



VOLUNTEER REQUIREMENTS 2024-2025

To maintain the high level of racing excellence that is associated with ShAC, we provide opportunities throughout the year for our swimmers to participate in swim meets. However, in order to provide this service, we need volunteer participation to run these meets effectively. The volunteer obligation applies to all ShAC families. The requirements are detailed below.

ShAC Hosted Meet Volunteer Requirements

Depending upon the length of each session, each **shift** will be about 2-3 hours. A **shift** is the time slots that are offered once the job signup goes out. For families with multiple swimmers, the volunteer requirement will be for the highest level swimmer. The yearly volunteer requirements are as follows:

2024-2025 Volunteer Requirements

GROUP	NUMBER of SHIFTS
Senior National & Senior 1	6
Junior 1, 2, & 3	4
ShAC 2 & 3	2
Beaumont ShAC	1

- Any Houston ShAC family not meeting the above volunteer requirements will pay a No Volunteer Fine of \$50.00 **PER SHIFT**. For a Gulf hosted Champs Meet, it is \$75.
- For Beaumont ShAC, the shift requirement is required only if swimming at the ShAC hosted meet.
- For a Gulf hosted Champs Meet, every Houston family is required to work 1 shift or bring a designated list of donated items (*see Donations). Every Beaumont family attending is required to do the same.
- Any family not able to meet the requirements due to family circumstances must contact ShAC's meet director, Thu Carey, as soon as possible. She will offer options.
- Timing at away meets does not fulfill any of these ShAC hosted meet volunteer requirements.
- These are the minimum number of hours required, but more is always appreciated.

VOLUNTEER POSITIONS NEEDED TO RUN A MEET

POSITION	JOB DESCRIPTION
Help Desk/ Volunteer Check-in	Answer questions as parents arrive, direct swimmers to deck, show where heat/lane assignments are posted. Check in volunteers and direct where to go.
Clerk of Course	Is responsible for handling deck entries, heat/lane assignments, timing sheets. In charge of runners and instructing runners.
Ready Bench	Lines up younger swimmers.
Set-Up/Tear Down	Ensure facility is prepared for running the meet (some work will be done a day prior to the meet). Return items to storage post meet.
Head Timer	Stands by timers and starts two watches for each race. If a timer misses the beginning or has a watch malfunction, the Head Timer replaces the watch.
Runners	Collect paperwork, posts results
Awards	Label and distribute awards
Announcers	Must have a clear distinct voice and comfortable with public speaking.
Pool/Bathroom Monitor	Mans the indoor warm up pool and athlete bathrooms.
Concessions	All activities required to operate concessions. Shopping list, purchasing items, handling cash/credit card payments (adults only), getting ice, etc.
Hospitality	Responsible for replenishing food, cleaning area where the food for coaches and officials is served. Provide water for officials and timers on deck.
Donations*	Donation of \$50 or \$75 (Gulf) towards a designated list of concessions or needed items.
Parking Attendants	Manage the flow of traffic the morning of the meet. Make sure the cars park in an orderly manner to maximize the parking lot.
POSITIONS BELOW REQUIRE TRAINING OR CERTIFICATION	
Safety Marshal (requires certification)	Ensures that pool area is safe and all rules are being followed. Respond with first aid needs. Must be certified non-athlete with USA Swimming.
Colorado Timing System (requires training)	In charge of the electronic timing system connected to the timing pads in the pool.
Meet Director (requires certification)	Is responsible for overall running of the meet and managing activities required to run an effective and efficient meet. Must attend training and pass a test to be certified by Gulf.

2024-2025 Volunteer Timing Requirements for Away Meets

PLEASE READ CAREFULLY

For all away meets, participating teams must provide timers. Depending on the length of the session (about 4 hours), each team must provide timers to work shifts that vary from approximately 1-1 ½ hours. Ultimately, swim families should aim to work one shift for every meet in which their child swims. If you have a swimmer in the last events, please sign up for the later time slot.

Usually the job sign up will go out on Thursday prior to the away meet. Parents will have 24 hours to notify ShAC's meet director Thu Carey in writing if there is a family conflict or hardship in which they cannot work the meet. If the sign up completely fills by 10:00 a.m. of the day prior to the meet, there will be no need for the next further steps.

However, if the sign up does not completely fill, then the following steps will ensue:

1. When notifying the meet director to request a timing exemption due to a conflict or hardship, the parent will have to commit to timing an additional shift at the next away meet their child attends or commit to an additional volunteer shift at a ShAC hosted meet. At the next meet, that parent will be assigned those additional shifts before the sign up goes out. Failure to fulfill the obligation will result in an assessment of \$50.00 per shift.
2. If all timing slots are not filled by Friday at 10:00 a.m., a family attending that session will be assigned to an empty timing shift until all shifts are filled. Families that have the least number of away timing hours will be randomly selected. If that family does not fulfill that timing slot, their account will be charged \$50.00.

- Swimmers ages 13 and above may fulfill volunteer timing requirements.
- ShAC parents that serve on committees are exempt from both financial assessments and assignments.

As members of ShAC's competitive team, these athletes are given the opportunity to participate in USA Swimming meets, camps, select teams, and clinics, as well as all of the membership functions within ShAC. Being a member and being on the competitive team means that the swimmer and their families will have to abide by the membership rules and volunteer obligations.