

San Clemente Aquatics Service Hour Policy

SCA depends heavily on volunteers to run the team successfully. A swim team simply cannot function without the support of swim parents. Our expectation is that each family will make every effort to support our team with their time, talents, and energy. Parental support and involvement is vital to the success and growth of our team. The minimal obligations of all SCA families include the following:

Required Hours: All SCA families with swimmers in the below groups must participate in our service hour program and each family is required to complete a minimum of 18 service hours per swim year. Families joining the team during the year will have their hours prorated at 2 hours per month for each month (September-May) that their swimmer participates. New members joining on or after April 1st are not required to serve any volunteer hours for the current year; they will begin serving upon the new swim calendar year.

Senior II / Senior I / JO / Gold / Silver

There are two (2) mandatory meets that each family is required to work, regardless of whether or not you have met your service hour requirement. Families not fulfilling this requirement will be billed \$50 per meet.

*Requirement: *Three (3) hours at all SCS hosted swim meets, two (2) per year*

*Food donations may only satisfy one (1) hour of your required volunteer hours per meet. If donating food, your remaining two (2) hours must be worked on deck to fulfill the mandatory three (3) hour requirement.

On Deck Hours:

Timing Coordinator: A timing coordinator will be responsible for coordinating all timing chairs at an away meet (or SCA hosted meet), ensuring that timer information is correct (i.e. timer name, swimmer and/or number of service hours), and transmitting this information to the service hours coordinator. The timing coordinator will earn up to two (2) hours based upon the number of timing chairs SCA is assigned. This position will be posted on the SCA website prior to the meet.

SCA Hosted Meets: SCA will host USA Swimming meets every year. SCA will post these events and positions on the SCA website approximately 1-2 weeks prior to the meet and these hours are included in the required service hours.

Off Deck Hours:

Service hours can be earned by supporting SCA social events, chairing committees or events, group parents, fund-raisers and transportation of equipment. Some of these will have guidelines to receive hours. Booster Club meeting do not count towards earning service hours.

Swim Meet Timing Requirements:

All families who have swimmers participating in a swim meet are required to time at those meets without exception. However, timing at away meet (non-hosted SCA meet) is not included in the required service hours. A timing shift will be defined by the length of the meet and predicated on the number of chairs SCA is assigned and number of families attending the meet.

If you sign up for or are assigned to an away meet timing assignment and do not show up for your shift or have not made arrangements for a replacement to fulfill your shift, you will be assessed a penalty fee of \$25 for the first shift and \$50 for every shift thereafter.

For those families who have older swimmers that drive themselves to meets, you are still responsible for away meet timing. It is your responsibility to fulfill your timing obligation either by your swimmer (12 & older) or another family member.

Parents of swimmers in the long distance events (400 IM, 400/500 Free, 800/1000 Free or 1500/1650 Free) are responsible for timing 3 heats of those events in addition to your regular away meet timing obligation. If your swimmer makes it back for a Finals session, you are responsible for timing at least 3 heats during the Finals session.

All families must check in with the timing coordinator before the start of the meet. Any family that decides not to time will be charged \$25 for the first occurrence and \$50 for every occurrence thereafter. A capable person at least 12 years of age other than a parent may satisfy your service obligation, as long as the substitute can competently perform the volunteer task.

Service hours are not suspended for inactive swimmers while participating in their high school season.

Non-compliance: SCA families will be subject to a Non Compliance Fee (NCF) of up to \$450.00 per family if the 18 hour requirement is not met. For each hour worked, the NCF will be reduced by \$25. Families who volunteer at least 18 hours will not be assessed the NCF. Families who have volunteered less than 18 hours will be billed \$25 for each hour less than 18. Late fees will be assessed on any unpaid balance due. Half the minimum hour amount your family is responsible for (9 hours) must be satisfied by February 15th. Hours not worked will be billed to the families on March 1st. If all service hours are completed by July 31, the fees will be removed. The final service hour balance for the season will be invoiced on the August 1 billing.

The intent of this policy is not to raise money, but to emphasize how important it is that we all work together to maintain the high SCA standards and to help more evenly share the volunteer effort required to provide well run meets and activities for our children. We cannot run a meet without adequate parental support. This policy is intended to provide flexibility for families throughout the year to fulfill the minimum 18 hour obligation. Many of our families volunteer extra hours during the year. Those families not doing their fair share during SCA hosted events, critically jeopardize the management and operation of these events and also subject the club to increased membership fees. SCA appreciates your support and involvement.

Revised **June 2018**