

## 2019-2020 Family Volunteer Program

Welcome to the Piranha Family! First a big THANK YOU all for all you do to help make the Stuttgart Piranhas Swim Team the BEST in the EFSL.

Our swim team's success depends entirely on the families who volunteer their time and talent to the team. We strive to be an efficient and cohesive team; therefore, our goal is for every family to volunteer in some way. The volunteer requirement facilitates keeping our swimmers in the water and running successful swim meets. Our volunteer program continues to be updated and refined. Suggestions for improvement should be sent to the Volunteer Coordinator.

**YOU ARE TRULY APPRECIATED!!! AND WE CANNOT SUCCEED WITHOUT YOU!**

### **Family Volunteer Requirements:**

- 50 hours in support of the regular season
  - Board members will be considered All Season volunteers and credited 50 hours

Mandatory participation **INLCUDED** in the 50 hour requirement:

- 1 shift (morning or afternoon) at all meets (**home and away**) if swimmer is attending
  - includes set up the day before or tear down after the home meet
  - if there are more volunteers than slots you will be placed on standby and will fill those slots as needed
- 1 shift in support of Divisionals, if swimmer is attending
- 1 shift in support of EFSL Long Distance Champs, if swimmer is attending
- 1 shift in support of EFSL Champs, if swimmer is attending

**Generally, one hour of volunteer time will count as one hour toward your family's requirement. Your swimmer and siblings may also contribute toward the family's volunteer requirement. The Volunteer Coordinator will be available to assist all families in identifying opportunities to enable the family to meet their volunteer obligation. This includes if a family will not be able to support a meet (swimmers carpool - parent TDYs, illness, small siblings traveling with one parent, etc.).**

As a general rule and to help keep yourself on track to have fulfilled your commitment of 50 hours by season's end, you should try to average approximately 10 hours served a month. Physical volunteering is a one for one-hour credit. \$10 equals = 1 hours for donated items.

This requirement covers all activities (meets, fundraising, concessions, miscellaneous activities) supporting the team for an EFSL season. Many EFSL teams here and clubs in the U.S. are using this standard and current calculations are based on meet support and operational activities.

A swim management system (i.e. Team Unify) and the current sign up programs (signup.com, sign up genius, etc.) will be used for volunteer opportunities. Team Unify will be the main repository for all volunteer hours and can be found for your family, Families will be able to sign up to volunteer prior to registering for an event. In addition, for a swim meet registration, if there are no primary slots available, "alternates" slots will sometimes be available for last minute replacements (sickness, TDY's, etc.).

There is a 500 Euro buy out at the beginning of the season for all activities EXCEPT FOR Home Meets, EFSL LD Champs, EFSL SC Champs and Divisionals - all families with swimmers participating must sign up to volunteer.

## 2019-2020 Family Volunteer Program

### **Penalties:**

Remember as the season progresses, there will be fewer and fewer opportunities for you to reach your goal of 50 volunteer hours. Hours not met by the end of the season will be billed at 10 EUROS an hour in accordance with the financial agreement signed during registration.

Penalties include volunteer hour delinquencies and scratches for a swim meet. Any additional fundraising opportunities past the end of year banquet will be assessed on a case by case basis towards counting any delinquent accounts. If your family has a delinquent account a swimmer(s) will not be able to register for the next season until paid.

Meet Volunteers First Attempt - After the final team entry list and volunteer sign ups have been published and due dates have passed, the volunteer coordinator and the meet director will review the positions to see if any remain open. If there are not enough volunteers registered for a meet, the volunteer coordinator will review the team roster and current volunteer standings and contact alphabetically the remaining families with participating swimmers who have not signed up for a position. The volunteer coordinator can then assign the unfilled positions to those families. If a family refuses to volunteer for any remaining slots, the SPST Board has the authority to determine what financial penalty. The SPST Board can also consult with the Head Coach if his or her input is necessary.

