

Douglas Dolphins Swim Team
Family Meet Management Policy
(Revised and Approved November 2022, Effective January 2023)

DDST is committed to hosting well run, challenging and fun swim meets. The team's reputation for doing so helps draw swimmers and families from teams well outside our area, which boosts the competitiveness of the event and, importantly, earns income for the team. DDST hosts 2 to 3 home swim meets per year which generates 30-40% of the team's annual income. Along with fundraising efforts, revenue from a well-attended meet helps keep costs down for DDST swimmer families.

In order for DDST to maintain its reputation for running high quality swim meets, it is essential to have ALL parents work together to staff the meet positions. A successful meet requires dozens of people to serve as officials, Colorado operators, announcers, computer operators, clerks of course, timers, marshals, awards coordinators, runners, hospitality and snack bar hosts, as well as helpers with meet setup and teardown. As every DDST swimmer benefits from the revenue generated at these swim meets, we ask every family to share in the work.

Following the Family Meet Management policy is part of your agreement as a member of DDST:

1. Each family is required to work a minimum of 35 hours per calendar year. This reflects working seven of any 5-hour (average) sessions during the three DDST-hosted meets per season (January-December). In order to make each family's volunteer requirement manageable we suggest that a family volunteer for 2-3 sessions per home meet. This requirement can be fulfilled by working at the swim meet itself in designated jobs including; announcer, awards, clerk of course, Colorado operator, head timer, hospitality, marshal, meet official, runner, snack bar, set-up, teardown, food shopping and/or preparation, computers or in other positions designated by the Board of Directors or Meet Director.
2. In the event that a family does not have active swimmers for the full twelve months of the year, that family's meet management obligation will be prorated to reflect a fraction equal to the number of home meets during which the family had at least one active swimmer. (A family that has an active swimmer for a period with only one home meet has a 12-hour volunteer obligation; A family that has an active swimmer for a period of two home meets has a 24-hour obligation; A family that has an active swimmer for a period that includes all three home meets has a 35-hour obligation.)
3. Approximately one month before each home meet, families can sign up for volunteer positions at www.ddst.org under the Events & Competition tab, where swimmers register to attend the meet. Positions fill on a first come, first serve basis.
4. The volunteer coordinator will contact families as they sign up as well as to recruit needed volunteers. A volunteer schedule will be posted at each home meet. In addition, a DDST volunteer binder will be available at the Clerk of Course table during meets. Volunteers are responsible to check with the volunteer coordinator and verify the hours worked.
5. If a family does not meet its service obligation by the end of the year (December 31), they will be billed \$25 per hour for any obligated hours not worked. This additional billing will occur in January, following the end of the calendar year. Volunteer hours in excess of a family's seasonal obligation are appreciated, but will not be applied to family's obligation for the following year.
6. Families who exceed 35 hours of service per year will be entered into a special drawing to be held at the annual awards banquet.
7. Hardships in fulfilling the seasonal volunteer obligation may be brought to the DDST Board of Directors for consideration.
8. Because of the substantial time volunteers outside of regular meet hours, the following positions are exempt from the Family Meet Management Policy requirements; Meet Director(s), Head Computer Operator, Hospitality Coordinator, Snack Bar Coordinator, Meet Referee or Starter when also a member parent, and Coach when also a member parent.
9. Under normal circumstances, volunteers must be a family member 18 years of age or older. In cases of hardship, consideration of other volunteers may be given.
10. Swimmers of High School age, who need volunteer/service hours may volunteer and receive credit toward their family's obligation. Only Meet Director approved positions qualify for credit. Swimmer and parents/guardians should contact Meet Director prior to signing up for any position. Summer Swim assistant time DOES NOT count toward family obligations.
11. Filling timing chairs at away meets DOES NOT count toward a family's volunteer hour obligation. Timing chairs are required to be filled, parents are expected to fill those chairs during sessions their swimmers are participating in. Sign-ups will be provided a day or two prior to the beginning of any away meet. If the spots are not filled voluntarily, coaches will assign chairs.
12. Please check on www.ddst.org to learn more about the job descriptions under the **Meets/Events** tab.