

## Volunteer Policy

### Purpose:

Volunteers are essential for the Gator swim team to function. Every family is obligated to contribute volunteer time. To help insure that the load is spread fairly among all families, the Gator swim team has instituted this formal volunteer policy effective beginning the 2005 season.

### Policy:

- Every family will be required to contribute six (6) volunteer sessions, including 1 session during prelims/championships.
- The time put in by every volunteer will be carefully tracked by the leads and overseen by the president. This information will be reviewed and verified at the regular Thursday meetings.
- Every family will deposit with the team a check for \$100 at the beginning of the season.
- **No** checks will be cashed until the season is completed.
- Credit against the deposit will be applied as follows: \$15/session for the first five sessions and \$25 for session six.
- Any family that meets their requirement prior to season completion can request their check back.
- At the conclusion of the season, the team will refund all credits against the deposit.
- Opportunities for volunteering at meets include: Timing; stroke and turn judge, scorer's table, clerk of course, and concession stand.
- Opportunities are also available for volunteering that wouldn't require being present at the meets, and include: awards, ribbons, social events, treasurer, tear down, set up, league support, etc.
- If your swimmer doesn't swim at every meet you can still volunteer when they aren't there, double up at another meet, get a friend to cover for you, or take on a task not needed at all meets.
- If a meet is canceled while in progress, each volunteer signed up will receive credit unless they leave prior to their shift/stoppage of the meet.
- The money left in the fund would be used as follows:
  - First, pay people for working shifts if needed
  - Second, fund the year end parents/volunteers party
  - Third, go into the general fund

## Estimated Volunteer Session Requirements:

The following list shows the positions and estimated session requirements by category:

| Category        | Estimated Required Sessions   | Totals |
|-----------------|---|--------|
| Timers          | Home meet - 3 lanes * 3 timers * 3 shifts = 27 + 3 back up timers = 30 Timers * 3 meets = 90 sessions     | 90     |
|                 | Away meet - 4 lanes * 3 timers * 3 shifts = 36 * 2 away meets = 72 sessions                               | 72     |
|                 | Prelims/Championships - 8 lanes * 3 timers * 3 shifts / 6 teams = 12 shifts * 4 meets = 48 sessions       | 48     |
|                 | Lead is considered 6 sessions   | 6      |
|                 | Total for Timers  | 216    |
| Scorers Table   | Home meet - 3 shifts * 3 people * 3 home meets = 27 sessions  | 27     |
|                 | Away meet - 3 shifts * 2 people * 2 away meets = 12 sessions  | 12     |
|                 | Prelims/Championships - 3 shifts * 1 person * 4 meets = 12 sessions                                       | 12     |
|                 | Ribbons including filing, DQ's, cards - 1 shift per meet * 6 meets (includes after champs) = 6 sessions   | 6      |
|                 | Lead is considered 6 sessions   | 6      |
|                 | Total for Scorer's Table  | 63     |
| Stroke & Turn   | Home meet - 2 Judges + 1 Head Referee + 1 starter + 1 DQ recorder * 3 shifts * 3 home meets = 36 sessions | 45     |
|                 | Away meet - 2 Judges * 3 shifts * 2 meets = 12 sessions   | 12     |
|                 | Prelims/Championships - TBD   | -      |
|                 | Lead is considered 6 sessions   | 6      |
|                 | Total for Stroke & Turn   | 81     |
| Clerk of Course | Home Meet - 3 clerks + 1 runners (incl someone writing) * 3 shifts * 3 home meets = 36 sessions           | 36     |

|            |   |    |
|------------|---|----|
|            | Away Meet - 1 clerk + 1 runner * 3 shifts * 3<br>away meets = 18 sessions | 18 |
|            | Prelims/Championships - 1 * 3 shifts * 4<br>meets = 12 sessions           | 12 |
|            | Lead is considered 6 sessions   | 6  |
|            | Total for Clerk of Course   | 72 |
|            |   |    |
| Announcer  | 2 shifts * 3 home meets = 6 sessions                                      | 6  |
|            |   |    |
| Concession | Buying - 2 people * 3 home meets = 6<br>sessions                          | 6  |
|            | Set up - 2 people * 3 home meets = 6<br>sessions                          | 6  |
|            | Early shift - 3 people * 3 home meets = 9<br>sessions                     | 9  |
|            | Middle shift - 4 people * 3 home meets = 12<br>sessions                   | 12 |
|            | Late shift - 3 people * 3 home meets = 9<br>sessions                      | 9  |
|            | Clean up - 2 people * 3 home meets = 6<br>sessions                        | 6  |
|            | Lead is considered 6 sessions   | 6  |
|            | Total for Concession  | 54 |
|            |   |    |
|            |   |    |
| Treasurer  | Lead is considered 6 sessions   | 6  |
|            |   |    |
| Social     | Registration/suit fitting meeting - 6 people 1<br>shift = 6 sessions      | 6  |
|            | Lead is considered 6 sessions   | 6  |
|            | Total for Social  | 12 |
|            |   |    |
| Potluck    | Potluck planning, set up & clean up - 2 people<br>2 shifts = 4 sessions   | 4  |
|            |   |    |
| Pictures   | 1 person considered 1 shift = 1 session                                   | 1  |
|            |   |    |
| Misc.      | Friday fun nights - As needed   |    |
|            | Year end banquet set up, clean up - 3 people<br>* 1 shift = 3 sessions    | 3  |
|            | Year end Slide show: Considered 6 sessions                                | 6  |
|            | Awards: Lead is considered 6 sessions                                     | 6  |
|            | All events t-shirts - 3 sessions  | 3  |

|  |                                   |   |
|--|-----------------------------------|---|
|  | Parent Rep: Considered 6 sessions | 6 |
|  | League Rep: Considered 6 sessions | 6 |
|  | President: Considered 6 sessions  | 6 |

The sessions total 487 - We average 80 families a year \* 6 sessions = 480. We may consider adding someone for volunteer coordinator/secretary and website at a later time if need be.