### **Volunteer Activities**

The following is a list of activities in which volunteer hours may be earned. Any activity NOT listed below may not count towards your family volunteer requirement. Additional activities not on the list must be pre-approved by the SPST Board. Most volunteer opportunities will be posted via a link and distributed to all Piranhas families. Requirement exceptions (single parent, deployments, etc.) will be considered on a case by case basis and reviewed by the Volunteer Coordinator.

**Note: \*\* = Suggested position that can be completed by volunteers with young non-swimming children**

### **Home Meet Support:**

Home Meets are very labor intensive and need many volunteers to ensure success. Your support is critical and expected during home meets. These positions will be available for sign up in advance of the meets. Unless otherwise noted, one hour of activity counts as one hour towards your volunteer requirement.

Evening before the Meet Shift Responsibilities:

- Set up lane lines
- Set up touch pads and other electronic equipment
- Set up fest tables and anything else deemed necessary for the meet or as directed by the Meet Director

Morning before the Start of a Meet Shift Responsibilities:

- Assist Head Marshal and Head Timer in making sure stations are ready to go

## 2019-2020 Family Volunteer Program

- Food Donations for Concessions (For every \$10 of food donated, 1 volunteer hour may be claimed. Food preparation time may also be claimed however, this does **not** include time for shopping or transporting food). This will count towards the 15 hour volunteer requirement but does **not** count as a shift at the home meet.
- Setting up any remaining concession fest tables and receiving food donations
- Transporting bulky team equipment to meets such as lane lines, fest tables, etc. (1/2 hour to and 1/2 hour from meet)

During Meet Shift Positions: **Any volunteer who needs training in any of these positions, please let the Volunteer Coordinator know [volunteercoordinator@stuttgartpiranhas.org](mailto:volunteercoordinator@stuttgartpiranhas.org) and we will provide the necessary training either ahead of time or if possible, on the day of the meet.**

**Positions usually decided before season starts (Board Positions):** To include any shadowing of positions that are required for certification (i.e. stroke and turn, starter, ref, statistician). Any certification training required will count towards volunteer requirement.

- Head Timer
  - Responsible for announcing the number of timers/runners needed to assist prior to each home meet
  - Coordinates and fills all volunteer positions pertaining to timing (timers, runners) including the guest teams (sufficient enough to ensure all timers chairs are filled for entire meet with back-ups in place)
  - At away meets, coordinates parent volunteers to help supplement host team as needed
- Head Statistician
  - Responsible for building and seeding each home meet
  - Responsible to record, update, and publish home meet results as required by the EFSL
  - Provides updated and accurate data tracking swimmers' times to Head Coach on a routine basis
  - Maintains compilation of statistics, detailed enough to enable the Awards Point Tracker to ascertain qualification status for awards and varsity letters.
- Meet Director
  - Responsible for building and seeding each home meet
  - Responsible to record, update, and publish home meet results as required by the EFSL
  - Provides updated and accurate data tracking swimmers' times to Head Coach on a routine basis
  - Maintains compilation of statistics, detailed enough to enable the Awards Point Tracker to ascertain qualification status for awards and varsity letters.
  - Work with Stats personnel on announcing over the loud speaker as events are being marshaled.
- Head Marshal
  - Assists Clerk of Course as needed organizing and managing swimmer being marshaled
  - Communicate event changes/scratches/no-shows with timer runners.
  - If there is not a dedicated Team of Marshals willing to work ALL home meets, this position will be opened up for individual volunteers and logged by actual hours worked.
  - Assist Stats with managing late entries and scratches.
  - Works with Head Official to realigning heats when necessary.

