

# FAMILY PARTICIPATION POLICY

## THE BENEFITS OF VOLUNTEERING

There are several benefits to families through volunteering for CKA events:

- it keeps you busy during meets;
- it helps you learn about your child's sport;
- it almost always gets you on deck for you child's swims; and
- it enables you to get to know the other CKA families

We believe that by having our parents support the team, we are able to support a positive team atmosphere!

## MINIMUM VOLUNTEERING REQUIREMENTS

The chart below illustrates, depending on your child's training group, how many volunteer credits you are required to provide to the team between September 1, 2021 and August 31st, 2022.

Every family is required to volunteer for a designated number of credits OR pay an opt-out fee of \$5.00 per unearned credit.

The table below shows the requirement for each family. Only the highest level swimmer/training group in the family will be used to determine the required number of volunteer credits. Having more than one swimmer on the team will not require more credits to be earned.

For example, if you have a Bronze Swimmer and a Gold Swimmer, your family is only responsible for Gold volunteer credits.

Training Group Level	Short-Course Required Credits	Long-Course Required Credits
BRONZE	20	10
SILVER	30	15
GOLD	40	20

While all team members are registered for an entry year, volunteer credits are broken down by seasons to ensure all families have opportunities to participate.

## VOLUNTEER CREDIT

Some volunteer positions require more or less effort and those credits are applied appropriately. For example, very long-duration positions such as timer sessions at highly populated meets will earn more credit than the same position at a less populated meet. Also, more credit is given per session to those who volunteer as USA Swimming Official since training is involved and these positions are more specialized.

Others, such as results poster or time trial mini-positions, will be credited with less. Each position's worth will be posted with each meet's sign-up sheet.

The amount of volunteer credits will be updated after each swim meet and posted to a section on our team website that will only be viewable by team members who are logged in.

## VOLUNTEERING Q & A

### ***Who can volunteer?***

Parents, siblings, relatives, friends, teens needing volunteer hours for school. We will sign proof of participation. The minimum age is 11 to be a timer. There are a few jobs for adults only. Some jobs require training, background checks and/or certifications.

### ***What Positions are there? I don't know anything about swimming!***

- Meet job descriptions are listed on our website: [CLICK HERE TO SEE THEM](#)

Meet Directors and coordinators do a great job of showing you the ropes. The jobs of lane timer and meet marshal are the two best choices for families just learning the sport. Timers work in pairs to operate the stopwatch and record the athlete's finish time. If you can press a button, you can be a timer. Marshals wear the yellow vests and monitor the deck areas for athlete safety. Jobs like admissions, bell ringer, hospitality, ready room, clerk of course, results/awards, and check-in require a little training, but none of these positions requires much knowledge of swimming.

The best job on deck is official. Besides the increased volunteer credit value, you work with a team of the most enthusiastic adults in the area. Officials get free meals, appreciation gifts, and the best seat in the house at meets! Ironically, non-swimmers make the best officials. The officials team teach you everything you need to know, as ongoing training is inherent in what they do.

### ***How do I sign-up to volunteer?***

You will receive an e-mail from Marie Petkus, our volunteer coordinator, when volunteer sign-ups are set to open for each event.

To sign-up:

Using the Team Website		Using the OnDeck App	
1.	Log-in to you Team Unify account.	1.	Log-in to you Team Unify account.
2.	Click on Team Events, then <b>Job Signup</b> button.	2.	Click on the three horizontal bars in the upper left.
3.	Find the empty slots shown as "----". Note the age requirement and descriptions.	3.	Select Job Manager
4.	Click on the checkbox in front of the empty slot that you want sign-up for.	4.	Select the Event
5.	Select [Signup] button at the bottom of the screen to sign-up for the slots you've selected.	5.	Select a job and then a session to sign-up for.
6.	If the volunteer will be anyone other than yourself, please indicate their name(s).	6.	If the volunteer will be anyone other than yourself, please indicate their name(s).

There may be initial volunteer sign-up limits. This is to allow all families to have an opportunity to sign-up to volunteer before all of the jobs are filled. After several days you will be allowed to sign-up for additional sessions if they are available.

## **FALLING SHORT OR OPTING OUT OF VOLUNTEERING REQUIREMENTS**

If your preference is to opt-out of the volunteer requirements, you may instead choose to pay a \$5.00 fee per credit. If you choose to opt-out, the fee will be charged to your account twice during the swim year (i.e. at the end of the Short-Course Season in April and at the end of the Long-Course Season in August).

If a family earns more than their minimum credit requirement during the Short-Course Season, the extra credits will NOT apply toward the Long-Course Season's required credits.

All short-course fees must be paid in full by April 1st, 2022. Athletes will not be allowed to participate in practices or meets until all assessed fees are paid in full.

All fees must be paid in full by August 31st, 2022. Athletes will NOT be allowed to register for the next swimming season until all assessed fees are paid in full.