

Aloha Aquatics Club Volunteer Program

The success of Aloha Aquatics – Mililani (the “Club”) is largely due to the support of our parent volunteers. Our swim team cannot function without volunteer participation from our member parents. We have parent volunteers who serve on our Board of Directors, as Members-at-Large, assistant coaches and officials; and others who assist the team in various ways such as meet entry coordination, meet hosting & setup, and website administration. Additionally, every swim meet requires dozens of parent volunteers to serve as timers and officials. We will continue to need your support in every aspect of our organization for that success to continue.

Over the past several years, clubs across the state and nation have struggled to maintain the number of volunteers needed to fulfill their obligations as members of USA Swimming and their assigned Local Swim Committees (LSCs). In order to meet our obligations; ensure compliance with USA Swimming prescribed policies, rules and regulations; and to ensure successful day-to-day operation of the Club, this Volunteer Program will go into effect on January 1st, 2013.

- Monthly invoices for each family will include a Volunteer Program charge of \$25.00 that may be refunded to your account by volunteering with the club administration and meets.
- Accounts will be able to earn a credit of up to \$300 per year by volunteering. The rate at which credits are earned is dependent upon the volunteer positions worked.
 - Official Club Administrators and Representatives will earn a credit of \$10.00 per hour worked. Positions include:
 - Certified Meet Officials
 - Board of Directors
 - Members-at-Large
 - Certified Parent Volunteer Coaches
 - Club Website Administrator
 - Club Meet Entry Coordinators
 - Club Meet Hosting Volunteers will earn a credit of \$7.50 per hour worked. Positions include:
 - Meet Director
 - Host Meet Entry Coordinator
 - Head Timer
 - Meet Marshalls
 - Hospitality
 - Meet Announcer
 - Office/Awards Administration
 - Club Committee Volunteers will earn a credit of \$7.50 per hour worked. Committees include:
 - Swim-A-Thon
 - Event Hospitality (including Awards Banquet & Annual Meeting)
 - Incentive
 - Meet Lane Timers will earn a credit of \$5.00 per hour worked.

➤ In order to receive proper credit for hours worked, volunteers must record their time utilizing the Job Signup function in Team Unify. Volunteers working at swim meets must check in and out with the Club's volunteer coordinator at each *session* worked. The Club Website Administrator, Meet Entry Coordinators, Committee Volunteers and Certified Parent Volunteer Coaches will be provided with specific instructions on how to report for their hours worked.

➤ To kick off this new program, for 2013 volunteers will be eligible to earn a raffle prize. We will raffle off free dues for one quarter for 2 swimmers. A family will earn one raffle ticket for every 5 hours completed. Hours will be kept track of in Team Unify by the Head of the Incentive Committee or a Board of Director appointed member. Raffle tickets may be earned by all members of our Club. There is no limit to how many raffle tickets may be earned.

How do I sign up to volunteer?

We list all of the meet volunteer positions on our website www.alohaquatics.org. Please look at the front page under "Swim Meets" and click on the "Job Sign-up" button listed next to each event. If you are interested in volunteering for Official Club Administration/Representation or Club Committee positions please contact a member of our Board of Directors or send an email to Board@alohaquatics.org.

How do I keep track of my hours? When do I receive the credit?

Your hours will be kept track of online in Team Unify. At the completion of a swim meet we will post the number of hours worked by your family. The number of hours you have worked is available for your viewing online. The credit will show up on your account statement the month following the hours you worked. If you worked and did not receive a credit to your account on the next billing cycle please contact our Club Treasurer by email (Treasurer@alohaquatics.org).

What happens if a session runs later? Or ends early?

It is possible for a session to run later than originally planned, or end earlier depending on the demands of the meet. If this happens the hours for your session will be adjusted online and the appropriate amount will be credited.