## 2019-2020 Family Volunteer Program

- o Organizes deck cards, lines up heats.
- o Work with Head Official, Stats, Head Timer, Starter, and Meet Director for updates/changes.
- Stroke and Turn Judges
  - o Officials taking training for their positions will be credited for those hours. However, in order to receive credit for training, persons must complete the training (including shadowing) and work at least 2 meets as an accredited official
  - o Stroke and Turn Judges, Starter and shadow positions are needed
- Starter
  - o Starts each heat and determines when the field is ready to start.
- Timing System Operator
  - o Manage timing equipment with Statistician and ensure times are accurately being accounted after the finish of each race.
- Logistics Coordinator
  - o Assist committees with planning for long distance champs and short course champs (hotels, directions, events in the area, etc.)

### **The below volunteer opportunities are available for sign up per meet:**

- Timers (at least 2 per lane, 3 on average)
  - o Reports to the Head Timer for pre-meet meeting/training.
  - o During the meet, ensure that swimmers are in the correct lane and heat as listed on the deck card.
  - o Operates stop watch and records times on deck cards.
  - o 3 timers per lane are required; ordinarily, volunteer coordinator schedules an average of 24 timers per shift with 2 shifts per meet and may require as many as 48 people per meet depending on the facility we swim at.
- **\*\*Awards Coordinator\*\***
  - o Ribbons - placing stickers on back of ribbons, placing them in the correct team's box, and taking count of remaining ribbons at the end of a meet **\*\***
- Assistant Statistician
  - o Assists Head Statistician as needed.
- **\*\*Photographers\*\***
  - o Takes pictures of all swimmers during the meet and will make them available for download by team members
  - o Create the slideshow for viewing at the end of year awards banquet.
  - o Assists program designer with photos needed for end of year awards banquet.
- Concession Volunteers
  - o Assisting with Concession Sales
- Assistant Marshals
  - o Responsible for working with the Head Marshall to ensure that swimmers are seated in

## 2019-2020 Family Volunteer Program

- o proper order and transition smoothly for each heat of an event
- o Indicate event being marshaled
- **\*\*Hospitality\*\***
  - o Responsible for handing out water to those working on the pool deck
- **\*\*Volunteer Check In/Security\*\***
  - o Ensure volunteers are checked in for shifts from host and away teams at entrance.
  - o Assist in sign ins for food contributions for the meet
  - o Responsible for monitoring the bathrooms and locker rooms hourly throughout the entire meet when hosted by the Piranhas.
  - o Ensure NO HORSEPLAY in showers or locker rooms.
  - o Make sure locker rooms are clean.
  - o Ensure proper restroom supplies are available.
  - o Security (when needed at a meet, i.e. Divisionals/Champs)
- Runners
  - o Controls flow of traffic on deck during home meets
  - o Responsible for collecting and turning in timesheets to the statistician after each heat
  - o **\*\*Handing out heat winner awards\*\***
  - o Run additional errands as necessary
- Meet Tear Down Shift Responsibilities
  - o Take down lanes, collect stopwatches, heat numbers, clean pool, empty and dispose of trash, return tables/chairs to either the garage or to the waiting room
  - o Clean up trash on pool deck, lobby and changing rooms
  - o Tear down concession, and load tables and leftover food into vehicles
  - o Gather any unclaimed equipment and turn into Lost and Found
  - o Report any problems to the cleaning staff (i.e. overflowing toilets)

### **Away Meets:**

Visiting teams are required to supply volunteers to support Away Meets. The Piranhas VP/Meet Director may request the following volunteers in advance of an Away Meet. Examples of shift positions:

- Stroke and Turn judges
- Marshals
- Timers
- Runners
- Other volunteer support the away meet/host team needs

### **Practice Support:**

- Set up and tear down of practice lane lines at Maichingen. Assist coaches in lifting the stairs in and out of the Maichingen pool. Reportable volunteer time for these activities is in 15 minute increments with a season maximum of 7 hours.

### **\*\*Spirit Support:\*\***

- This position's goal is to improve team cohesiveness and spirit. The Social Coordinator will send out a request for assistance during the year for various morale activities.

