

CBST-SAL Volunteering Guidelines

Many volunteers are needed to run a swim meet. Parents are relied upon to fill the volunteering needs. Each girl's family is expected to work at a minimum of 4 dual meets throughout the season, while each boy's family is expected to work at a minimum of 5 dual meets throughout the season. Be aware, however, that more help is often needed. Families with multiple children on the team should expect to work at more meets. We also require that any family attending the CBST-SAL invitationals provide one (or more) volunteer at each of those meets. Note also that swimmers attending invitational meets at other pools will be required to provide a volunteer at each meet they sign-up to attend.

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 nutshell:

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

Details:

- Review the list of dates for dual meets now and e-mail your rep now if you know you cannot volunteer at a meet which your swimmer will attend. If the reps don't hear from you, they will assume you can work the meet if your swimmer is signed in. If your swimmer is checked out of a meet the reps will know you cannot volunteer at that meet. You can email your rep any time before the volunteer list for the meet in question is posted to let them know when you are unavailable.
- During the week of each meet, check the volunteer schedule by visiting your swimmer's portal. Go to the SAL meets tab and click on the link to the volunteer assignments (be careful to select the right meet). Accept your position by clicking "yes" next to your assignment. If you choose No... you will then need to provide a replacement name where indicated. You need to contact someone who is not assigned and ask them to replace you before you choose them. Your reps already spend a lot of time working for CBST-SAL 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. If you do not know anyone, ask your rep for suggestion of who to contact. If you have made a reasonable attempt to find a replacement and have not been successful, contact your rep and let him or her 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 or boys. 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.

NOTE> The above instructions relate to volunteering for dual meets. For invitational meets, volunteers requested by the host team will be assigned after the CBST-SAL 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. The league reps are not involved in this process.