

# TFA Volunteer Information



# What is the Requirement?

- Every Family is Obligated to volunteer a total of 12 hours per swim year . 6 hours for Pre-Comp groups only. (You may always work more hours than required too!)
  - Prorated based on start date
  - Swim Year runs August – July
  - Hours not worked for the swim year are charged to accounts August 1st at \$15/hour
  - Even if you child does not swim meets, the hours are still required



# What Counts as Volunteering?

## Many Ways to Complete Volunteer Hours

- Work at TFA Hosted Swim Meets
- Beginning of the year registration
- Beginning of the year party/ Beach Bash
- Monthly Tryouts
- Fundraising events
- Holiday parties
- Donation of Food or Gift Card as Requested
- TAGS/ Sectionals/Senior parties
- Awards banquet
- Swim clinics
- Timing at swim meets – hosted by **ANY** team (take a picture of the sign in sheet with your name from the event and send an email to volunteer coordinator with the picture as proof). It is preferred you time at TFA hosted meets before timing at other team meets.
- Become an Official and Officiate at meets (for more info, contact Ben Mok or a coach.
- Serving on the Booster Club Board of Directors
- Serve as a committee chair or participate on a committee





# How to Sign up to Volunteer

- Go to [www.texasfordaquatics.com](http://www.texasfordaquatics.com) and log into your account
- Click on “Events”
- In the “Current/Upcoming” tab you’ll see a list of upcoming events. If there is a “Job Signup” tab, then this is an event that you can volunteer to work.
- Click on the “Job Signup” button and follow the steps that are listed (see below for a summary of those steps)
  - Step 1 – Find the empty slots shown as “----“
  - Step 2 – Click on the checkbox for the job and time slot you want to sign up for
  - Step 3 - Enter the name of the person that will be performing the job. Phone number is not needed.
  - Step 4 – Click the “Sign up” button

# Checking your Balance



- On the main page of the TFA website, on the right you will see *My Account* in bolded letters. Under *My Account*, you'll see *My Invoices/Payments* – select this option.
- In the middle of the page will be three tabs – one for *Invoices*, *Make Payment* and *Service Hours* – click on the *Service Hours* tab
- This will show you the detail for your volunteer hours worked. Under the worked column you should check for the event listed and the hours worked. Under the balance column it will show you how many hours you still need in order to fulfill the requirement. Please note you may have to scroll to see the balance column.
- Any discrepancies should be reported to the volunteer coordinator right away so that it can be corrected. To do this, simply send an email to [Debra.Ballantyne@gmail.com](mailto:Debra.Ballantyne@gmail.com).

# Typical Positions at a Swim Meet

- **Announcer** Announce events. Must have a clear voice and be able to announce swimmers names.
- **Awards** Prepare awards for distribution based on events and distribute.
- **CTS Operator** Colorado Timing System Operator. –Runs the timing console that interfaces with the touchpads, scoreboard and computer for scoring. The operator has to pay attention to each heat and reset the console after each race. They must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position. If interested, please get with the Volunteer Coordinator to express interest and arrange for training.
- **Clerk of Course** Responsible for the paper work at the meet before the swimmers swim. This includes check-in, seeding, preparation and distribution of cards or lane timing record forms.
- **Concessions/Heat Sheets Volunteer Check In** Sell concession items to the public, make change as needed. May require setup and restocking of concessions. Will also sell heat sheets and assist with volunteer sign in. This position requires someone able to answer general questions.
- **Food Donation** Donate food or drink items **as requested for the meet only**. These will be used for hospitality and concessions. These items are typically due to the pool one to two days before the meet.
- **Gift Card Donation** Donate a gift card **as requested for the meet only**. These will be used for hospitality and concessions. These items are typically due to the pool one to two days before the meet. Cards turned in without being requested and signed up online will not count towards volunteer hours.
- **Head Timer** Responsible for all timers. Conducts the timer instructional meeting prior to the start of the meet. Assist with finding timers and assist with assigning lanes to timers. Will assist with timer/ stopwatch replacement.
- **Hospitality** Assist the Hospitality chairperson with serving food and drink in the hospitality room for Coaches and Officials. This includes setup, restocking of items, preparing food, and serving food. Also provides drinks on deck to coaches and volunteers during meet. Will also assist with Concession setup and restock of items.
- **Runner** Post heat/lane assignments & pickup timer sheets; post final results. Please report to CTS operator or the Touchpad Meet Manager on deck for instructions.
- **Safety and Traffic Control** Provide safety on deck and traffic control out front. Reports to head Safety Marshall.
- **Timers** Time for a swim lane and record time on a sheet. Will use a stop watch and time plunger. Most needed and important position of a meet. Training is provided at every meet 15 minutes to the start of the meet.
- **Touchpad Meet Manager** Operate the touchpad system for the meet in order to seed the Meet from the check-in sheets and produces the heat and lanes assignments for each event for and lane Heat Sheets. Also imports the times from the Timing System and works with the timing judge to ensure that all of the swimmers times are accurate. Prints results and award labels for posting and distribution. This position requires training prior to operating. If interested, please get with the Volunteer Coordinator to express interest.



# Other Items to Know

- An email will be sent out to all team members about 2 weeks prior to the event asking for volunteers.
- Signup is first come/ first selection and may be limited
- When you arrive at event to volunteer – you must check in at the volunteer desk. Failure to check in may result in hours not being assigned to your account. You will be provided a volunteer badge that needs to be returned at the end of your shift.
- Some positions have requirements. Please do not sign up if you do not meet the requirement.
- Allow up to two weeks after the event for hours to be posted in the system.

