

Volunteer Participation Policy

YOUR DONATION OF PERSONAL TIME IS OUR MOST IMPORTANT RESOURCE.

We rely exclusively on the volunteer spirit of our team families for staffing team sponsored meets. Not only does WAM rely on meets to raise funds, WAM also participates in other fundraising events, such as but not limited to, PGA tournament, staffing a concession stand at the Arena (Milwaukee), Bradley Center, Sheboygan County Fair parking, and other miscellaneous events. **We require all families to work in order to maintain the success and quality of our meets and fundraising events.** Ultimately, we all benefit from the revenues generated because they help keep our training fees reasonable and our team financially viable.

The purpose of this policy is to clearly state our expectations and process so that we are all operating from the same base of understanding. We want to ensure that all worker assignments are filled in a consistent, fair, and equitable manner. At the same time, we must balance the team's needs for adequate coverage of volunteers. There are several critical areas that require additional skill development or USA swimming membership and these must continually be developed (e.g. meet management software, Colorado timing system operators, USA swimming officials, announcers, meet marshals, and meet administration).

Sanctioned, Single-day Meets (Single Age and Senior)

We typically hold two meets during the short course season (October and December). We also typically hold one meet during the long course season (May). Volunteers needed per session: ~30

- a) All families must provide two workers per meet whether your child(ren) is swimming or not. Variations such as these must be arranged in advance with the Volunteer Coordinators.
- b) If no worker is available, there is a \$50 fee per meet. This fee will be billed to your account after the meet is held.
- c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the fee (\$50/meet) to your account.

Sanctioned, Co-sponsored Multi-Day Meet (Single-age)

We typically hold one co-sponsored meet during the long course season (June). Volunteers needed per session: ~15

- a) All families must provide two workers per day per meet whether your child(ren) is swimming or not. Variations such as these must be arranged in advance with the Volunteer Coordinators.
- b) If no worker is available, there is a \$50 fee per meet. This fee will be billed to your account after the meet is held.
- c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the fee (\$50/meet) to your account.

Organized Fundraising Events

- a) All families must provide at least one worker for at minimum of one of the following events.
- b) If no worker is available, there is a \$50 fee. This fee will be billed to your account after the event is held.
- c) Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the fee (\$50/session) to your account.

- 1) WAM will be running a concession stand at 2010-2011 events are either the Arena or Bradley Center. Volunteers needed per event : ~6. Below is a tentative list of events. Volunteers for this event must be 18 year or older.

Wave Games
UWM Games
Disney on Ice
Shrine Circus

- 2) Sheboygan Country Fair Parking is normally held during Labor Day weekend at the Sheboygan Country Fairgrounds. Volunteers needed per session: ~5-10 depending on session
- 3) Misc Events that arise during the year

Other Volunteer Opportunities:

The below opportunities maybe used in addition to or in lieu of volunteer requirements listed in volunteer policy.

- Board member
- Swim lesson instructor
- Meet Director
- Meet Committee Chair: Concessions
- Meet Committee Chair: Awards
- Meet Committee Chair: Volunteers
- Heat Sheet Advertisement
- Sponsorship
- Volunteer Coaching
- Fundraising Coordinator
- Social Event Coordinator

The charging of volunteer penalty fee shall be in the sole discretion of the Board but the Board will likely consider the following when considering requests:

- The number of years the swimmer/family has been associated with the club
- The past and current involvement of the swimmer/family in the club activities, including volunteer involvement.
- The circumstance behind the reason for not volunteering at fundraising events

The Board may change, modify or discontinue this policy at any time but contingent on compliance with the required standards.

Procedure:

1. Email volunteer signup will be provided for all sanctioned meets hosted by WAM. This is the only method of signing up. Sign up by the deadline date.
2. The Email will have a listing of jobs available for each session and will be filled on a first come, first served basis. If you have physical or other special constraints that limit your job flexibility, please send an e-mail to the Volunteer Coordinators explaining why you need that specific job.
3. After the volunteer signup period has closed, only the Volunteer Coordinators will be able to make changes to the email schedule.
4. Between the times the job signups have closed and before the final worker schedules are posted, the Volunteer Coordinators will retain the right to shift people around in order to fill all mission-critical jobs. Key jobs must be filled before training opportunities can be provided. There is no guarantee that you will always receive the job for which you have signed up, due to unpredictable issues such as overall worker staffing numbers and organizational needs for specific expertise.
5. Worker assignments will be transmitted via e-mail and posted on the team website at least two days before the first day of the meet for all sanctioned meets.
6. **Once the schedules are posted, assignments are final.** Errors will be corrected and accommodations made for those with disabilities, but other changes will not be made.
7. The posted worker schedule reflects weeks and months of phone calls, e-mails, and coordination efforts. Therefore, **volunteers who cancel after the worker assignments are posted on the team website are responsible for finding their own replacement.** Names of replacements should be provided to the Volunteer Coordinator as soon as they are known.
8. We rely on all of our volunteers. **Failure to show or showing up too late to fulfill your volunteer assignment will result in an assessment of up to twice the fee to your account.**
9. Questions and clarifications should be referred to the Volunteer Coordinators. Any matter that cannot be resolved with the Volunteer Coordinators will be referred to the Board.