



## **CAC SERVICE HOURS POLICY**

CAC is a parent-run organization and the ability to successfully support our kids in their love of swimming requires support from all our members' families.

**We are so grateful for the feedback you provided on our member survey last year, and we heard you! Based on overwhelming feedback we received, we've adjusted our service hours commitments, deposit policy and incentives moving forward.** You will notice that this service hours commitment is increased compared to previous years. In preparing this policy, we closely examined the number of families on the team, the use of resources for meets by group, and the actual needs to run a meet. While this is a large commitment, it is what we need to run swim meets for our kids. And – it's fun!

**There are three components of the service hours commitments:**

### **1. All families will have a general service hours commitment based on the group their child swims in**

- **For families with children in Senior 1&2, Junior 1&2, Red and Yellow**, participation in home meets is expected and therefore the service hours commitment is based on this. These families have service hours commitment of 8 sessions over the course of the year.
- **For families with children in Senior 3, Junior 3, and Discovery**, participation in home meets is encouraged, and therefore these families have a service hours commitment of one session per home meet session that they have a S3/J3/Discovery swimmer participating in.
- **Families with multiple children who swim** will have a maximum service hour commitment of 16 sessions per year for the general family commitment.
- **Families with children who do not swim the full year (short + long course)** will have a prorated commitment based on the home meets that occur during which they are members.
- **Families with children enrolled in a swimming cycle** will have a commitment if there is a home meet during the cycle they are registered for, based on their registration group (above).
- **For children who move up groups** during the year, the requirement is adjusted and pro-rated based on the number of cycles in each group.
- **Serving as a USA Swimming certified official for sessions counts towards your family's service hours.** Please be sure to sign up on the CAC Sports Engine website to ensure you receive credit.

**\*\*While service hours commitments are calculated based on home meets, the commitment can be fulfilled at home or away meets.**

### **2. Kids in Senior 1&2 and Junior 1&2 have a commitment of serving in 1 home meet session per year**

We are a team, and our older swimmers serve as great mentors, motivators and support for our younger swimmers. Senior 1&2 and Junior 1&2 athletes have a service hours commitment of 1 session per year as a way of giving back to our younger team members. This must be fulfilled by the athlete at a meet and does not count towards the family's service hours commitment. Kids may also volunteer at sessions above and beyond this credit, which will count towards their family's commitment (above). If this commitment is not met by the end of the long course (or short course if only participating in short course) season, \$50 will be collected at the end of the swim year.

**Serving as a clerk-of-course or timer during the Zach Spain meet is a GREAT way to fill this commitment!!**

**3. Families with swimmers who qualify for and swim in a championship meet have a commitment to be available to serve during one session for each championship meet.**

CAC at times has an obligation to provide timers for championship meets. Championship meets include Senior/14&U/Junior/B/8&U Champs, Clover Cup, Shamrock Showdown, and may include others which will be identified by the coaching staff. For swimmers who qualify for and represent CAC in a championship meet, a parent/guardian must be available to time (or officiate if certified) for ONE session their child swims in at each championship meet. To best accommodate this, parents/guardians will need to rank their availability to time for each session their child is swimming in, including finals, when they register for the meet on the CAC website (please note if you are officiating). Once requests are received by the host team, sessions will then be assigned to families in order of 1. family availability and then 2. prior service hours completed (ie the more sessions you have already served, the lower you will be on the list to be selected for a session). Please make sure to see FAQs for more info.

**CAC does have a financial incentive to fulfill the service hours commitment, and the club’s needs at meets. We are now using a service hours deposit.**

In response to the strong preference voiced during our member survey, we are adjusting the financial incentives for service hours. We are using a “deposit” system. First and foremost, our goal is that no money is kept by the club through this process. We would much prefer to have support at meets! Second, we take seriously the responsibility (and burden it places on families) of collecting/holding of money from you, our members. To balance the needs of our members’ families and the club, the service hours commitments above were created. While this commitment can be met at home and away meets, the priority is home meets. Therefore, the commitment is divided into 4 quarters, tied to each of our four home meets per swim year:

- Each family with a swimmer in S1, S2, J1, J2, R, and Y is expected to have served during 2 meet sessions by the end of the 1<sup>st</sup> home meet. If this commitment of 2 sessions is not met by the end of first home meet, a deposit will be collected to cover the outstanding obligation, at a rate of \$50 per session. This process repeats at each of the following 3 home meets.
- Each family of a swimmer in S3, J3 and Discovery is expected to have served the equivalent number of sessions that they had a S3, J3 or Discovery swimmer swimming in at a home meet. If this commitment is not met by the end of the home meet they had a swimmer in, a deposit will be collected to cover the outstanding obligation, at a rate of \$50 per session. This process repeats for any further home meets the swimmer participates in.

The deposit will be posted to SportsEngine Motion as “Charge: Service Hours”, in accordance with standard CAC practices and procedures, as a bill on the first of the month following the meet. The bill will be due on the 5<sup>th</sup> of the month, in accordance with standard CAC practices. If you have fulfilled the service hours commitment as of the home meet, there will be no charge on your account. If a deposit was collected, it can be earned back at any time later in the swim year, by fulfilling the outstanding service hours obligation.

