



COHO Swim Club Parent's Association

VOLUNTEER POLICY FOR COHO FAMILIES

Volunteer Requirement:

The following volunteer policy applies to the active account holders who have registered COHO swimmers who compete in USAS (USA Swimming) sanctioned and its equivalent LSC's (Local Swimming Committees), Zones, World Aquatics, and USOPC (United State Olympic and Paralympic Committee), team hosted swim meets.

If your child (or children) participates in a swim meet hosted by the COHO Swim Club, you are required to volunteer a minimum of:

- 1 Full Session per family if your athlete(s) competes in 1 session at that meet
- or 2 Full Sessions per family if your athlete(s) competes in 2 or more sessions at that meet

For Time Trial and Dual Meets, volunteer requirements will be specified by the meet director when the meet is published on TeamUnify.

The penalty for not volunteering is listed below (per meet) and will be charged to your SportsEngine Motion (previously Team Unify) account on the billing cycle immediately following the meet. ALL swimmers participating in the meet, regardless of age, level of participation or number of years with the team, are included in this policy. Hours worked in excess of the requirement at one meet will not carry over toward credit at another meet without approval from the Meet Director and Volunteer Coordinator.

FINES

1st Offense	\$100
2nd Offense	\$250
3rd Offense	\$500
4th Offense	Swimmer will be removed from COHO hosted meet roster(s) and not permitted to swim

*Offenses are cumulative starting 1/1/2025 and are reset with a compliant volunteer effort. If an account goes 2 annual seasons with no volunteering, account/members are suspended, no refunds for fees paid.

If an athlete on your account deck enters into a home meet, you are responsible for completing the volunteer requirements as listed in the volunteer policy. Please sign up for jobs as described

in the policy or contact the Meet Director on deck to find jobs for your account to complete for each meet. Please note if your athlete is signed up for the meet and there are no volunteer sessions signed up by the family, the meet director will assign open shifts several days before the meet, and you will be expected to cover those shifts assigned. If an athlete on your account deck enters events that increase your required number of volunteer sessions, you are required to work that additional required session. Please see the meet director if you have questions.

If the athletes on your account scratch all events for the swim meet, you are requested to contact the meet director listed on the sanction via e-mail at your earliest convenience, but at the latest by 12 noon the day after the final day of the meet in order to be excused from your volunteer requirement.

If an athlete on your account scratches events that reduce your required number of volunteer sessions but the athlete(s) still swim(s) in the meet in other events, you are required to work the original number of volunteer sessions based on the original entries.

If you are unable to volunteer, you must coordinate another way to fulfill your commitment prior to the meet via written communication to the Meet Director listed on the meet sanction for that meet and the COHO Volunteer Coordinator. The sanction is available on the meet sign up page for each meet. Failure to communicate with the meet directors and/or fulfill the required commitment will result in your account being fined per the schedule above. WE NEED YOUR HELP- not your money! All accounts must complete their volunteer commitment in order for the meets to successfully run.

To Register for your commitment:

STEP 1: Prior to the Meet: Volunteers must sign up online prior to the event! SportsEngine Motion has a system for keeping up with your volunteer hours. You must sign up for your volunteer position under "job sign up" by the deadline listed for the meet. Meet jobs are different each meet, but all are needed for the sessions to properly function.

STEP 2: At the Event: Volunteers must also sign the volunteer check-in sheet located at the volunteer check-in table in order to receive credit for their participation. It is the volunteer's responsibility to sign in with the Volunteer coordinator. Unless excused by the meet director, the volunteer must remain during the entire length of the session he/she is working, regardless of when his swimmers' races are completed.

Exemptions:

Families of USA Registered Officials who have met the required hours necessary to maintain their certification are exempt from this policy, as well as any in-training officials participating in training at the time of the hosted meet. Officials are not paid and typically volunteer not just at COHO swim meets but at meets around the area so our swimmers have the opportunity to compete. If you are interested in becoming an Official, please reach out to the COHO Officials director, any COHO coach or the COHO meet director.

Why is this needed?

As many of you know, volunteerism is crucial in keeping any athletic organization running smoothly. We are so appreciative of the time parents volunteer and recognize their valuable time

contributions as the heart behind the COHO Swim Club. The COHO Swim Club parent association is run by a board of parent volunteers, but composed of all families on the team. The association has been created to supplement the needs of the COHO Swim Team. Volunteers run swim meets - no one gets paid - we all pitch in to make a great experience for our swimmers and swimmers from around the region. In 2024 -2025, the team plans to host 1 meet during the short course season and 1 long course meet in the summer, plus at least one Dual meet and one time trial meet. It can take from 80 parent volunteer positions for a one-day meet and over 200 volunteer positions for three-day prelim-finals meet. Organizing enough volunteers for the meet can be demanding and is crucial to the success of the meet. The COHO parent board has researched the volunteer requirements of other swim teams as well as of other children's sports volunteer requirements. Through this research we have put in place the above-described volunteer requirement policy. We feel, in comparison, this is a very friendly requirement, but one needed in order to fill the needs of volunteers necessary to run the meets. Volunteer positions require very little training and if a volunteer is unsure about a position please contact the meet director and COHO Volunteer Coordinator for any questions.