

SWAC Volunteering Guidelines

Many volunteers are needed to run a swim meet. Parents are relied upon to fill the volunteering needs. Each family is expected to work at a minimum of 3 dual meets throughout the season. We are also requesting that any family attending the SWAC invitational provide one (or more) volunteer.

In order to make the volunteering process a smooth and pleasant experience for everyone, please follow the instructions below.

Thank you in advance for your help - we and all of our swimmers appreciate it.

In a nut shell:

- 1 – Contact your rep(s) before the volunteer schedule is posted if you cannot provide a volunteer at a meet.
- 2 – Review the volunteer schedule when posted on-line and accept or decline your assigned job.
- 3 – If declining, provide a replacement.
- 4 – Check in with your rep and fill your job on meet day.

Details:

- Review the list of dates for dual meets (on bulletin board and website - soon to be on "meets" page with times and currently found on "schedule" page) now and e-mail your rep now if you know you cannot volunteer at a meet. If the reps don't hear from you, they will assume you can work the meet. Volunteering is independent of swimmer sign-in/sign-out. If you sign your swimmer out of a meet the reps do NOT know, therefore you need to let them know in addition. You can email your rep any time before the volunteer list for the meet in question is posted to let them know you are unavailable.
- During the week of each meet, check the volunteer schedule by visiting the website (<http://www.cbsswim.org>). Go to the volunteering page and click on the link to the volunteer schedule. If you are able to fill your assigned job, click the Yes button. If not, click the No button...you will then need to provide a replacement name. Please do not enter something like "not attending" as your reps already spend a lot of time working for SWAC and should not also need to find you a replacement.
- If you need to find a replacement, call a friend or acquaintance on the team. You can review the list of volunteer preferences* posted on the volunteering page to find an appropriate replacement (especially if you need training for your position). Use the team directory to get contact information. If you have made a reasonable attempt to

find a replacement and have not been successful, contact your rep and let him know who you've contacted. The rep will take it from there.

- If you end up on the list accidentally after telling the appropriate rep you are unavailable just let the rep know (or find a replacement if you want to really help out!).
- For all communications, be sure to contact the appropriate rep: girls – Bill Corbett, boys – Kevin Radziul. E-mail addresses may be found on the website on the volunteering page. Note that if you have both a boy and a girl swimmer, you need to contact both reps.

*To be posted on the volunteering page prior to the first dual meet once we know who has trained for each job.

NOTE> The above instructions relate to volunteering for dual meets. For invitational meets, volunteers requested by the host team will be assigned after the SWAC registration date has passed. Volunteers for any given invitational will be chosen from those swimmers who have signed-up for that particular meet. The invitational volunteers will be assigned by the invitational coordinator and will be contacted by the invitational coordinator or me. The league reps are not involved in this process.