**ALL JOB SIGNUPS ARE ON THE CAC WEBSITE (SPORTS ENGINE).**

2025-2026 CAC Home Meet Schedule			Meet Types	
Date	Signup deadline	Meet	Home	Hosted by CAC during the regular season
Nov 7-9, 2025	Oct 31	1. Zach Spain Meet (SC)	Away	Hosted by another team during the regular season. May involve travel but is not a team travel event with chaperones.
Feb 6-8, 2026	Jan 30	2. Last Chance Meet (SC)	Championship	Senior/14&U/Junior/B/8&U Champs, Clover Cup, Shamrock Showdown (if others, will be identified by the coaching staff)
April 17-19, 2026	Apr 10	3. '80s Spring Meet (LC)	Travel	1-2 events per year where invited swimmers travel with Coaches and Chaperones (in 2025-2026, the summer ISCA/Florida meet)
Jun 12-14, 2026	Jun 5	4. School's Out Meet (LC)		

## **We are SO GRATEFUL for the support that you show your children and CAC!!**

In appreciation, we will continue to have meals, refreshments, and raffle prizes for our volunteers!

Raffle prizes include free meet entry to a CAC-hosted meet!!

Commit to work at least 6 specific home-meet sessions by the October 1  
and **get a free CAC T-shirt** to show your support for your kid at meets!

### **You can earn credits in advance, or retrospectively to “pay down” your deposit.**

If you work ahead of your service hours (ie work 3 sessions in the first meet), your credit will carry forward to the next meet. You can carry sessions forward through as many meets as you want, until the end of the long course season (or short course season if you are only registered for short course). Example:

- You have a child in J1 and work 3 sessions at the first home meet. Your account has no charge, and you have a 3 session credit visible on sports engine. However, your child has another event and can only swim one day of the 2<sup>nd</sup> home meet, which you also serve during. Your 3<sup>rd</sup> credit worked during from the 1<sup>st</sup> meet is carried forward, and you have no charge as you are now at 4 service credits after 2 home meets.

Any deposit collected at any point during the season can be earned back later in the season by working those sessions at later meets, until the end of the long course season (or short course season if you are only registered for short course). Example:

- You have a child in J1 but were only able to serve during one session during our 1st home meet, a \$50 deposit (=1 session) will be charged. If you then serve during 2 sessions the 2<sup>nd</sup> meet, that deposit is then kept. However, before the 3<sup>rd</sup> home meet you serve as a timer at an away meet and then work 2 sessions during the 3<sup>rd</sup> home meet, you then receive the \$50 deposit back (as a credit if your account has a balance, or refund if your account has a \$0 balance) following the 3<sup>rd</sup> home meet. Alternatively, you could work 3 sessions during the 3<sup>rd</sup> home meet and your credit would also be earned back.

**Credits can be earned at home or away meets, as long as service hours are reported on the CAC website** (away meets may require additional signup on the host team website). These session credits can be earned by any age-eligible member of the family.

### **ALL JOB SIGNUPS ARE ON THE CAC WEBSITE (SPORTS ENGINE).**

Unfortunately, we cannot guarantee that you will be able to work during the session your child/ren is/are swimming. To give yourself the best chance of working the sessions you prefer, sign up on the **Pre-Season Service Hours Signup by 10/1** or **ASAP when specific signups are released**. **Sign up for 6 sessions on the pre-season signup y 10/1 and get a free T-shirt!**

### **CAC's financial incentive to fulfill the service hours commitment.**

It is our sincere goal that no fees are kept as part of this program. **All deposits will be returned if families were unable to fulfill all their service hours commitments due to an abundance of CAC volunteers that fully supported all positions for the CAC hosted swim meets.**

**“Fully supported”** means CAC families have filled all meet needs by Friday at midnight the week before the meet (see signup deadlines above).

## THANK YOU for the support that you show your children and CAC!!

- The volunteer sign-up for all meets will be posted on the CAC website (Sports Engine) and will be available for parents/guardians to sign up approximately 4 weeks prior to the start date of the meet/event for home meets, and when released by the host team for away-meets. Championship meets will have a job signup at registration, and coaches will not approve your child's registration without committing to a session.
- On our **Pre-Season Service Hours Signup** you may sign up for as many sessions as you would like, to hold your spot. This is considered a commitment; not working (or arranging coverage for) a session you committed to pre-season will result in a charge of \$50 per session.
- **For home meets, we request that sign-ups be completed by the Friday before the meet** (see chart on page 1). This helps you have the best choice to work during the sessions you prefer. Please remember that signup is first-come, first-served, so it is not otherwise guaranteed that you will get a spot supporting the session your child is swimming in (or not, if you prefer!). This deadline also allows for last-minute recruitment of workers when needed and proper accounting for supplies and food. Most importantly, having to recruit workers immediately before the start of meet sessions takes focus away from the kids competing during the meet. As the kids are our priority, please help us in signing up in advance!
- If an emergency arises and you are unable to attend a session you previously committed to, please email or text the volunteer coordinator as soon as you are aware of the situation. Otherwise, not supporting a session you have committed to will result in a charge of \$50 per session.
- **"SIGN IN"**. There will be a "Volunteer Table" at each meet session. Please locate the volunteer table to "Sign In" and get equipment and instructions.
- **All Maryland LSC swim meets, including all CAC hosted meets, are hosted in accordance with the USA Swimming Safe Sport Program, to create a healthy and positive environment for our children while swimming. Specifically, the Minor Athlete Abuse Prevention Policy applies to all swim meets our children participate in. More information will be provided at our meets and is available at <https://www.gomotionapp.com/team/md/page/safe-sport/maapp>.**

Please feel free to reach out to the volunteer coordinator, Corey Bhogte, at [cbhogte@calvertaquaticsclub.org](mailto:cbhogte@calvertaquaticsclub.org) if you have additional items or questions you would like to discuss.

**Thank you for your support of your child  
and their swimming experience with CAC!**

