offer a competitive swim program for young people ages 5 and older. NHCP is a non-profit 501C (3) organization that is governed by a parent-board. To help keep costs down, our swim club is run by parent volunteers. We are dependent on parents volunteering their time to support the team and the many functions it takes to run a team in the proper fashion. The document below outlines the NHCP Swim Club's volunteer policies and volunteer commitment.

## **PROGRAM OVERVIEW**

### **NHCP Volunteer Commitment**

NHCP Swim Club is a non-profit organization. As such, volunteerism is critical to the financial success of our club. We typically host 3-4 swim meets, plus multiple activities, each year. The net proceeds from swim meets are built into our annual budget and help keep our swimdues competitive. Since we are a non-profit club, we rely entirely on our families and other volunteers to make our meets work! Running a meet requires MANY volunteers, so we need ALL families to participate in these efforts.

The volunteer commitment varies by session and is based on the number of upcoming meets and other team activities each session. There are four sessions in one year: Fall and Winter sessions (Short Course Season) and Spring/Summer sessions (Long Course Season). Families who opt out of fulfilling their minimum volunteer requirement will be billed \$250.00 per session the requirement is not fulfilled (volunteer hours do not carry over from one session to the next).

### **Important Points to Remember:**

- The volunteer commitment is a minimum. Additional events and activities do pop up and as they do, we will be looking for additional volunteers. These will be announced as they occur - don't be shy about signing up for additional commitments!
- Notification of volunteer opportunities will be sent out via group e-mails.
- Parents can sign-up on the NHCP website by selecting the 'job signup' link under each event on the [Team Events](#) page.
- Volunteer check-in sheets are managed at events by the Volunteer Coordinator, the Meet Director, or Event Coordinator. Please check in on arrival.
- If you cannot make your committed time, contact the Volunteer Coordinator or Meet/Event Director ASAP.
- If you have a special situation, please contact the volunteer coordinator directly.
- The minimum volunteer requirement for each family resets each session, so volunteering above the minimum amount does not carry over.
- All decisions regarding required commitments and fees under this program will be handled by the Board of Directors.

- Don't forget – in addition to the basic volunteer commitment, the club has many additional expanded volunteer positions. These include for NHCP Officials, Committee Chairs, and Board positions!

### **BOARD of Directors Positions**

NHCP is governed by a parent-board. For our club to be a success and run smoothly, we need several volunteers who are willing to dedicate additional hours of their time. These board positions are held by one individual and require a minimum 2-year commitment (the one exception being Vice President, President, Past President positions). If you serve as a board member, your family's volunteer commitment will be met for as long as you hold the position. A list of these positions, along with descriptions and expectations is listed in the appendix.

#### **Executive Board Positions:**

President  
Vice President – President Elect  
Vice President - Finance  
Vice President - Age Group  
Past President  
Treasurer  
Secretary

### **OPERATIONAL POSITIONS**

Parent volunteers are welcome to serve as committee members and other leadership positions. A list of these positions along with descriptions and expectations is listed in the appendix. These are on-going jobs throughout the session and are not considered one-time activities. If you select a job and perform it as described, your family's volunteer commitment will be met for as long as you hold the position. Also, if you have a special talent and have an idea for a job that can help our team, please bring it to the attention of the club president or vice president. Following is a list of these positions:

-Apparel Chair (1 position)  
-Club Registrar (1 position)  
-Concessions Chair (1 position)  
-Fundraising Coordinator (1 positions)  
-Hospitality Chair (1 position)  
-Meet Director (2 positions)  
-Parent Group Representative (1 per group)  
-Volunteer Coordinator (1 position)  
-Website Coordinator (1 position)

### **MEET VOLUNTEERS**

NHCP hosts several swim meets each year. They are typically held at the Maple Grove Middle School pool. Families should plan to volunteer at each of these meets. A full weekend home meet (2 days - Sat and Sun) will have a total of four (4) sessions each: Sat AM, Sat PM, Sun AM, Sun PM, plus Fri – setup and Sun – take down. A one (1) day meet may have one or two sessions of jobs (see individual meets for details). It is your responsibility to ensure you are meeting the volunteer requirement. Please see the club website for a list and description of each position available. The length of each meet session can vary significantly as it is based entirely on the number of swimmers signed up for that meet. The actual start and end time of a shift will not be known until the meet timeline is finalized (typically a few days prior to the meet). When the jobs are posted, the start and end times are estimates based on previous meets.

### **CLUB EVENTS**

The NHCP Board of Directors tries to create a variety of club events, organized by club parents, to encourage a sense of team spirit by doing things outside of swimming. All club event ideas must be brought to the BOD for approval. Additional costs for events will be the responsibility of each club member registering for the event. The organizer of any BOD approved event is granted the necessary volunteer positions that will be eligible to receive volunteer credit by the BOD. If you volunteer to help with a club event, you will receive volunteer credit for that session. NHCP believes that these team events develop team spirit and long-term friendships within the membership. The BOD encourages all parents be involved in these fun club events.

## **APPENDIX A**

**Board of Director Positions:** All attend monthly board meetings and participate in club management and decision making.

President: Responsible for overall management of the club. This is a 3-year commitment consisting of Vice President, President, and Past President. This is an executive board position.

Vice President – President Elect: This position has a three-year commitment of Vice President, President, and Past President. This is an executive board position.

Vice President – Finance: Responsible for the club finances and works with the Treasurer to ensure the club remains viable. This is an executive board position.

Vice President – Age Group: This is an executive board position.

Treasurer: Responsible for the club finances and works with the Vice President - Finance to ensure the club remains viable. Works with the Head Coach to assemble a club operating budget with input from the entire board. This is an executive board position.

Secretary: Takes minutes at all board meetings. Produces and posts minutes and notices to the club website. This is an executive board position.

Past President: This position is filled from the President's position. They stay on after their term as President to assist and advise the current President. This is an executive board position.

**Officials:** All these positions require additional training (click [HERE](#) for more information)

REFEREE - Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet.

STARTER - The starter has the responsibility to ensure that all swimmers receive a fair and equitable start. It is important that each competitor be given the opportunity to achieve the best start possible within the confines of the rules. The starter must know the rules governing starting procedures.

STROKE AND TURN JUDGE - Ensures that the rules relating to the style of swimming designated for the event are being observed and the swimmer complies with the turning and finishing rules applicable to the stroke used.

### **Meet Volunteers:**

Meet volunteer positions can be found [HERE](#)

**Other Club Volunteers:**

Apparel Chair: This person is in charge of arranging and maintaining the variety of different selections the club has for clothing and equipment.

Website Coordinator: This person has primary responsibility for maintaining and updating the club's website as needed and assisting club members in resolving account and email issues.

Fundraising Coordinator: This position is created for each individual fundraising event that is approved by the BOD.

Volunteer Coordinator: This position has primary responsibility for posting and tracking the volunteer requirements of the club and its member families. Also helps recruit and sign up helpers for all club meets and activities, and track volunteer activities.

Parent Group Representative: This position works with the Vice President – Age Group to help coordinate communications to each specific group they are assigned to.