# Huntsville Swim Association Volunteer Requirements

Guidelines and Expectations for Volunteers

## Revision History

Rev (1) – 24 September 2025 update to Explorer 2 & 3 requirements, credit earned after 6 sessions, volunteer coordinator e-mail address update and session signup guidelines.

Rev (2) – Effective June 2026 for the 2026-2027 season. 3 April 2026 update to clarify annual requirements to eliminate the volunteer fee, pro-rating requirements for members who join mid-season or move groups mid-season, clarify seasonal groups will not earn an account credit for additional volunteering, add training requirements for SafeSport certification and revision of the credit structure table.

## Introduction

The Huntsville Swim Association (HSA) greatly values the contributions of its volunteers. Their support is essential in ensuring the success of events, programs, and overall operations of the organization. In order to support our club and run the meets hosted at the Huntsville Aquatics Center sponsored by HSA a total of 2,150 individual volunteer sessions are needed. On average a single session of one meet requires over 40 volunteers. For our largest meets, it requires over 300 volunteer positions. The club needs everyone's help and support. This document outlines the requirements and expectations for individuals seeking to volunteer with HSA.

## Eligibility Criteria

Volunteers must meet the following criteria:

- Be at least 15 years of age (unless volunteering under parental supervision). Some additional restrictions apply for volunteers under 18 including limited volunteer positions (e.g. timer, runner, concessions, awards).
- Have an interest in swimming or community sports engagement.
- For the few volunteer positions that require a background check (e.g. USA Swimming Official), the volunteer must be able to pass the required background checks prior to their volunteer session.

- Be physically capable of performing tasks as required for specific roles.
- Volunteers can include parents, grandparents, siblings of age, former swimmers, or close relatives.

## Volunteer Roles

HSA offers various roles to suit different skills and interests. The complete list of volunteer roles are listed below, please note not all roles are available at every meet.

- Timer/Head Timer: Ensuring accurate timing during swim meets.
- Ticket taker: Greet spectators and sell tickets for entry into the event.
- Parking lot attendant: Help with parking and safety in the parking lot.
- Runner: Delivering messages, results, and materials between areas of the venue.
- Concessions: Managing food and beverage sales during events.
- Meet Check-In: Assisting with the check-in process for participants.
- Awards: Organizing and distributing awards to swimmers.
- Deck Marshal: Ensuring deck safety and compliance with protocols.
- Hospitality: Providing refreshments and support to coaches, officials, and volunteers.
- Announcer: Communicating event updates and announcements to attendees.
- Audio/Visual/IT: Setting up and managing technical equipment for meets.
- Parent Representative: Acting as a liaison between parents and the HSA board or coaches.
- Single Role Certified Official: Serving in an officiating capacity for a single role.
- Meet Management: Overseeing the overall organization and execution of swim meets.
- Multi-Role Certified Official/Meet Ref/Lead AO: Managing multiple officiating roles, including meet referee or lead administrative official duties.
- Colorado Timing: Operating and maintaining the Colorado timing systems used during meets.
- Team Travel Meet Chaperone: Chaperone athletes during team travel trips.

## Volunteer Requirements

To ensure the success of meets and events:

- Families with swimmers only in the Seasonal and Explorer 1 groups are required to work at least one (1) session per year at a Rocket meet. Seasonal families and Explorer families who do not fulfill their required session commitments will be

charged a fee of $100. Volunteering for additional sessions will not result in an account credit.

- Families with swimmers only in Explorer 2 and 3 groups are required to work at least three (3) sessions per year, excluding Rocket meets. Families who do not fulfill their required sessions will be charged a fee of $100. Volunteering for additional sessions will not result in an account credit.
- Families with swimmers in Discovery 2 & 3, Endeavor 2 & 3, Apollo 2 & 3, and Voyager 2,3 & 4 are subject to a $600 annual volunteer fee ($400 Short Course Season, $200 Long Course Season). This fee can be reduced, eliminated or an account credit earned through volunteering at HSA hosted meets, excluding Rocket meets.
- Volunteer sessions can only be applied to your individual family account and are not transferrable.

## Financial Commitment

To help ensure the financial stability needed to run successful swim programs and meets, we assess volunteer fees at the end of each season (short course / long course). However, we strongly believe in the importance of parent involvement and provide ample opportunities for you to reduce or eliminate these fees through volunteering!

Fee Structure:

A $400 volunteer fee is assessed on April 1st at the end of the Short Course Season, unless reduced or eliminated by volunteering.

A $200 volunteer fee is assessed on August 1st at the end of the Long Course Season, unless reduced or eliminated by volunteering.

Reduce or Eliminate Your Fees Through Volunteering! We offer a wide range of volunteer roles, allowing you to contribute your time and talents while significantly reducing or completely offsetting your volunteer fees.

For families joining in the middle of a season or moving from a season group to Discovery 2 & 3, Endeavor 2 & 3, Apollo 2 & 3, and Voyager 2,3 & 4, their volunteer requirements will be pro-rated based on when they join/move The requirements are pro-rated based on how many meets remain in the respective season with a $100 requirement for each meet remaining up to the maximum requirement for the season ($400 Short Course, $200 Long Course). As an example, if a family joins in December and there are 2 HSA hosted short course meets remaining, the volunteer requirement will be reduced to $200 for Short

Course and the full $200 for Long Course. If a family joins in February with one meet remaining, the requirement will be $100 for Short Course and the full $200 for Long Course.

For families who choose to leave HSA during the middle of a season, the full volunteer requirement for that season is required. For example, if a family leaves in November, the full $400 Short Course requirement remains, but not the $200 Long Course requirement. Families have the choice to continue volunteering or pay the remaining volunteer fee.

How to Earn Credit:

For every volunteer session you complete, you'll earn credit that goes directly towards reducing your assessed fees. The amount of credit varies depending on the role (see the "Incentive Structure" section below for details).

Sign-Up Opportunities:

Volunteer opportunities are available throughout the year, with a wide range of roles to suit different skills and interests. Sign-ups are posted on the Huntsville Swim Association website and SportsEngine Motion app approximately one month prior to each meet. Keep an eye out for emails and announcements!

If you have any questions about the volunteer fees or how to earn credit, please don't hesitate to contact the volunteer coordinator at **Huntsvilleswimvolunteers@gmail.com**.

## No-Show Penalty

We understand that unexpected situations can arise, and sometimes you may need to cancel a volunteer commitment. To ensure we can properly staff our events and provide a smooth experience for everyone, we ask that you provide us with as much notice as possible if you're unable to fulfill your assigned session.

Notification:

If you know you cannot attend your volunteer session, please notify the volunteer coordinator by email to **Huntsvilleswimvolunteers@gmail.com** at least 48 hours in advance. This allows us time to find a replacement.

Emergency Situations:

We recognize that family emergencies happen. In the event of an unexpected and urgent situation involving an immediate family member (e.g., sudden illness, car accident), please notify the volunteer coordinator as soon as possible.

Consequences of No-Shows:

When volunteers fail to show up without prior notification, it can disrupt the event and impact other volunteers and participants. To ensure accountability, a $100 fee will be applied for any missed session without 48-hour email notice or a valid family emergency.

Finding a Replacement (Encouraged!): If you are unable to make your assigned session, you are welcome to find a replacement volunteer to cover your shift. Please coordinate this with the volunteer coordinator.

## Incentive Structure

HSA offers a structured incentive program to reward volunteers for their time and dedication. This structure is only applicable for families with swimmers in Discovery 2 & 3, Endeavor 2 & 3, Apollo 2 & 3, and Voyager 2,3 & 4:

| Volunteer Role | Training Requirement | Incentive per Session |
|---|---|---|
| Timer / Head Timer | SafeSport Volunteer | $66.66 with training<br>$50 w/o training |
| Ticket Taker | None | $50 |
| Parking Lot Attendant | None | $50 |
| Runner | SafeSport Volunteer | $66.66 with training<br>$50 w/o training |
| Concessions | None | $50 |
| Meet Check-In | None | $50 |
| Awards | None | $50 |
| Deck Marshal | SafeSport Volunteer | $66.66 with training<br>$50 w/o training |
| Hospitality | SafeSport Volunteer | $66.66 |
| Announcer | SafeSport Volunteer | $66.66 |
| Audio/Visual/IT | SafeSport Volunteer | $66.66 |
| Parent Representative | SafeSport Volunteer | $400 |
| Single Role Certified Official | https://swimhsa.org/officiating/ | $85 |
| Meet Management | Athlete Protection Training, Background Check | $85 |
| Colorado Timing | Athlete Protection Training, Background Check | $100 |
| Volunteer Role Lead (e.g. Hospitality Lead) | Role Dependent | $600 |
| Multi-Role Certified Official / Lead Admin Official | https://swimhsa.org/officiating/ | $100 |
| Team Travel Chaperones | Athlete Protection Training, Background Check | $200 per meet |

