

NEW TRIER AQUATICS VOLUNTEER POLICY

New Trier Aquatics (“NTA” or the “Club”) is a not-for-profit organization operated for the benefit of its members. As such, NTA relies on volunteers for every aspect of Club operations outside of the coaching and leadership provided by our professional coaching staff. Parents are expected to support the Club by volunteering their time to ensure that hosted meets run smoothly, and that the Club fulfills its obligations to other swim clubs at away meets. To ensure that the responsibility for these tasks is shared by all families, the following policy is in effect. **Please review this policy prior to registering your child for the Club; by registering your child, you are agreeing to abide by this policy.**

VOLUNTEER REQUIREMENTS

NTA Hosted Meets

Swim meets hosted by NTA are an important source of revenue for the Club, with financial benefits accruing to all members. At these meets, we need volunteers to fill the critical jobs of Officials, Administrative Table, Admissions, Timers, Runners, and more.

- All families with a swimmer participating in a home meet are required to volunteer for at least one session of every Hosted Meet.
 - It is possible that not all jobs will be available during the initial signup period.
 - A Volunteer Coordinator may reassign families to jobs other than those they initially requested, as needed to cover all jobs.
 - Families with multiple swimmers may be asked to volunteer for more than one session.
- Additional jobs will be listed in the signup form to cover the finals session of meets with a prelims and finals format. These jobs must be filled by families whether or not their swimmers qualify for finals. Thus, signing up early for a preferred session of the meet is encouraged.
- After a brief period of voluntary signup, the Volunteer Coordinator(s) will assign jobs to families for Hosted Meets.

NTA Non-Hosted (Away) Meets

Families with a swimmer participating in an away meet (where the host team asks participating teams to provide volunteers) are required to be available to volunteer. This requirement will usually be as a lane timer.

To the extent that sessions are not filled before 72 hours of the meet start, the Volunteer Coordinator(s) will assign families of participating swimmers to the open positions.

VOLUNTEER RESPONSIBILITIES

Prior to the Meet

- Volunteers are typically assigned to 1 ½-2 hour shifts per meet.
- Families are expected to read the weekly emails/newsletters and check the website for available jobs and time slots for each meet.
- Volunteers must sign up via TeamUnify
- Job signup for each meet will lock (no changes permitted) one week prior to the meet start date.
 - If a family must change/cancel their ability to work after job signup locks, they must find their own replacement and notify the Volunteer Coordinator(s) (volunteers@swimntsc.org) as soon as possible.
- Volunteers are expected to know and fulfill the length of their commitment, even as it may change as the meet format and timeline may change.

At the Meet

- Upon arrival, each volunteer must sign the check-in sheet. If the volunteer has arranged for a replacement, the replacement volunteer must indicate that they are working on behalf of the person they are replacing.
- All volunteers are expected to work the jobs that they are assigned and/or signed up for. This includes a position different than the one they signed up for, as designated by the administrator/coaching staff.
- All volunteers are expected to work until the end of each session (or volunteer shift), even if their swimmer finishes before such session (or shift) is complete.

MISSED COMMITMENT FEE

Each time a family does not meet the NTA Volunteer Requirements for Hosted Meets, they will be subject to a USD 100 fee to be charged to the family's TeamUnify account after each meet.

EXEMPTIONS

A Missed Commitment Fee will not be assigned to a family of a child who has to miss a Hosted Meet due to illness, provided that the family contacts the Volunteer Coordinator(s) (volunteers@swimntsc.org) as soon as possible.

OFFICIALS

Families where one or both parents are current USA Swimming Certified Officials and Officials in Training are not required to volunteer in other capacities on behalf of the Club, as long as the Official maintains the necessary hours to maintain certification.

NTA has an Official's Policy with the goals of having sufficient numbers of USA Certified Officials officiating NTA Hosted Meets, serving as ambassadors for the Club by volunteering at other meets, and serving as a resource to NTA members and coaches at Away Meets.

As an incentive, NTA will offer a 20% rebate of one of the highest seasonal fees paid by the Official to the Club, provided that (1) the Official maintains his/her certification at a given level; and (2) works 50% of the NTA hosted sessions (the "Qualified Official"). When officiating 50% of NTA Hosted Meets isn't possible, Officials may earn 5% discounts for each of the following activities:

- 5% for each level of active certification beyond the first Official position of stroke/turn or AO;
- 5% for each active national certification at whatever level for whichever position; or
- 5% for every 10 sessions worked.

NTA will reimburse direct fees associated with the maintenance of an Official's certification. For more information please see [NTA Official's Policy](#).