

## 2017-18 Family Volunteer Program

Our swim team's success depends entirely on the families who volunteer their time and talent to the team. We strive to be an efficient and cohesive team; therefore, our goal is for every family to volunteer in some way. The volunteer requirement facilitates keeping our swimmers in the water and running successful swim meets. Our volunteer program continues to be updated and refined. Suggestions for improvement should be sent to the Parent Liaison.

### Family Volunteer Requirements:

- 30 hours in support of the regular season
- 1 shift in support of Divisionals
- 1 shift in support of EFSL Long Distance Champs, if swimmer is attending
- 1 shift in support of EFSL Champs, if swimmer is attending

Generally, one hour of volunteer time will count as one hour toward your family's requirement. Your swimmer and siblings may also contribute toward the family's volunteer requirement. The Parent Liaison will be available to assist these families in identifying opportunities to enable the family to meet their volunteer obligation.

Each family's volunteer hours will be reviewed prior to a swimmer's registration for EFSL Champs. Families will be required to pay 10 Euro per un-met volunteer hour. This amount will be deducted from your 100 Euro Security Deposit. Any additional outstanding amount must be paid in order to register for EFSL Champs.

Families may pay 300 Euro as a "buy-out" fee if they are unable to meet the regular season 30 hour volunteer requirement. However there is NO buy-out option for Divisionals, EFSL Long Distance Champs or EFSL Champs.

We look forward to an exciting swim season. Thank you for donating your time and energy to support your children's swim team.

### **Volunteer Activities:**

The following is a list of activities in which volunteer hours may be earned. Any activity NOT listed below may not count towards your family volunteer requirement. Additional activities must be pre-approved by the Board. Most volunteer opportunities will be posted via a **VolunterSpot** link and distributed to all Piranhas families.

### **Home Meet Support**

Home Meets are very labor intensive and need many volunteers to ensure success. Your support is critical during home meets. These positions will be available for sign up in advance of the meets. Unless otherwise noted, one hour of activity counts as one hour toward your volunteer requirement.

### Meet Set Up:

- Set up lane lines, assist Head Marshal, and Head Timer
- Food Donation for Concessions
- For every \$10 of food donated, 1 volunteer hour may be claimed
- Food preparation time may also be claimed however, this does not include time for shopping or transporting food
- Setting up concession fest tables and receiving food donations

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- Transporting bulky team equipment to meets such as lane lines, fest tables, etc. (1/2 hour to and 1/2 hour from meet)

### During Meet:

- Timers
- Head Marshal - (Must be trained and available for the entire meet)
- Stroke and Turn Judges (Training required and training hours count)
- Marshal (Responsible for working with the Head Marshall to ensure that swimmers are seated in proper order and transition smoothly for each heat)
- Runners (responsible for collecting time sheets and turn in to the statistician)
- Handing out heat winner ribbons
- Assisting with Concession Sales
- Locker room supervision (responsible for ensuring that facility and swim team rules are followed during meet)

### Meet Tear Down:

- Take down lanes, collect stopwatches, heat numbers, clean pool, empty and dispose of trash, return tables/chairs
- Clean up trash on pool deck, lobby and changing rooms
- Tear down concession, and load table and leftover food into vehicles
- Gather any unclaimed equipment and turn into Lost and Found

### Away Meets:

Visiting teams are required to supply volunteers to support Away Meets. The Piranhas VP/Meet Director may request the following volunteers in advance of an Away Meet.

- Stroke and Turn judges
- Marshals
- Timers
- Runners
- Other volunteer support

### Practice Support:

- Set up and tear down of practice lane lines. Reportable volunteer time for this is in 15 minutes with a season maximum of 15 hours.

### Spirit Support:

This position's goal is to improve team cohesiveness and spirit. Each Spirit chair is responsible for decorating school lockers prior to meets for the older youth and setting up banners in hallways for the younger youth. Each chair will work with the school and decide the best way to acknowledge the achievements of the team members in the school setting. For every \$10 of supplies purchased toward decorations, one volunteer hour may be claimed.

### Spirit Chairs are needed for:

- Patch Elementary School
- Robinson Barracks Elementary School
- Stuttgart Elementary School
- Patch Middle School
- Stuttgart High School
- International School of Stuttgart

- Home School Students

**Swimmers of the Month & Swimmers of the Meet support:**

This position supports the coaches in purchasing and preparing the swimmers of the month awards and swimmers of the meet award.

**Administrative Support:**

- Participating on special committees established by the swim team board
- Auditing the team's finances as requested
- Attending General Membership meetings
- Serving on the swim team board (Elections held annually in the spring)

**Volunteering for Organizations within the Stuttgart Community that support the swim team financially:**

- Registering as a Stuttgart Piranhas Volunteer for \*designated events held by the German American Club and the Stuttgart Community Spouses Club
- Donating items as a Stuttgart Piranhas Volunteer for \*designated Stuttgart Community Spouses Club and German American Club

\*The Fundraising Chair will advertise events and request volunteers in advance of the German American Club and Stuttgart Community Spouses Club events

**How to get credit for your hours:**

Volunteer hours should be submitted through the Volunteer Management Information System on the Army OneSource website or submitted to the Parent Liaison at [parentliaison@stuttgartpiranhas.org](mailto:parentliaison@stuttgartpiranhas.org). Please submit hours as you complete them so that an accurate account can be maintained. It is very difficult to remember the entire season's hours in the last month of the swim season. When submitting hours, please include the description of what was done to earn the hours. For example:

John/Jane Doe: 4 hours, Timing, Home meet September 4  
John/Jane Doe: 1/2 hour, set up practice lanes, October 10

Please note:

Team captains and buddy system will **not** count toward a family's designated volunteer hours; this is part of being a good teammate. If the coaches ask a swimmer to help with another swimmer during a regular session, this is also part of being a good teammate. This is in order to create a support system within the team and to instill leadership values. However, if the coaching staff requests specific assistance with the younger team members on a swimmer's day off, then volunteer time may be claimed.

The members of the Stuttgart Piranhas Swim Board and EFSL Board are exempt from the submitting hours.

June 2017