### **Committees:**

August 2019

## 2019-2020 Family Volunteer Program

- Awards Banquet
- Divisionals Planning
- Short Course Championships Planning

### **Administrative Support:**

- **\*\*Participating on special committees established by the Stuttgart Swim Team Board (SPST)\*\***
  - To include end of year swim banquet and other social events (i.e. potlucks)
- **\*\*Auditing the team's finances\*\***
- Participating in Fundraising events such as bake sales or chili sales to include donations of items
- **\*\*Reviewing all fund-raising After Action Reports (AARs)\*\***
- **\*\*Writing and submitting grant requests to the Stuttgart Community Spouses' Club (SCSC) and the German-American Women's Club\*\***
- Attending General Membership meetings (does not include monthly SPST board meetings)
- Serving on the SPST board (elections held annually in the spring)
- Any other volunteer requirements that may come up during the year

### **Volunteering for Organizations within the Stuttgart Community that support the swim team financially:**

- Registering as a Stuttgart Piranhas Volunteer for \*designated events held by the German American Women's Club and the Stuttgart Community Spouses' Club
- Donating items as a Stuttgart Piranhas Volunteer for \*designated Stuttgart Community Spouses' Club and German American Women's Club

\*The Fundraising Chair will advertise events and request volunteers in advance of the German American Women's Club and Stuttgart Community Spouses' Club events

### **How to get credit for your hours:**

- Team Unify
  - Sign in to the team website.
  - Go to your Events page.
  - Find an upcoming meet in the list and click **Job Signup**.



July  
**15**  
2016

**Metro LC Champs**  
Jul 15, 2016 - Jul 17, 2016

Attend/Decline Job Signup

Location 13806 Mirage Blvd. Some Town  
Info Jon Carmen (949) 555-4483 Office (  
Information Entry Questions: Alice de Ca

## 2019-2020 Family Volunteer Program

- Check the boxes by jobs you will work. Be careful not to pick conflicting times!
- Click **Signup**.

Job Name/Notes	Time Periods Signup
<b>Announcer</b> Announce events and awards on PA.	07/15/2016 08:00 AM - 07/15/2016 04:00 PM (8.00) 1 <i>Anderson, Mark</i> 07/16/2016 08:00 AM - 07/16/2016 04:00 PM (8.00) 1 <i>Barnes, Johnny &amp; Rebecca</i>
<b>Awards</b> Work at awards table. Places labels on awards and distributes to eligible swimmers.	07/15/2016 11:00 AM - 07/15/2016 03:00 PM (4.00) 1 <i>Barnes, Johnny &amp; Rebecca</i> 07/15/2016 12:00 PM - 07/15/2016 04:00 PM (4.00) 1 <i>Bryant, Louis</i> 2 <input type="checkbox"/> ----- 07/16/2016 11:00 AM - 07/16/2016 03:00 PM (4.00) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 07/16/2016 12:00 PM - 07/16/2016 04:00 PM (4.00) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
<b>BBQ Cook</b> Set up, operate and breakdown the grill for the snack bar	07/15/2016 10:30 AM - 07/15/2016 02:30 PM (4.00) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> -----

- In the popup box, optionally enter any contact information, such as your phone number, or if someone else will be doing the job, their name and number, and click **Sign Up**.

**Please Supply Your Volunteer's Information**

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

- If you accidentally signup for the wrong job, or later discover you can't work a job, select the job and click **Remove Signup**. You can do this up until 11:59pm of the *Job Signup Deadline* at the top of the page.
- You may click **Print My Job Signup Summary** near the top for a handy reference of all the jobs you signed up for.

