

HAST POLICIES CONCERNING JOB SIGN UPS AT MEETS

HAST requires EVERY family to fulfill ONE job for ANY meet their swimmer(s) attend either by signing up for a physical job or having us “hire someone” for you. This way every family has “paid” in the form of physically helping put on the meet or financially backing those that are physically helping put on the meet. No judgment either way. Sometimes it is inconvenient to physically help and just easier to pay. Sometimes you just want to be in the trenches. We take you however you come to the meet!

Let’s kick this off with an important bit of information – our current **Jobs Coordinator is Kristen Johnson: sklmjohnson@gmail.com.**

How do I sign up for a job? You can sign up for a specific job or “hire someone” on the meet information page. Please, please, please enter your cell phone number when signing up for a job! This helps our Coordinator so much on meet day with reminders or last minute changes.

What if I “hire someone” for the meet? We thank you for helping us fill positions at the meets by paying a fee. (Which is in addition to your swimmer’s meet fees – you will pay both for the meet.)

How many jobs can I sign up for? Initially each family attending can only sign up for one job so that families have an equal chance to fill a job. That said, once the deadline for signing up for a job has passed, if you have interest in working an *extra shift* and get credit to your account, you can contact the Jobs Coordinator to get on the waitlist for extra shifts. The Jobs Coordinator will contact you to fill any available openings after first giving preference to families still needing a first job assignment.

What if all the jobs are filled before the deadline to sign up has passed? If all the jobs are filled when you are looking to sign up before the deadline and there are no exceptions for that particular meet, you can contact our Jobs Coordinator or the administrator and extra jobs spots may be added. There may be some exceptions to this – some away and/or state meets allow us only a specific number of job spots and we are unable to create additional spots. For these meets, jobs are filled on a first come first serve basis.

What happens if I miss the deadline for signing up for a job? Once the deadline is passed a couple things happen – you will automatically be added to the “did not sign up by deadline” list and will be charged the same fee as someone who chooses to hire someone. (Equity.) If at that point you want to work a job, you can contact the Jobs Coordinator to be added to the waitlist to fill a spot if one becomes available. People will be taken from the waitlist in order of signing up. If we get to meet time and no spot has come open for you to fill you will be charged the same fee as those that chose to hire someone or did not sign up by the deadline.

What happens if I have to pull out of my job before a meet? Things happen. We get it. Sometimes you are not going to be able to do the job you signed up for. But there are ramifications for the team when people have to pull out. We still are expected as a team to fill the jobs we have been assigned. If you give us enough notice, we can usually fill the spot with people that are waiting for an open spot or that want an extra shift. If you pull out of a job without warning it becomes incredibly difficult to fill the vacancy. People are willing to work but are not just sitting at every shift of every meet waiting for a call up to the big league. Often they cannot get to the meet in time to fill the vacated shift. So, if you contact our jobs coordinator and withdraw more than 24 hours before meet warmups begin, you will not be charged for the change. But if you drop out of your job within 24 hours of the start of meet warm-ups

you will be charged a \$25 inconvenience fee, even if your swimmer is scratching. This seems like the meanest of all the rules, but the scrambling involved in changes that take place in that last 24 hours puts many people in a very difficult spot and usually requires them to work what amounts to another unexpected shift beyond the job they are filling for the meet.

Wait, I thought this was all the same meet, why am I working a job AND being charged? Often a team will hold more than one meet at the same venue in the same week using the same name. For example, multiple teams hold a mini-meet (a 12 yr and under meet) in conjunction with an invitational meet. These are actually two different meets. If you have swimmers swimming in both meets you must sign up for a job or pay to hire someone at each meet.

What are some tips for filling my position? We have four great tips for you!

1. It is important that you be on time for your position AND you must check-in for your position. At each meet – home or away – at least one individual is in charge of check-in. Please always find the check-in person and let them know you are there. At away meets you will find the name of the check-in person in the “Final Meet Information” that is sent out by the administrator a couple of days before the meet.
2. Please be aware of your approximate job start time. The text/email that you receive the day before the meet will show the approximate start time and will be fairly close. But for those who start their job during the meet (“second shift” workers for example), the actual and updated start time of your job can be found with the check in person and you will be expected to fill your job at the time determined on meet day which is calculated using the actual meet timeline which is based on the number of participants/scratches/required breaks/etc.
3. If you do not check in or if you are late, the person in charge of check-in will be scrambling to fill your spot. This is the same situation as if someone withdraws from their job with less than 24 hours before warm-ups and will be handled in the same fashion. You will be replaced and charged both the fee to hire someone and the \$25 dollar inconvenience fee.

In order to help us remind you of your job or coordinate with you – yes, we really are reminding you of this a second time – remember to add your cell phone number when signing up for a job so that the check-in person can text you. **Our current Jobs Coordinator is Kristen Johnson:**
sklmjohnson@gmail.com.