

TFA Volunteer Information



What is the Requirement?

Each family must raise \$100 through the Swim-a-Thon. Families with swimmers only in Bronze or Skills are exempt from this requirement.

After the \$100 obligation is met, families can earn up to an additional \$200 credit toward the next year's annual registration fee by:

Additional Swim-a-Thon fundraising beyond \$100 (every dollar counts)

Volunteering: \$15/hour, up to 12 hours (\$180 max)

You may combine both to reach the \$200 maximum.

Examples

- Raise \$100 and volunteer 10 hours (valued at \$150) = \$200 credit
- Raise \$250 with no volunteering = \$150 credit

*Maximum credit: \$200 per family. No additional credit is given beyond this limit.



What Counts as Volunteering?

Many Ways to Complete Volunteer Hours

- Work at TFA Hosted Swim Meets
- Fundraising events
- Holiday parties
- Donation of Food or Gift Card as Requested
- TAGS/ Sectionals/Senior parties
- Awards Banquet
- Timing at swim meets – hosted by **ANY** team (take a picture of the sign in sheet with your name from the event and send an email to volunteer coordinator with the picture as proof). It is preferred you time at TFA hosted meets before timing at other team meets.
- Become an Official and Officiate at meets (For more info, contact Amanda Wygant.)
- Serving on the Booster Club Board of Directors
- Serve as a committee chair or participate on a committee

How to Sign up

- Go to <https://www.gomotionapp.com/team/ntsfa/page/home> and log into your account
- Click on “Events”
- In the “Current/Upcoming” tab you’ll see a list of upcoming events. If there is a “Job Signup” tab, then this is an event that you can volunteer to work.
- Click on the “Job Signup” button and follow the steps that are listed
(see below for a summary of those steps) ○ Step 1 – Find the empty slots shown as “----” ○ Step 2 – Click on the checkbox for the job and time slot you want to sign up for ○ Step 3 – Enter the name of the person that will be performing the job. Phone number is not needed.
- Step 4 – Click the “Sign up” button.

Checking your Balance



- On the main page of the TFA website, on the right you will see **My Account** in bolded letters. Under *My Account*, you'll see *My Invoices/Payments* – select this option.
- In the middle of the page will be three tabs – one for *Invoices*, *Make Payment* and *Service Hours* – click on the *Service Hours* tab
- This will show you the detail for your volunteer hours worked. Under the worked column you should check for the event listed and the hours worked. Under the balance column it will show you how many hours you still need to fulfill the requirement. Please note you may have to scroll to see the balance column.
- Any discrepancies should be reported to the volunteer coordinator right away so that it can be corrected. To do this, simply send an email to coachsammie@texasfordaquatics.com.

Positions at a Swim Meet

- **Awards** Prepare awards for distribution based on events and distribute.
- **Food Donation** Donate food or drink items **as requested for the meet only**. These will be used for hospitality and concessions. These items are typically due to the pool one to two days before the meet.
- **Gift Card Donation** Donate a gift card **as requested for the meet only**. These will be used for hospitality and concessions. These items are typically, due to the pool one to two days before the meet. Cards turned in without being requested and signed up online will not count towards volunteer hours.
- **Head Timer** Responsible for all timers. Conducts the timer instructional meeting prior to the start of the meet. Assist with finding timers and assist with assigning lanes to timers. Will assist with timer/ stopwatch replacement.
- **Hospitality** Assist the Hospitality chairperson with serving food and drink in the hospitality room for Coaches and Officials. This includes setup, restocking of items, preparing food, and serving food. Also provides drinks on deck to coaches and volunteers during meet. Will also assist with Concession setup and restock of items.
- **Runner** Post heat/lane assignments & pickup timer sheets; post final results. Please report to CTS operator or the Touchpad Meet Manager on deck for instructions.
- **Safety and Traffic Control** Provide safety on deck and traffic control out front. Reports to head Safety Marshall.
- **Timers** Time for a swim lane and record time on a sheet. Will use a stopwatch and time plunger. Most needed and important position of a meet. Training is provided at every meet 15 minutes to the start of the meet.



Other Items to Know

- An email will be sent out to all team members about 2 weeks prior to the event asking for volunteers.
- Signup is first come/ first selection and may be limited
- When you arrive at event to volunteer – you must check in at the volunteer desk. Failure to check in may result in hours not being assigned to your account. You will be provided a volunteer badge that needs to be returned at the end of your shift.
- Some positions have requirements. Please do not sign up if you do not meet the requirement.
- Allow up to two weeks after the event for hours to be posted in the system.

