



## Volunteer Policy

757swim is a volunteer-run non-profit organization. We rely upon our member families for everything from officiating meets to planning parties and/or club related events. The efforts of all our member families are critical to our ability to provide a high-quality swim team experience for our children.

The purpose of this volunteer policy is to help ensure that all needed tasks are accomplished for the team and that all member families contribute. While this policy identifies minimum volunteer requirements, member families are encouraged to volunteer above and beyond these requirements when they see a need arise and/or a call is issued for help. Members are responsible for reporting their service hours upon request.

**Service Hours.** Members of 757swim must contribute a minimum number of hours for the season. These hours may be met through team service, home meet service, or a combination of the two.

| Group                   | Service Hours Required* |
|-------------------------|-------------------------|
| Copper Prep, 757 Splash | 0                       |
| Copper                  | 5                       |
| All other Groups        | 15                      |

\*If a family has more than one child on the team, then they are obligated to meet the requirements of the swimmer with the highest number of required hours.

\*\*If a Copper Prep swimmer opts to participate in a meet, then the family must volunteer at a session of that meet.

- **Team Service.** In groups required to serve 15 hours, a minimum of 3 hours must come from service outside of club-hosted meets. An adult family member may serve on a committee (e.g., golf tournament or team social), work in a meet management or facility capacity at a non-757swim hosted meet (VPSU or High School) or serve in an individual volunteer role (e.g., photographer, raffle coordinator). An overview of the committees and roles (and approximate hours associated with each) are provided here.
- **Meet Service.** Members will select roles in advance of the meets. Some roles are appropriate for older teens and may be fulfilled by a swimmer or sibling (13+ for timers or clerk of course, all other positions must be 18+). Families must fulfill their obligation for their selected slot(s). If a family member is not available, then the family may trade slots or arrange for someone to cover for them; they should also notify the meet volunteer coordinator.
- **Away Meets** - It is expected that families attending away meets volunteer to time, should timers be needed.

**Recordkeeping.** Volunteers are responsible for reporting their service contributions upon request or by signing in at meets and events/committee meetings. Families may check their service hours by logging into their Team Unify account, and notify the team volunteer coordinator if there are errors. If a dispute arises over whether or not a family has fulfilled its volunteer obligation, the Board of Directors may request that the family provide a “paper trail” of communications and records to verify its fulfillment of its obligations.

**Penalties:** We strongly prefer that members fulfill their obligation through service—but those who do not will be assessed a financial penalty.

**Families that fail to contribute service hours and/or do not pay any assessed penalties may be denied future membership at the discretion of the Head Coach with Board of Directors approval.**

The penalties are as follows:

- **Failure to fulfill service obligation:** \$50 per hour short. This will be assessed on July 1 or upon withdrawal from the club, whichever is sooner. Hours will be prorated for families who are not members for the entire season (September - July).
- **Failure to fulfill assigned service slot** (no show without notifying coordinator and without finding a replacement): \$100 per slot missed. Removing yourself from a slot once the meet has started without notifying the meet director ([meetdirector@757swim.com](mailto:meetdirector@757swim.com)) will constitute a no show.