

2025-2026 Team Volunteer Service Commitment

The following conditions are part of your agreement to be a member of the **Spokane Waves Aquatic Team (SWAT)**.

SWAT is a parent-run organization and requires time and talent from all members to be successful.

During the **2025-2026** swim season, SWAT will host the following meets:

- **Crimson and Black Intersquad Meet (September)**
- **October Fall Splash (October)**
- **Winter Invite (December)**
- **Spring Fling (April)**
- **Summer Solstice (June)**

The income from these meets is crucial to our annual budget. SWAT has always been complimented on the well-planned and fun meets we host, but we can't do it without your help. **It takes approximately 660 service hours to run a meet, and that does not include the 120 hours the officials spend on deck.**

That's a lot of volunteers!

All SWAT families are required to give time to the team, and more time may be required during our hosted meets. When family volunteers are not available to fulfill the team's requirements, SWAT incurs additional costs to bring in outside help, therefore potentially having to increase fees to members.

Volunteer Hour Requirements

Requirements Per Meet

Every family who has a swimmer registered for home meets is required to work a minimum of 6 volunteer hours. The hours can be fulfilled anytime during that meet, including set up and tear down. It doesn't matter how many days your child swims during the meet. The volunteer minimum is per family, not per swimmer.

Requirements Per Year

For all SWAT families there is an annual minimum of 20 hours of volunteer time to be completed between September 2025 to August 2026. Most of these hours can be completed during the swim meets throughout the year. For those families who do not participate in home meets, there will be additional team events at which to volunteer. Any hours volunteered past 20 hours will not be rolled over to the next year.

Below are some examples to show how hours are met for the year:

Family A performs 6 hours at 3 meets, totaling 18 hours for the year.	Family A met the requirement needed per swim meet but is <u>2 hours short</u> of the annual requirement.
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Family B performs 6 hours at 3 meets, but only 2 hours at the last meet of the summer.	Family B met the annual requirement of 20 hours, however, is <u>4 hours short</u> of the meet requirement for the last meet.
Family C performs 6 hours at 2 meets and 4 hours for the annual awards banquet. They signed their swimmer up for a 3 rd meet but did not volunteer for this last one.	Family C does not meet the annual requirement and the per meet requirement.
Family D performs 6 hours at 3 meets and 2 hours for the annual awards banquet.	Family D met all required hours for the year and per meet.

Volunteers are not limited to immediate family members and it is common to have extended family and friends come to a meet to help out. Their names will need to be added to the optional contact info section when signing up for jobs on TeamUnify. It can also be a great volunteer opportunity for high school students trying to earn hours for an organization, i.e. National Honors Society.

Volunteer hours are met if a parent is a USA Swimming Official and working at the home meet. Officials from another team may not work for a family's hours if they are working the meet.

Families joining the team after the season begins are subject to the same per meet requirements. However, annual hours requirements are reduced, depending on when the family joined the team.

Volunteer hours at away meets will only count towards the annual requirement if the LSC mandates that SWAT provide timers for the meet.

Volunteers that no-show or walk off early with notice during their committed volunteer position will not have those hours count.

It takes more than the minimum to make our meets successful, so please consider how you might volunteer beyond your minimum.

Sign-up for SWAT 2025-2026 volunteer opportunities are available through the team website and with the board and committee chairpersons. When a team job is available, an e-mail is sent from the team's website to all members and is filled out on a first-come-first-serve basis during the sign- up window.

Missing Volunteer Penalty Fees

Any family that does not complete the required 6 hours for a meet AND/OR does not complete 20 hours in a year will be billed at the rate of \$25.00 per hour not worked. The bill will be posted to your account the month following the meet where volunteer hours were not met. If you have questions about how to register for volunteer positions, please contact the Volunteer Coordinator for assistance.

We understand that every family can find themselves in challenging life situations. If any family has trouble meeting these requirements, please contact the Volunteer Coordinator, especially before the meet.

EWU FAMILIES ONLY - Trimester program A and Trimester B member service requirements will differ in their total yearly volunteer requirements in that they must complete 6 volunteer hours for each Trimester a swimmer is enrolled with the team. The 6 hours of volunteer time required if a swimmer is

participating in a home meet will still be required, even if it goes above the trimester/annual requirement.

Please note: We do not want your money; we need your help for our continued success!!

Volunteer Opportunities for SWAT Sponsored Meets

Please refer to the following job descriptions to decide how your family would like to help at the SWAT hosted meets. We happily provide on-the-job training and you don't have to be a swim expert for any of these jobs.

