



## SBSC Service Hours Policy

Santa Barbara Swim Club strives to offer our members a positive competitive swimming experience and we rely heavily on our volunteers to make this program successful. We have a stellar reputation within the Southern California community as a swim meet host and we would like to uphold that reputation. The SBSC Service Hours Policy allows us to share the workload, uphold our reputation and high standards, and provide the best experience for your family and swimmer(s). Thank you for your support. We appreciate each and every one of you!

### **SERVICE HOURS OBLIGATION**

Service hours will be tabulated between **January 1st and December 31st of the same calendar year**. Each family is required to work a set number of service hours every swim year. If a family joins after May 31st, their hours will be reduced to half. Hours may be worked at any meet (hosted or away) as well as at other designated SBSC events. The carry over of hours from one year to the next will not be allowed.

### **SERVICE HOURS REQUIREMENTS BY SWIM GROUP**

Pre-Comp	Exempt (See 3rd bullet below)
<b><u>All</u> Dolphin</b>	8 hours per year
<b>Bronze, Silver, Gold, <u>All</u> Senior</b>	15 hours per year

- **All families (active and suspended members) are required to complete their service hours regardless of whether they participate in swim meets (see below for non-meet options).**
- Families will be expected to meet the service hours requirement for their most advanced swimmer.
- If your swimmer is promoted from Precomp to a higher group during the year, you will only be responsible for fulfilling half of the new group hours.
- If your swimmer is promoted from Dolphins to a higher group during the year, you will only be responsible for fulfilling the required Dolphin hours.
- **PLEASE NOTE - If you have a swimmer competing at an out-of-town swim meet, timing assignments will still need to be filled regardless of whether your service hours are met for the year.** We have timing assignments at away meets because we have swimmers competing. The more SBSC swimmers at a meet, the more timing assignments we need to fulfill.



## SBSC Service Hours Policy

### SERVICE HOURS SIGN-UPS

All sign-ups will be done on the SBSC TeamUnify website. You will receive advance notification of upcoming opportunities via email, so please make sure your email address is current on your Team Unify account. It is your responsibility to sign up for service hours shifts and to make sure you fulfill your hours. You will be able to track your total hours by visiting your TeamUnify account.

### EXAMPLES OF SERVICE HOURS JOBS

#### At Swim Meets:

- **Volunteer Coordinator** (Oversees all volunteers)
- **Swimmer Check-In**
- **Marshal** (Supervises warm-up lanes)
- **Snack Bar** (A perfect job for parents with young children)
- **Housekeeping: Bathroom restock** (A perfect job for parents with young children)
- **Hospitality** (Food provided and service before and during swim meet)
- **Facilities** (Set up/break down)
- **Timing** (Lane and Head)
- **Runner for Admin** (Posts heat/lane/results and collects timing sheets)
- **Announcer**
- **Heat Award Distributor** (the duckie person!)
- **CTS Operator** (Colorado Timing System - not to be confused with lane timing)

#### Non-Swim Meet Opportunities: These are just a few examples.

- **Annual Swim Banquet** (decorations, set up, take down)
- **Hot Chocolate Nights** (making/serving hot chocolate after practice Oct to March)
- **Pancake-Palooza** (½ hour credits for food and drink provided)
- **Narwhal-a-thon Fundraiser**
- **Tie Dye** (assisting youngsters with tie dye process)
- **March Madness** (½ hour credits for food and drink provided)
- **SBSC Apparel sales/distribution** (handing out or selling the goods)
- **Marketing, legal, digital design, video editing (as needed)** - Donate your professional skills as a volunteer. Let us know what skills you can offer the team!
- **Monetary Donations for swim meets** - A \$25 gift card is worth 30 minutes of a service hour and may be donated in lieu of hours worked.



## SBSC Service Hours Policy

**Opt-Out Annual Fee** – SBSC would prefer to have every family volunteer their time toward our program because we need people power to make it all happen! However, we realize that there may be families who wish to or need to opt-out entirely from volunteering. If this is the situation, the annual opt-out fee is **\$750** and it will be billed to your account at the beginning of the new swim year. Otherwise, your account will be reconciled at the end of the year.

### PENALTIES AND FEES

- **NO SHOW FINES** - It can be very difficult to find last minute replacements for job assignments. We need you to show up! If you sign up and either “no show” **or** fail to find coverage (other adult or pre-approved teenage family members), you will be billed \$25 for the first time and \$50 each time thereafter.
- **RECONCILIATION FEES** - Accounts with remaining unworked service hours will be billed at the rate of \$50 per hour.
- **PRORATED FEES** - If a family leaves (terminates) mid-season, they will be responsible for a pro-rated number of hours and will be billed at the rate of \$50 per hour for any unfulfilled hours. **\*This does not apply to those who take a voluntary suspension.**

Volunteers are an integral part of the program at Santa Barbara Swim Club. We could not and cannot function as a TEAM without all of you! Thank you for your support!

Questions? Please contact us at [swimoffice@sbswim.net](mailto:swimoffice@sbswim.net).