**Helena Lions Swim Team**

**#303**

**VOLUNTEER POLICY**

**Purpose:** The Helena Lions Swim Team is an all-volunteer, non-profit organization. As such, we need the skills, talents, time, and abilities each of our members possess to ensure the activities of the club run smoothly and effectively. As our organization grows and we continue to expand our programs the need for a proactive and involved membership also grows and the opportunities for volunteering expand.

Along with fundraising, each swim family is required to volunteer their time and talents to ensure that the activities of the club run smoothly. Many volunteer opportunities exist and some tasks are more involved than others, but everyone is capable of helping out in one capacity or another. Our team is run entirely by volunteers and we need help to have the best experience for you and your swimmer. Each swim season (Short Course and Long Course) the number of hours, as decided by the board, for both the season as well as meets, will be posted to your Team Unify account. The hours must be completed by March 1st for Short Course and August 1st for Long Course.

If the hours are not met they will be prorated based on your hours worked and your Team Unify Billing Account will be charged on March 1st for Short Course and August 1st for Long Course. In addition, swim families will be required to work additional hours for our meets as set forth by the board. The hours for swim meets will not be prorated.

The amount of the Volunteer Security Deposit and the number of hours required for the swim season, including hours for the home meet, and meet are set at the August meeting for Short Course and March for Long Course.

Online volunteer signups are a must! Volunteer hours will be tracked by our website system. You must signup prior to any Lion activity such as swim meet or other HLST sponsored activity. Credit will be given automatically at the conclusion of your shift. If you volunteer to time at an away meet, simply email [hlstvolunteer@gmail.com](mailto:hlstvolunteer@gmail.com) after the meet and your hours will be applied to your account.

Policy History:

Adopted on:

Revised on: 09/19/2017

Revised on: