



Volunteer Policy

Dear YMCA Volunteers,

On behalf of the Coaches and Aquatic Club Executive Board, thank you for serving as a volunteer for York YMCA Aquatic Club. Drawing from a long-standing tradition of excellence, the swimming program at the York YMCA prides itself on developing great swimmers and strong citizens. We cannot accomplish this without your help. Do you know that it takes about 45 volunteers to run each swim meet session? As you continue the Club tradition of volunteerism to facilitate well-run meets, you will keep teams returning to the York YMCA and help us avoid costly travel to attend meets at other facilities.

This Policy outlines the specifics you need to know about the club and volunteer roles available for each meet. The duties and responsibilities vary and summary information can be found in the Role Description Section of this Volunteer Policy. Additional information can be obtained at www.swimnyorky.org or by speaking with your child's coach or a member of the Executive Board. We hope that you will enjoy your time spent with the Club, and we look forward to working together.

Sincerely,

The York YMCA Aquatic Club Executive Board

Benefits of Volunteering

A robust volunteer program is necessary to support and sustain the vision, mission and values of the Club. Congratulations! Over the course of a year, we estimate that our families contribute thousands of hours, and our volunteers have benefited from being a part of the club. Here are some of the benefits you can expect:

- Spend time on deck with your swimmer.
- Get to know some cool swim parents.
- Serve as a positive role model for your swimmer.
- Save \$500+ per weekend by avoiding travel (and sleep in the comfort of your own bed)!
- Research shows that volunteers experience wellness benefits, including lower depression, improved mood and self-esteem, less stress, better heart health and lower mortality rates.

In addition to personal enrichment, your commitment and dedication to hosting meets and organizing fundraisers enables the Club to generate approximately \$145,000 annually. Of this amount, 72% goes to support the YMCA Aquatic program, which directly benefits the swimmers by providing high quality facilities and coaches. Another 15% is used to subsidize swimmers' meet travel expenses, 8% supports coach meet travel expenses, and the remainder is allocated to team-related events, activities and supplies.

Your Responsibilities

All swim families are expected to donate a snack bar item and provide at least one volunteer for every session in which their swimmer competes. Please sign up sign up in advance; don't wait for the Volunteer Coordinator to reach out to you. Sign-up sheets can be accessed [HERE](#).

- Upon arrival at each swim meet session, please check in and verify your assignment.
- If your swimmer is in multiple sessions over multiple days, then you are expected to supply a parent/volunteer for each day. Families with swimmers in multiple sessions will be the first to be relieved if an excess of volunteers are available. There may be times when all positions are filled and a family is not required to work, and there may also be times when a family is required to supply more than one volunteer.
- The Aquatic Club has appointed a Volunteer Coordinator who will create sign up sheets and communicate with team parents.
 - When the sign-up sheet has been created the link will be emailed to the team and each swim family of a participating swimmer will be expected to sign up.
 - The Coordinator will review the sign-up sheets a few days before the meet and compare the sign-ups to the meet entries.
 - **Any family who has not volunteered will be contacted and assigned a volunteer position for the session of the meet in which their swimmer is competing.** The family or some representative of them must supply a volunteer for that assignment.
 - The Volunteer Coordinator may also, if needed, request that a family change its assignment if there is a more critical area that has not yet been filled.

Training is not required:

- Admissions — collect payment/provide change for admission and heat sheet/program.
- Announcer —
 - Prelims sessions - announce the event and heat number after each whistle that signals the end of one heat and the beginning of the next one.
 - Prelims/finals sessions - announce the results of events and informs the swimmers, coaches, parents that they have 30 minutes to declare their intent to scratch.
 - Finals - announce the names of the swimmers in each lane.
 - B and C finals - announce swimmer lanes & names after the heat starts.
 - A final - announce the swimmer lanes & names before the heat starts.
 - Makes any other announcements as needed being careful not to make any announcements during the start of a race.
- Awards — place labels on the awards and sorts awards into the correct team bags; file YY awards in file folders.
- Deck Marshall — walk around and monitor the pool deck (only volunteers are allowed on deck) and bleachers (no swimmers are allowed in bleachers).
- Hospitality - the hospitality area provides food and drinks for the coaches and officials during the meet. The hospitality volunteers organize and restock the food and drink, clean-up the area and help make food if needed. A hospitality coordinator is in charge of this area and will be in touch if you sign-up for hospitality role.
- Results Poster — periodically post meet results on the pool deck for the swimmers and in the hallway for the parents.
- Runner — sit near the meet manager and collect swimmer times from the timing officials as needed.
- Scratch Table — work with the meet director to manage the scratch table. The volunteer also works with the announcer to announce the results of each event and provide a deadline time to scratch out of a finals event.
- Snack Bar Volunteers — prepare food items, organize the snack bar area, serve food, and collect payment/ make change.
- Timer - stand at assigned swim lane and collect/document manual times via plunger and stopwatch.

Training is easy! Just ask your coach or volunteer coordinator for information on getting started:

- Daktronics is the system that runs the scoreboard. The person who runs Daktronics must pay close attention to the swimmers and make sure that each swimmer touches the pad. If the swimmer does not touch the pad, the Daktronics operator pushes a button on the system.
- Meet Manager is the computer system used to run the meet. This volunteer sits at the computer and monitors meet progress and intervenes as needed.
- Officials — required to run a meet; must undergo training and a shadowing process to become an official.
- Seeder — help the age 10 and under swimmers get to their event, heat, and lane on time. The seeder should not have to inform swimmers of their events. Swimmers should know their events before the meet begins. At some meets, seeders will need to inform swimmers assigned to a relay, and the order they will swim. In the event of having 8 and under swimmers, the seeders will need to pay close attention to the 8 and under swimmers at the blocks especially when the timers are at the turn end of the pool.
- Volunteer Check-in — greet volunteers as they arrive to the meet, provide wristbands to the volunteers and highlight his or her name on a sheet. You may need to assist in recruiting volunteers for the meet and/or finding the volunteers who did not check-in by a given time.