Administrator Official (AO): This is a trained and certified position. The AO is responsible for the supervision of the entry and registration process, clerk of course, timing equipment operator, and scoring personnel. The AO is responsible for the process of entries and scratches, accurate seeding of preliminaries, final heats, determination and recording of official times, determination of the official results, publication and posting of results.

AO assistant: We are looking to have an AO assistant that would have on the job training to assist the AO in needs during the meet. Please contact the volunteer coordinator to discuss. This position is not always available at every meet.

Announcer: One person per session is needed to announce events in the water, the top finishers in each completed event, and any other general announcements needed by the Meet Ref. A list of instructions is provided. The announcer will arrive 15 minutes prior to warm ups and work with the meet referee on specific announcements needed.

Awards/ribbon sorter: This is a good job if you want to be there to watch most races as it allows flexibility. This person places labels on the back of the award ribbons and then sorts the ribbons in bags for the appropriate teams. This position is not always available at every meet.

Check In Desk: Assists Volunteer Coordinator in checking in volunteers for their jobs and at times, will post important information for the meet attendants.

Chief Timer: Oversees all timers and their lane assignments. Operates backup stopwatches and helps monitor the general area behind the starting blocks. If an official is not available, the chief timer may give the timer briefing before each session.

Clerk of Course for 8 and under: Got a way with younger kids? Then this is the spot for you! Two people are responsible for lining up by heat and lane for the 25 yard 8 & Under swimmers who line up in a designated area on benches before their events.

Concessions: You get to meet many people doing this job. The concessions committee plans and staffs the concessions stand at the meet. There are several opportunities to volunteer within this area including activities involving planning, purchasing, set-up, staffing the stand during the meet, take down and clean up.

Deck Computer: The deck computer is the crux of the automated timing system. Its operator makes sure it is set to the proper event and heat before each race. It is best to have two people in each session at this position. The deck computer also will become familiar with touchpad setup and system. We will provide pre meet training and hands on training with an experienced deck computer operator.

Food Prep: This position involves preparing meals for officials and volunteers. If interested or need more details, contact the Hospitality Lead or the Meet Director.

Hospitality: Food and drink for coaches and officials is provided by the host team in a hospitality room. There are several opportunities to volunteer in this area. We are in need of a main hospitality organizer for the meets in which most of the prep and work is done prior to the actual meet events. There are also positions during the meet to help set up and keep the flow for the hospitality room as well as bring snacks to timers during each session.

Meet Director: Experience required. The meet director oversees all of the meet preparations and actual operation of the meet. The meet director: procures the awards; obtains the sanction; prepares the facility; arranges for personnel, appropriate equipment and supplies for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing with the LSC report. A Meet Director handbook with a timeline and suggestions will be available to use as a guide.

Meet Marshal: The meet marshals make sure to keep everything in the venue in order; making sure that spectators and swimmers comply with warm up and on-deck procedures and policies. They assist with Safe-Sport Walk-throughs, notifying any Coaches or the Meet Director of any incidents. They also check the bathrooms for toilet paper supply and full trash cans.

Officials: After taking the class, doing some deck time with current certified officials, and passing an open book test, you can be a very important part of any USA Swimming meets you attend. Every sport has rules, and USA Swimming requires certified officials to judge swimmers to be sure their strokes are legal. Officials are necessary to provide fair competition for all swimmers. **Once you become an official, the hours you work cover the volunteer hours needed for the home meets. For home meets, officials are also credited meet entry fees for their swimmers (not including surcharges and facility fees).**

Runner: We need a runner for each session. This person collects lane timer sheets from timers in each lane, as well as the starting official heat report and the computer printout from the timing system and gives them to the administrative desk. In addition, this person takes the AO labels to give to the ribbon sorter. Also, this person takes the results for each event from the AO and posts one copy in the hallway under meet results.

Set-up and clean up: We need many people to set-up for a meet. This is done early before the meet starts (or later the day before the meet starts.) We also need many more people to take down and clean up when the meet is over.

Timers: Timers are very important. This is a good way to start volunteering. There are two timers for each lane. Using stopwatches provided by SWAT you will time the swimmers in that lane and record on a sheet of paper. You will also push a button called a pickle the same time you push the timer stopwatch when the swimmer finishes their race. The times are used as backup times if the automatic system fails.

Signatures: During the registration process, you provide electronic acknowledgement of your understanding of the policy.

Parent Signature

Date