**Signup Job for Account:** Collins, Anna (540-555-3412)  
**Event:** Metro LC Champs (Jul 15, 2016 - Jul 17, 2016)  
**Registration Deadline:** 07/13/2016  
**Job Signup Deadline (till midnight):** 07/14/2016

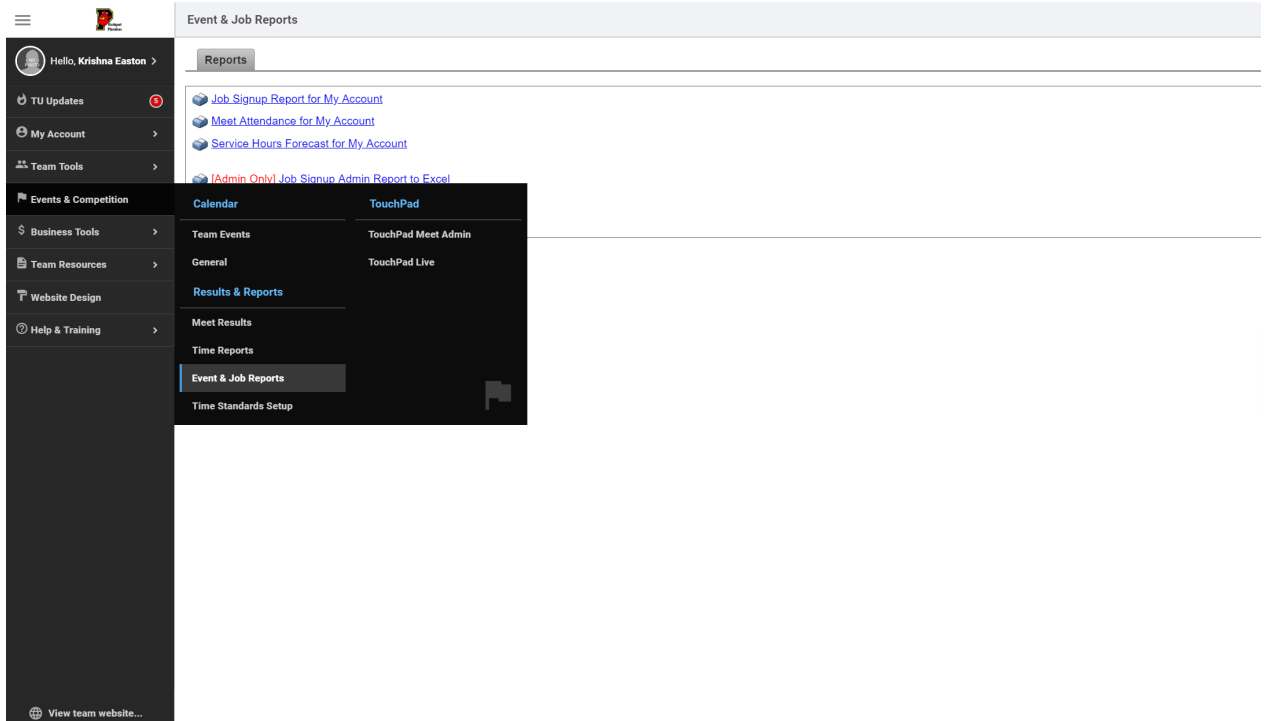
- After each event, the volunteer coordinator will transfer the attendance sheet, social coordinator's sign-up sheets and/or verify the Team Unify mobile attendance tracker. Any discrepancies can also be submitted via email to [volunteercoordinator@stuttgartpiranhas.org](mailto:volunteercoordinator@stuttgartpiranhas.org). If submitting hours via email, please include the description of what was done to earn the hours. For example:

## 2019-2020 Family Volunteer Program

John/Jane Doe: 4 hours, Timing, away meet, September 4

John/Jane Doe: 1/2 hour, set up practice lanes, October 10

- At anytime you can go to your Team Unify account, go to Events & Competition and click on “Event & Job Reports” which can provide all hours under your account.



- For Volunteers who also track hours through the Army OneSource’s Volunteer Military Information System (VMIS) program, contact the Volunteer Coordinator to coordinate validating hours in the system.  
<https://www.myarmyonesource.com/familyprogramsandservices/volunteering/vmis/vmishome.aspx>

**We look forward to an exciting swim season. Thank you for donating your time and energy to support your children’s swim team.**