

Volunteer Policy

Approved by the MSS Board, July 6, 2023

Found in the MSS Policy Book, page 7

Hosting meets is the largest single fundraiser for our club. To run a successful meet other clubs will want to attend; we need every family participating to cover the various roles and duties involved. MSS typically hosts two meets per year: one in the fall/winter season the weekend before Thanksgiving and the second in summer with the date varying slightly year to year. When the club holds other meets in which it is the host or co-host, this policy may also be called into effect to address volunteer needs for those events.

Beginning with the Fall/Winter 2023-24, MSS will **require** participation in meet duty coverage on a per-meet basis. If you have a swimmer participating in the meet, you are required to work a volunteer shift for each session your swimmer participates in during the meet. Every swimmer and family benefits from the profits made during our hosted meets as the profit helps keep registration costs reasonable for all.

Details:

- Each family is required to work per MSS-hosted or co-hosted meet, not per season. Job shifts are 2 hours to 4 hours in length. Families must work one volunteer shift for every session in which a swimmer competes. (See table below for examples.)
- If your family has more than one swimmer and/or swimmers in both sessions in a day, you satisfy your volunteer shift requirement by working one shift per day that you have swimmers competing. If the team is short on volunteers, you may be asked to work an additional shift if you have multiple swimmers. (See table below for examples.)
 - *Example:* You have two swimmers and each is swimming in the morning session on the first day, and the morning session on the second day. This is four sessions across two days, but you are only responsible for two volunteer shifts.

- If your swimmer is participating in multiple sessions over a meet weekend, you can work your shifts concurrently on one day (if shifts are available) or across multiple days of the meet. (See table below for examples.)
 - Example: The meet is Friday through Sunday. Your swimmer is in two sessions across those three days. You can work both shifts in one day if there are two shifts available, or you can work two shifts on separate days of the meet.

	Swims 1 session during the meet	Swims 2 sessions during the meet	3 sessions
1 swimmer	1 volunteer shift	2 volunteer shifts*	3 volunteer shifts
2 swimmers	1 volunteer shift	2 volunteer shifts*	3 volunteer shifts
3 swimmers	1 volunteer shift	2 volunteer shifts*	
4 swimmers	1 volunteer shift	2 volunteer shifts*	
*(can be done in one day or across the meet weekend)			

- A fine of \$100 will be levied on families who do not sign up to volunteer for the required number of shifts based on your swimmer(s) meet plan. A \$100 fine will also be levied for every scheduled shift for which a volunteer fails to show without notice. Fines will be billed when splash fees are billed, which is typically the first day of the month after a meet.
- Job Sign-Up information and deadline will be communicated by the Volunteer Coordinator a minimum of 14 days before the meet. The sign-up deadline is 72 hours prior to the meet. If you have not signed up for your shifts at the time of the Job Sign-Up deadline, you will be assigned a role as determined by the Volunteer Coordinator.
- Shift times are subject to change, but are typically within one hour of the posted shift times.
- You may sign up for a volunteer position as soon as the job signups are posted on our website. Most volunteer positions require very little training and if a volunteer is unsure as to the position requirements, please contact the Volunteer Coordinator when committing to the meet. The Volunteer Coordinator may modify volunteer position requests according to meet

needs and skills availability. [Volunteer job descriptions are always available for review on the Sharks website under the Meet/Event Info tab.](#)

- ***There are some jobs that may run longer depending on how the meet progresses (Timer, Head Timer, Colorado Operator, HyTek Operator, Meet Runner), and you are expected to finish out the shift.***
 - Training shifts for Colorado Operator and HyTek Operator qualify for required volunteer shifts, but must be coordinated separately with the Volunteer Coordinator. We can only accommodate two volunteer training shifts per session.
- Your volunteer obligation can be fulfilled by another swim family, family member such as grandparent, or friend. Please communicate to the Volunteer Coordinator who will be filling your job shifts on your behalf.
- MSS board members and members who are active officials for the club with USA Swimming satisfy the requirements of this volunteer policy by way of their involvement on the board and/or officiating.

Considerations:

- We understand there are occasional, unique exceptions to fulfilling the volunteer obligation for home meets. We do our best to communicate everything as early as possible so you can coordinate your schedule well in advance. ***If circumstances come up that prevent you from fulfilling your volunteer shift(s), please contact the Volunteer Coordinator as soon as possible.*** The Volunteer Coordinator may have some duties the club needs assistance with to enable you to meet your volunteer requirements in another manner.
- You can step away from your assigned job to watch your swimmer. We plan for this and that's why every job role has at least 2 positions staffed. In some cases, you may be the only one in your role and in that case, contact the Volunteer Coordinator to make arrangements so you can step away to watch your swimmer.
- On-deck roles like Timers, Colorado/Hytek Operators, and Officials can step away momentarily to use the restroom or make a phone call. Instructions will be given to you at the beginning of your shift on how to request someone step in for you. Meet personnel try to bring around water and check in frequently with these on-deck roles to keep everyone comfortable.

Summary

Our club is nonprofit, and the work required to keep our club operating and offering reasonable registration fees cannot be done without everyone contributing. MSS wants a club culture where everyone knows the expectations of membership and willingly contributes. Parent involvement is not just encouraged, it is expected. To be a member of the Sharks means you not only have a swimmer in the club, but it also means you are actively participating in club-hosted meets/events.