



SBSC Volunteer Policy

Santa Barbara Swim Club strives to offer our members a positive competitive swimming experience and we rely heavily on our volunteers to make this program successful. We have a stellar reputation within the Southern California community as a swim meet host and we would like to uphold that reputation. The SBSC Volunteer Policy allows us to share the workload, uphold our reputation and high standards, and provide the best experience for your family and swimmer(s). Thank you for your support. We appreciate each and every one of you!

VOLUNTEER OBLIGATION

Service hours will be tabulated between **January 1st and December 31st of the same calendar year**. Each family is required to work a set number of volunteer hours every swim year. If a family joins mid-year, their hours will be prorated accordingly. Volunteer hours may be worked at any meet (hosted or away) as well as at other designated SBSC events. The carry over of hours from one year to the next will not be allowed.

VOLUNTEER HOUR REQUIREMENTS BY SWIM GROUP

Pre-Comp

Exempt

Dolphin Group

8 hours per year

Bronze, Silver, Gold, Senior Groups 15 hours per year (avg of 1.25 hours per month)

- **All families are required to complete their volunteer hours regardless of whether they participate in swim meets (see below for non-meet options).**
- Families will be expected to meet the volunteer requirement for their oldest or most advanced swimmer.
- If your swimmer is promoted from Dolphins to a higher group during the year, you will only be responsible for fulfilling the required Dolphin hours.
- New families, we understand volunteering can be a little intimidating during your swimmer's first few swim meets so you are not expected to jump in with both feet immediately. However, over the course of the swim year, your family will still be expected to meet your volunteer requirements.
- **PLEASE NOTE - If you have a swimmer competing at an out-of-town swim meet, timing assignments will still need to be filled regardless of whether your volunteer commitment may already be met for the year.** We have timing assignments at away meets because we have swimmers competing. The more SBSC swimmers at a meet, the more timing assignments we need to fulfill. If you still need volunteer hours for the season, timing at away meets will be counted towards your total hour requirement.



SBSC Volunteer Policy

VOLUNTEER SIGN-UPS

All sign-ups will be done on the SBSC TeamUnify website. You will receive advance notification of upcoming volunteer opportunities via email, so please make sure your email address is current on your Team Unify account. It is your responsibility to sign up for volunteer shifts and to make sure you fulfill your hours. You will be able to track your total volunteer hours by visiting your Team Unify account.

EXAMPLES OF VOLUNTEER JOBS

At Swim Meets:

- **Volunteer Coordinator** (Oversees all volunteers)
- **Swimmer Check-In**
- **Marshal** (Supervises warm-up lanes)
- **Snack Bar** (A perfect job for parents with young children)
- **Housekeeping: Bathroom restock** (A perfect job for parents with young children)
- **Hospitality** (Food provided and service before and during swim meet)
- **Facilities** (Set up/break down)
- **Timing** (Lane and Head)
- **Runner for Admin** (Posts heat/lane/results and collects timing sheets)
- **Announcer**
- **Heat Award Distributor** (the duckie person!)
- **CTS Operator** (Colorado Timing System - not to be confused with lane timing)

Non-Swim Meet Volunteer Opportunities: These are just a few examples.

- **Annual Swim Banquet** (decorations, set up, take down)
- **Hot Chocolate Nights** (making/serving hot chocolate after practice Oct to March)
- **Pancake-Palooza** (1/2 hour volunteer credits for food and drink provided)
- **Narwhal-a-thon Fundraiser**
- **SBSC Apparel sales/distribution** (handing out or selling the goods)
- **Marketing, legal, digital design, video editing** - Donate your professional skills as a volunteer. Let us know what skills you can offer the team!
- **Monetary Donations for swim meets** - A \$25 gift card is worth 30 minutes of a volunteer hour and may be donated in lieu of hours worked.
- **Opt-Out Annual Fee** – SBSC would prefer to have every family volunteer their time toward our program because we need people power to make it all happen! However, we realize that there may be families who wish to or need to opt-out entirely from volunteering. If this is the situation, the annual opt-out fee is **\$750** and it will be billed to your account at the beginning of the new swim year. Otherwise, your account will be reconciled at the end of the year.



SBSC Volunteer Policy

PENALTIES AND FEES

- **NO SHOW FINES** - It can be very difficult to find last minute replacements for volunteer job assignments. We need you to show up! If you sign up and either "no show" **or** fail to find coverage (other adult or pre-approved teenage family member), you will be billed \$25 for the first time and \$50 each time thereafter.
- **RECONCILIATION FEES** - Accounts with remaining unworked volunteer hours will be billed at the rate of \$50 per hour.
- **PRORATED FEES** - If a family leaves mid-season, they will be responsible for a pro-rated number of hours and will be billed at the rate of \$50 per hour for any unfulfilled hours.

Volunteers are an integral part of the program at Santa Barbara Swim Club. We could not and cannot function as a TEAM without all of you! Thank you for your support!

Questions? Please contact us at swimoffice@sbswim.net.