



CAQ Santa Fe Parent Volunteer Policy

Swimming is a volunteer-intensive sport. In order for swim meets and other team functions to run efficiently, each family must put forth a team effort. Hosting our own swim meets requires a lot of volunteers, but it is a great way to provide competitive swimming experience right here in Santa Fe. Swim meets are also an essential fundraising opportunity and bring in significant revenue for the team. Because parent volunteers are an integral part of our success from season to season, each CAQ-SF family is required to earn a minimum of 12 volunteer points per year (1st Sept through 31st Aug). Points can be earned through a combination of volunteering, providing requested donations for swim meet concessions, and/or securing business sponsors for the team. Out of 12 points total, a minimum of 4 points must be achieved through volunteering. Volunteer requirements do not apply to US Masters swimmers at this time.

Volunteer opportunities include, but are not limited to, the following: lane timing, running the concessions table, volunteering as a safety marshall, organizing ribbons, etc. When the Club creates an Event through our Team Unify website, the jobs that we need help with will also be listed. Parents are able to sign up for available positions online, and their volunteer hours will be tracked. A description of each volunteer job can be found in our handbook, and training will be provided. All positions must be filled for meets to run smoothly, therefore, if you should find that you are no longer able to fulfill your volunteer assignment, you may provide a replacement volunteer (i.e. grandparent, aunt/uncle, family friend, etc.). Older swimmers are also able to contribute to their family volunteer requirements during meets in which they are not swimming.

Most jobs will earn a family 1 point per volunteer hour. For example, timing a 4-hour session at a meet would net 4 points. Points for food donations (i.e. 1 point for a tray of muffins) will vary but will be outlined at the time of online sign-up. Sponsorships are another way to meet the volunteer requirements. Interested parties should request a sponsor letter from the Board by emailing the CAQ-SF Business account sfacbusiness@gmail.com.

In addition to the general volunteer opportunities, we are also seeking parents that are interested in volunteering in the following capacities. Committing to one of these positions will fulfill your family volunteer requirement for the year:

- Board Member
- Meet Officials i.e. Stroke/Turn Judge *
- Concession and Hospitality Coordinator
- Parent Volunteer Coordinator

*Certification required. Contact the Board by emailing the CAQ-SF Business account at sfacbusiness@gmail.com.

If a family does not fulfill its regular season volunteer opportunities, they will be charged \$20 per missed volunteer point. Your account will be assessed Sept 1st. If you know that you are unable to fulfill your requirement, or have an idea of another way in which you could contribute to the health of our Club, please talk to the Volunteer Coordinator or Club President to discuss an alternative team contribution to avoid penalty. Final decisions regarding points, alternative team contributions, and point alternatives are at the discretion of the Board.