



BAY CLUB SWIM TEAM VOLUNTEER POLICY

USA Swim meets run on volunteers! Volunteering is an essential part of every swim meet, and it is mandatory that all swimmers who participate in a meet have someone represent them to help. Our swim team is assigned volunteering responsibilities for each meet we attend and most of it will be to help time swimmers during the meet.

Officials are needed for every USA Swim Meets. With 11-30 swimmers attending a session, our team is required to bring one USA Swim Meet Official or is fined \$75 per session. The fine doubles for 30+ swimmers. To cover the cost of Official fines or our team's Official, each swimmer will be charged an extra official meet fee of ~\$3 per session.

We need to ensure that our team assigned volunteer duties are being fulfilled by everyone and not just a select group of parents.

How to Volunteer?

- Transport each team canopy from FRCC to a meet.
- Transport each team canopy transported from a meet back to FRCC.
- Sign up for a time or other duties slot per session (~45 mins)
- Sign up as "Timing Manager" per session if available
- Sign up as an official for our team for a session at a USA meet
- Helping with timing/ribbon writing at a Bay Club Novice Meet

How to sign up for jobs?

The USA swim meet information will usually be available by Wednesday before a meet, an email notification will be sent out via TeamUnify with the meet info, time of arrival...

To access your TeamUnify account from your mobile phone, please download the '**SE Motion**' app. Sign into your account then click on "Job Signup" next to the upcoming meet. Sign up at Bay Club Novice meet is done at the start of the meet.

No Volunteer Swim Meet Fine: If all assigned volunteer timer or responsibility slots are NOT filled by the start of a session, every swimmer attending that session who are NOT signed up will be fined \$25 per swimmer.

Each Family is expected to help volunteer for every session and season attended.

If a swimmer attends USA swim Meets during a season and does not volunteer at all, that swimmer will be fined another \$50 per season (see exceptions below).

- Season 1 – Sept thru Dec
- Season 2 – Jan thru Apr
- Season 3 – May thru Aug



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PLEASE become a **USA Swimming Meet Official**

Another way to volunteer at a USA swim meet is to become a qualified Official. Our team officials will earn a \$50 compensation stipend per session to be applied toward meet entry fees. The Booster Club will pay for official's USA Swim Registration and walkie-talkies.

Common questions about swim meet volunteering:

1. Will I need to volunteer at every meet?

Yes, you must volunteer for every meet and session your swimmer(s) signs up for.

2. When can I sign up for a volunteer time slot at a meet?

An email will be sent out 1-2 days prior to the start of the meet when "Job Signup" tab become available on our TeamUnify website and SE Motion app.

3. What type of job can I volunteer for?

You can sign up for a timing slot (~45 mins), other assigned responsibilities, be the "Timing Manager", be an official or help transport the team canopies to and/or from the meet. Each family is responsible for bringing one team tent to or from a meet at least once per season.

4. What is a Timing Manager?

The Timing Manager helps coordinate our timer volunteers and other responsibilities the team has for that session and make sure all volunteers are fulfilling their commitment.

5. This is my first USA meet, what am I signing up for?

If this is your first USA meet, come to experience the event. You will get to meet with the other families and figure out how the meets are run; pay special attention to the timers on the pool deck. After the initial meet, you will be expected to volunteer.

6. My swimmer is only 8 years old, and I don't feel comfortable leaving him in the team tent area if I sign up to time.

If you don't feel comfortable asking one of the other parents to help watch your swimmer while you volunteer to time, talk to one of the coaches about waiving the volunteer requirement. We'll make an exception for parents of our 8 and under swimmers whenever necessary.



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7. What if I have multiple kids swimming?

Each family is responsible for one volunteer slot per swimmer per session. Sometimes there will be more volunteers than slots available. In the interest of sharing our team responsibilities, we suggest having each family sign-up for one slot per each session but be prepared to fill in any empty slots as needed depending on the number of siblings you have entered in the meet.

8. What if the only slots left are too late, my swimmer will already be finished swimming by then?

Unfortunately, you are still responsible for fulfilling a volunteer slot. We suggest you try to sign-up early once you have the meet timeline, so you can get your preferred time slot to avoid this issue or try to switch with someone at the meet.

9. What if there were no more slots when I went to sign up?

Out of fairness, all team duties must be shared by every attending family. There will be instances where there are more volunteers than slots and everything is full by the time you login. If you encounter this situation, please check the signup to see if there are families who have more than 1 slot and offer to relieve them of the extra slot. As a consideration for all swimmers, please share your time and make every effort to sign up to avoid penalties. Families who consistently do not sign-up to volunteer will be fined \$50 per season per swimmer.

10. Don't No-Show!

When you sign up for a volunteer slot and don't show up, it's not fair for the person you are supposed to relieve as they end up having to do double duty. Out of courtesy to your teammates, if a situation arises and you are unable to show up for your volunteer slot, please find someone to help take your place. If you don't know anyone's contact, please check TeamUnify as the timing signup will have the phone numbers of other volunteers. If you still need to locate a contact, please look under the "Members" section of TeamUnify, on the top left corner.

If you are a straight no-show for your time slot without communicating to the Timing Manager, you will be double-fined a total of \$50 each instance for the inconvenience caused to the team.



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11. What if we can't volunteer during a meet, my child gets a ride to the meet with another family or my child drives him/herself to the meets?

All swimmers attending a meet are still required to fulfill volunteer duties. Your swimmer can transport a team canopy. A sibling can come time (we are always happy to sign-off on community service hours for students who help). Ask another family to cover your swimmer's requirements for that meet.

For every incident where swimmers have failed to provide a volunteer when there were open spaces, each of those swimmers will be fined \$25 per session.

We would prefer not to have to fine any swimmer's account, so please help us make every meet a great experience for everyone and share your time!

12. Does it have to be the swimmer's parents that volunteer?

Absolutely not! The person helping can be a parent, friend, teammate, sibling, etc. as so long as the person representing the swimmer is old enough to take on the responsibilities.

13. I have too many kids/too much to do, I just can't schedule in the time to help, or I just don't want to sign up to volunteer.

We understand everyone is busy and sometimes we just don't have the time. As a last option, we are offering an opt-out option of \$200 per swimmer, per season for those who find it difficult to help. Please speak to a Booster Club representative should you decide to opt-out.

Thank you so much for your time and commitment to our team.