

2019 Volunteering

Parent meeting notes

Volunteering Requirements

- Each Family is **REQUIRED** to earn 5 volunteer points for the first swimmer and 2 points for each additional swimmer.
- Points for required parent volunteering are dependent on the position, its responsibility, additional training requirements, duties, or time commitment.
- Select positions are available to meet all Family Volunteering requirements with season long commitment required for the position.
- The Volunteer Coordinator will communicate to volunteers assigned to work positions via the Swimtopia system.
- It is the parents or assigned volunteers responsibility to insure contact information in Swimtopia (email/phone) is update and correct.
- The Swimtopia App can be downloaded from IPHONE or ANDRIOD devices which list volunteering shifts by each person in an account.
- You must sign up for volunteer positions prior to deadline listed in Key Dates; the volunteer coordinator will assign duties to anyone who has not signed up by that date to meet your family requirements for the season.
- If your swimmer is not swimming in a meet, it does not change, alter, or reduce your swim season family volunteer point requirements.

Changing Volunteer Positions

- If a family is unable to complete their selected or assigned volunteer position shifts, it is the responsibility of that family to find a replacement for their volunteer position. Failure to complete these steps will not constitute a change and can result in not receiving volunteer points. Steps to change volunteering shifts:
 1. Find an available volunteer position to switch your assigned position using CCKST Swimtopia site for parents and meet assignments. Available positions for swap will be posted on the CCKST website under volunteering.
 2. Confirm swap of volunteering assignment is confirmed via email communication.
 3. Email the volunteer coordinator the agreed swap 24hrs prior to the meet start. Agreement must be written via email and sent to Volunteer Coordinator. The Volunteer Coordinator will confirm the changes and adjust the registration system. Please note that certain positions require special training and may not always be swapped.
- In the case where an emergency prevents a family from completing their volunteer shift requirement at one meet, notification should be given via email, and the Volunteer Coordinator(s) will determine appropriate steps for the makeup of the requirement.

Meet Changes

- If a family is signed up for a meet that gets postponed, cancelled or rescheduled, you are expected to serve at the make-up meet in the same capacity, as originally scheduled. If changes are required due to a conflict, see the Changing Volunteer Positions section of this document for steps to necessary to constitute change.

Volunteer Job Descriptions Summary

- There are two types of volunteering positions available for earning Volunteer Points to meet Family Volunteering Requirements based upon the number of swimmers participating. The positions are provided in the section below.
- The first type of volunteering positions are **the Leading Kraken Positions which earn 2 points** per shift worked due to increased training or responsibility required to perform the position. There are a limited number positions available, and early registration for these positions due to required training, additional time commitment, or special requirements of the position. These positions will open first during swimmer registration.
- The second type of volunteering positions are the **Supporting Kraken Positions which earn 1 point** per shift work. These positions will be opened after the Parent Meeting.

Volunteering shift start and end times will be listed on the CCKST Swimtopia website via the meet volunteering section within each job description.

Incomplete Volunteer Requirements

The following are considered to constitute not meeting Volunteering requirements for points.

- Failure to check in at a meet will result in a family not receiving credit for that volunteer position worked.
- Failure to work entire shift (expected shift timing as described in Volunteering Job Description Section and in Swimtopia)
- Failure to perform job duties, work, or shift as assigned

If all family volunteer requirements have not been fulfilled by the last regular season swim meet, the family's swimmer(s) will not be able to participate in the Meet of Champions for the current season.

If all Family Participation requirements have not been fulfilled by the end of season party, the family's swimmer(s) will not be allowed to participate in CCKST the following swim season.

Sign up dates:

Log into Swimtopia:

- The volunteer will open at 8pm three days before the meet and will close 12 hours before the meet so all items can be reviewed and processed.
- The dates for sign up are as followed:
 - Blue/Orange Opens May 13th at 8pm

- Cinco Southwest Opens at May 25th at 8pm
- Grand Lakes at June 3rd at 8pm
- Nottingham at June 11th at 8pm
- Greatwood at June 18th at 8pm
- I will be communicating by email and also utilizing Remind to make sure all parents are reminded to sign up for each meet and coordinated with different Board Members (Set-up, etc)