

Guidelines for Volunteering at Meets

- When Sign Ups Open

- Sign up for positions that you have taken clinics for
- Only sign up for shifts where you can stay for the entire shift. Please do not sign up if you are unsure
- We cannot accommodate shift-splitting, where the shift is shared by more than one volunteer. One Shift = One Volunteer
- If you are unable to carry out your shift ***after the sign up has closed***, please find a replacement yourself. Notify the COA at officials@richmondrapids.com of the change, the name, phone number and email of your replacement
- If you do not find a replacement and do not show up for your shift, a \$50 penalty will be applied to your Rapids account
- You are also responsible for the \$50 penalty if your replacement does not show up for the shift

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- Check In for Your Volunteer Shift

- **Be early or on time** to check in at the designated check in location
- Check in time and location will be included in the reminder emails
- If you are late and arrive after the end of the check in time, we reserve the right to reassign your shift to another volunteer. This is to ensure that we have all volunteer positions staffed in time for meets to start on time.
- If your shift has been reassigned, you will not receive PPP for shifts not worked.
- If you do not show up at all for your shift, a \$50 penalty will be applied to your Rapids account. The \$50 penalty will also apply if you found a replacement, but the replacement did not show up

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- While in Position on Deck

- You are expected to be in your position **for the entire shift** for which you have signed up
- Please do not leave your position part way, or before the end of the session
- Partial shifts will not be awarded PPP
- PPP will be awarded for staying the entire shift
- No cellphone use while you are working your shift
- Stay focused on the competition and the job at hand
- A distracted official can make mistakes or miss doing what the job requires. This can be detrimental to the swimmers' experience