

# AGUA

## *Service Hour Guidelines*

### 2023-2024 Family Service Policy

Parents are essential to the success of any swimming club. Serving our club allows AGUA to host several meets each season to provide opportunities for our swimmers to compete and hone their skills learned in practice.

Each family is required to serve a minimum of 10 hours during the accrual period: October 2023 – July 2024.

In July, any family that has not met the 10-hour minimum will be charged \$35 per hour if they are deficient.

For example, if a family has 6 hours of volunteer time, they will be billed the remaining 4 hours. Their account will be charged 4 hours x \$35, or \$140 total.

How to sign up to volunteer:

1. For home meets, log in to [www.aguaswim.com](http://www.aguaswim.com)
2. Click on “Events” tab
3. Click on “Job Sign Up” next to the meet
4. Then scroll down to select desired job
5. At away meets, coaches will email specific job sign up instructions

## AGUA Home Meet Calendar

- Season Starter – Saturday & Sunday; October 7 & 8, 2023
- MLK Invitational – Saturday, Sunday & Monday; January 15-16, 2024
- Last Chance – Saturday & Sunday; March 2 & 3, 2024
- Memorial Day Invitational – Saturday & Sunday; May 25 & 26, 2024

## Job Descriptions

### **ADMISSIONS/VISITING SWIMMER CHECK IN**

*If spectators are permitted* at an AGUA home meet, two volunteers are needed at the admissions table at each session. Admissions volunteers should meet on the second floor of the AquaCenter. It is crucial that admissions volunteers are on time to their assigned shift, specifically the first session of each day (7am arrival).

The price of admission and/or meet programs will be provided by the AGUA coaching staff. Spectators may pay via cash or with credit card only. Spectators must be given a wristband before entering. Wristbands are color-coded by session. This list will also be distributed by the AGUA coaching staff.

*If spectators are not permitted* at an AGUA home meet, two volunteers are still needed at the entrance table on the second floor for visiting swimmer check-in. Volunteers will direct visiting swimmers (all athletes competing in the meet that are not on the AGUA swim team) to the stands and/or balcony to meet their coaches on the pool deck.

## **AWARDS**

Starting on day two of each AGUA home meet, one or two volunteers will help with award ribbons. Awards volunteers should meet on the second floor of the AquaCenter by the coaches' office.

Ribbons are distributed by gender and to 12 & under swimmers only.

Awards volunteers will receive printed labels of 12 & under events and attach result stickers to the correct place ribbon. Ribbons will then be sorted by team and put in a corresponding team bag.

## **HOSPITALITY**

At every AGUA hosted meet, we serve hospitality meals for coaches and officials. Volunteers work with the Hospitality Committee to ensure that the Hospitality area (bottom of the ramp near the deep end of the AquaCenter) is organized and coaches are aware of when food is delivered. Volunteers may also distribute water to coaches and officials on deck.

## **DONATING GOODS**

For hospitality we rely on AGUA families to donate different goods (Water, fruit, bakery items, etc.). Please bring donations to the AGUA coaches' office one day prior to the meet or to the hospitality area on the day of the meet.

## **LANE TIMERS**

At every AGUA meet, 16 lane timers and two backup timers are necessary to begin each session. For short course meets, timers stand on the bulkhead behind the lanes. For long course meets, timers stand on deck at the shallow end of the pool. Please remember to dress accordingly (sandals), as you may get splashed on each dive, turn or finish. Timers must stand for the duration of the session (3 to 4 hours).

Timers must be on time for the timers meeting 30 minutes prior to the start of each session. Here, timers will receive their lane assignments and review the procedures. Both timers must hit the button at the completion of each heat and must also hit the Dolphin stopwatch to record the finishes in their lane.

**If you are a backup timer, you must stay close to the starter for the entirety of the session.** Leaving this position is not permitted at any point.

## **DECK SAFETY MARSHALS**

Deck safety marshals are needed at every session to help ensure the safety of our swimmers, coaches and officials. Marshals are responsible for enforcing the pool and meet rules (no running on the pool deck, no glass bottles, directing patrons to athlete vs. non-athlete restrooms, etc.).

Safety Marshals should report any unsafe situation to Coach Diana and Coach David. If a marshal notices a person become injured, they must escort them to the lifeguard stand.

## **SWIMMER LINEUP MARSHALS**

Lineup marshals will receive time and a half for their service at AGUA home meets. These marshals will receive a heat sheet and ensure that swimmers are lining up in the correct heat and lane.

For short course meets, marshals will line up the athletes by the lifeguard stand. For long course meets, the line will form around the teaching and exercise pool. Marshals will arrange the athletes in a single file line following the pattern below:

- Heat 1
  - Lane 8 swimmer, lane 7 swimmer, lane 6 swimmer, lane 5 swimmer, lane 4 swimmer, lane 3 swimmer, lane 2 swimmer, lane 1 swimmer
- Heat 2

- Lane 8 swimmer, lane 7 swimmer, lane 6 swimmer, lane 5 swimmer, lane 4 swimmer, lane 3 swimmer, lane 2 swimmer, lane 1 swimmer
- Etc., etc...
- Please note that there may be empty lanes in early heats. If a swimmer is missing, it is not the marshal's responsibility to find them.

Lineup marshals are needed for 12 & under sessions only.

## **STROKE AND TURN JUDGES**

This is a position that requires a USA Swimming official credential. For more information, please [click here](#) or reach out to Rachel Skaistis (rskastis@cravath.com).

## **VOLUNTEER COORDINATOR**

The volunteer coordinators track all adults that sign in to serve at AGUA home meets. It is crucial that volunteer coordinators are on time to their assigned shift, specifically the first session of each day (7:15am arrival).

Coordinators will hand out ID badges for each job and remind volunteers where to wait for their assigned jobs. They will also ensure that all adult volunteers are given a wristband to wear for the duration of the session.

If a volunteer does not get checked in by the volunteer coordinator, their service hours may not count.