As an additional incentive, volunteers who continue to volunteer after their fees are eliminated can receive credits toward your account! For every session worked after eliminating your volunteer fees, you can earn $50 per session toward further reducing your monthly fees, up to a maximum of an additional $300 earned (per family) by volunteering your time to support the club. As an example, this means you can work a total of 12 sessions as a timer over the year and reduce your volunteer fee to $0. As another example, this means as a multi-role certified official you can work 12 sessions and receive a $300 credit toward your account. As an additional incentive for Officials, volunteering at an out-of-town meet where HSA is attending can earn half volunteer credit to ensure out-of-town meets have sufficient officials.

## Training and Orientation

HSA provides training sessions and orientation to ensure volunteers are prepared for their responsibilities. These sessions cover:

- Safety guidelines.
- Event procedures and logistics.
- Proper use of equipment.
- Communication protocols within the team.

Training is specific per role. All training can be found on the USA Swimming Website. After logging into your USA Swimming account, click on the Education Tab and select the appropriate course. Several positions require the SafeSport for Volunteers training and a few require the Athlete Protection Training and Background Check. The initial Athlete Protection Training is the main course, with the refresher courses required annually. The positions requiring the most formal training are USA swim officials. The steps required to become a USA swim official are located at the HSA website at https://swimhsa.org/officiating/.

## Commitment Expectations

Volunteers are expected to:

- Commit to the sessions required for their chosen role.
- Notify the organization promptly of any schedule changes or availability conflicts. E-mail notice to **Huntsvilleswimvolunteers@gmail.com** required 48 hours prior, unless a family emergency, to a volunteer session or a $100 fee will be charged.
- Maintain professionalism and adhere to HSA policies while representing the association.

- Support Huntsville Swim Association by volunteering your time to support the club and our athletes.

## Recognition and Benefits

HSA values its volunteers and provides recognition for their efforts through:

- Certificates of appreciation.
- Volunteer-exclusive perks such as free event access.
- HSA honors outstanding contributions by featuring a "Volunteer of the Month" in the weekly newsletter. This recognition celebrates the dedication and hard work of individuals who go above and beyond in their roles, shining a spotlight on their impact within the community.
- Opportunities for leadership roles within the organization.

## Application Process

To volunteer for an event, members should:

- Log in to the Huntsville Swim Association website or the SportsEngine Motion application using their registered account. Job signups are typically available 3 weeks ahead of an event.
- Navigate to the "Events" section to view the list of upcoming opportunities.
- Select the event you wish to volunteer for and review the available roles and responsibilities.
- Complete the sign-up process by selecting your preferred role and confirming your participation.
- Typically volunteer opportunities for each meet will be posted on the HSA website and SportsEngine Motion App a month prior to the event. For volunteer roles that require additional training or certification, members will need to reach out to the volunteer coordinating that role. They will help get you trained and signed up for the meet sessions you'd like to work. The list of POCs for each volunteer role is located at https://swimhsa.org/volunteer/.
- When signing up to volunteer for a session, members are requested to be considerate to other families and limit sign-ups to 2 sessions per family when sessions are initially posted. This is applicable to volunteer positions posted on the HSA website and SportsEngine Motion App (e.g. timers, concessions, awards, marshal, runner). If there are positions still available 72 hours prior to the first day of

the meet, families can sign up for additional sessions. HSA reserves the right to adjust the volunteer sign up to ensure fairness for all families.

## Conclusion

Volunteers are the backbone of Huntsville Swim Association. By adhering to these guidelines, volunteers not only help elevate the association's programs but also foster a sense of community and pride. HSA encourages everyone with a passion for swimming or community service to join and make a difference.