



Fundraising & Volunteer Policy

Of the Palos Orland Swim Association

Parental involvement is **ESSENTIAL** for our club to function. POSA will assess volunteer and fundraising commitment fees each season. A fee of \$400 will be charged to all accounts the week of the Conference Swim Meet to all families who have not met their volunteer requirement.

VOLUNTEER COMMITMENT

Volunteer requirements are based on the number of families enrolled each season. Therefore, the following information is for an average season's enrollment.

Typically, each family with one swimmer is required to fulfill a minimum of 3 volunteer jobs per season and each family with more than one child is required to fulfill a minimum of 4 volunteer jobs per season. The easiest way to see your child participate in those meets is to volunteer. Volunteers will be needed as meet timers, to help organize the swimmers, to set-up/take-down and work our concession stand, to clean up, and locker room/hallway monitoring. Volunteer job descriptions for home meets are listed at the end of this policy document. Volunteer requirements can only be met by those that are 18 years of age or older.

***Please note* - While adult volunteers are allowed on deck to volunteer, siblings and other non-swimmers are not permitted on deck at any time!**

Additional volunteer opportunities include timers for ISI meets and helping at team events.

Volunteer job sign up will be available on the events tab on the website as the event date approaches. Detailed instructions are included in the Volunteer slideshow on page two of the POSA Handbook.

Volunteer jobs requiring additional training are the computer/scoring table volunteers at home meets and USA Swimming Officials. Please contact a board member if you are interested.

FUNDRAISING COMMITMENT

FALL SEASON- POSA Swim-a-Thon

The Swim-a-Thon is one of our swimmers' and families' favorite events! We have prizes, bag tags, pizza, and music. Swimmers are allowed a two-hour period to see how many laps they can swim. Swimmers can receive pledges per lap or a flat donation. A minimum pledge of \$200.00 **per family** is required to satisfy this fundraising commitment. Any amounts not collected during this event will be charged on your December statement.

SPRING SEASON- Fundraising Raffle

During the spring/summer season, families are charged \$150 for ten tickets (\$15 each) to enter our season ending Fundraising Raffle. You can choose to keep the ten tickets for your family, sell the tickets to friends and family, or sell additional tickets. The swimmer with the most tickets sold will earn a prize. Additional tickets can also be purchased by POSA families.

POSA Volunteer Requirements and Job Descriptions

- All Volunteers MUST be 18+ years of age
- All volunteers are to be on deck 45 minutes (or 1 hour early if working concessions) prior to the meet start. At 30 minutes prior to the meet start, your spot will be given to another family to ensure we have an on-time start, and to keep our swimmers safe. LATE ARRIVAL will not be allowed.
- Upon arrival to the pool, please check in with our Meet Director, at entrance of pool to be sure your family gets ½ credit. At this time, you will be directed where to go and reminded of your responsibilities. You will receive the other ½ credit of your volunteer shift for checking out with our Meet Director to ensure nothing else is needed at the end of the HOME meet.
- Must wear provided lanyard during the entirety of your shift
- PLEASE, NO CELL PHONES. We need to keep a fun and safe environment for our swimmers. This goes for ALL volunteer positions.
- Per USA Swimming regulations, you may NOT have children in your care while volunteering

VOLUNTEER JOB DESCRIPTIONS

Please familiarize yourself with your job description to ensure you are able to complete all aspects of your role.

Timers/Lane Writers/Lane Runner (14)

These jobs DO NOT require any previous experience. Complete instructions will be given the night of the meet.

Lane Timer:

- Verify swimmers in each heat
- Use a stopwatch to record swim times for each swimmer
- Ensure an accurate time by leaning over the pool's edge to verify by sight when swimmer's touch the wall
- Help keep swimmers QUIET behind the blocks

Lane Writer:

- Verify swimmers in each heat (reference lane time sheets provided)
- Use a stopwatch to record swim times for each swimmer
- Document the stopwatch times of both timers for each swimmer/event/heat
- Help keep swimmers QUIET behind the blocks

Lane Runner:

- Collect and organize the lane timer sheets from each lane and turn them into the timing table
- Collect DQ slips from officials, bring them to the Referee for signature, and then to the timing table
- Help keep swimmers quiet behind the blocks

Heat Winner Table:

- Monitor and manage the Heat Winner table in the hallway during the entirety of the meet
- Winners should turn in their yellow or blue chip and select ONE prize

SAFETY VOLUNTEERS (7)

All Safety Volunteers are asked to report to the Safety Director. At this time, you will be instructed on where to go and what your responsibilities will be. Any questions or occurrences during the meet should be directed to the Safety Director or head coach.

Deck Monitors: 1 adult male and 1 adult female volunteer per meet

- Monitor swimmer behavior in the bleachers and on deck
- Ensure swimmers are the ONLY ones entering the locker rooms from the deck (coaches and volunteers should use bathrooms in the hallway)
- Keep on deck areas clean – food should be eaten in the hallway and not on deck
- Swimmers should not stand on bleachers
- Instruct swimmers to NOT walk past the timing table
- Pool door safety- only swimmers, coaches, and volunteers allowed on deck
- Report any safety or behavior concerns to the head coach or Safety Director

Hall Monitor:

- Monitor swimmer behavior while in the hallways
- Monitor doors to pool deck- only swimmers, coaches, and volunteers allowed on deck
- Ensure that swimmers do not wander into Sandburg's school hallways
- Ensure that swimmers do not bring food on deck
- Assist in keeping hall floors dry with towels provided
- Ensure locker room doors are closed and locked at all times (not propped/left open)
- Ensure POSA swimmers are NOT going upstairs to spectator area

Upper Deck Monitor:

- Monitor behavior on the spectator deck
- Keep the bridge behind starting blocks free of standing spectators (no stopping, video, or photography from this Bridgeway)
- Stop any playing/hanging on the railing bars.
- Stop any running up/down the stairs
- Collect garbage from spectator areas (bleachers and stairways) during and after the meet

Safety Monitor:

- Help assist keeping the deck free of sitting water with provided floor squeegee
- Ensure no running on deck by any coach or swimmer
- Help assist keeping swimmer area clean of trash
- Swimmer Lineup:
- Help line up swimmers in holding area for upcoming races with provided heat sheets.
- Help to keep swimmers QUIET behind the blocks (you may need to limit swimmers to do so)
- This individual needs to be able to communicate in the English language.

Concession Volunteers (3)

All Concession volunteers should report to the Head Concessions Manager for specific instructions.

- Arrive one hour prior to meet start (typically 5:30PM)
- Set-up the concession tables/coolers/food
- Sell concessions during the entire meet- replenish items as needed
- Assist with sales until completion of the meet
- Help keep floors dry with towels provided
- Clean up concessions and hallway area
- Help take down concession area
- Put all concessions food/drinks away in POSA cabinets

Alternate (2)

- Can be assigned to ANY volunteer job as needed during the meet. Typically alternates will fill in for any last-minute volunteer absences, or will be assigned an alternate job as needed for the meet.
- Alternates will be notified of their duties before the meet, when possible. Please check in with the Meet Director at the beginning of the meet.