

## CBST Parent Meet Volunteering Obligation / Meet Entry Escrow Payment Agreement

CBST attends a number of away meets each season and hosts two or three home meets each year. Typically, the CBST-hosted meets occur in October and February (and possibly one additional month). Away meets are optional. Home meets are MANDATORY.

### Swimmer meet entries:

It is the responsibility of each parent to sign-up and/or review their child's meet entries for every meet per email/website communications. Coaches do occasionally sign swimmers up for additional events or add them to a meet after initial entry communications so it is imperative that you check every time new entry information is made available. Meet Sign-ups (and entry review when possible) is accomplished via your swimmer's portal and the team website. If your child is NOT going to swim a particular day, both days or a particular event for which he or she has been signed up, it is **your responsibility** to email Heather Yim at [heayim@cbsd.org](mailto:heayim@cbsd.org) and Stu Kukla at [cbswimteam@gmail.com](mailto:cbswimteam@gmail.com) with instructions to make appropriate changes by the stated deadline. If no email is received by the communicated deadline you will be held responsible for all related meet fees imported into your escrow account whether your swimmer attends the meet and swims the events or not (exceptions cannot be made for any reason including illness, weather, etc. as CBST must pay the host team ahead of time and regardless of personal issues that may arise). (Please do not mail checks for meet entries as you will be billed via your account. For additional information about the meet entry escrow account please see the CBST Billing Basics document on the team website [www.cbswimteam.org](http://www.cbswimteam.org).)

### Volunteering:

Away meets: Parent participation in away meets is arranged separately based on requirements from the host team. The Away Meet Volunteer Coordinator may contact you to volunteer for any away meet you attend as volunteers are sometimes needed and are very much appreciated. For any away meet your swimmer is attending at which you know you will be unable to volunteer if needed, it is your responsibility to email Heather Yim at [heayim@cbsd.org](mailto:heayim@cbsd.org) immediately (and prior to the volunteer assignments being distributed) to avoid being scheduled. Once assigned, if you cannot fulfil your volunteer job, it is your responsibility to find a replacement.

Home meets: The following meet volunteering requirements relate to CBST home meets, assuming a season with two meets. (To the extent that a meet format is modified causing a reduction in volunteering needed or there are more or fewer meets, email communications to the team will provide modified volunteer requirements. Generally, if a meet is added or cancelled, the volunteering requirement per family would increase or decrease by two sessions.)

Our hosted meets have an AM and a PM swimming session each day (Saturday/Sunday) for athletes. There are three volunteer options:

- **AM session volunteers (typically 7 a.m. – 12:30 p.m.)**
- **PM session volunteers (typically 12 – 5:30 p.m.)**
- **Set-up/Clean-up volunteers (3-5 persons needed)** report **promptly** at 5 a.m. and remain until the AM volunteers arrive and are in position (usually between 7 and 7:30 a.m.) and return about an hour before the end of the meet and stay until everything is cleaned up **both** Saturday and Sunday. In order to sign up for this job you must be able to commit to **both** a.m. and p.m. of **both** days. Each completed day of both a.m. and p.m. is considered one session. If you are interested in being part of the set-up/clean-up crew, please email Jennifer Steinberg at [jsteinberg@cbsd.org](mailto:jsteinberg@cbsd.org) two weeks prior to the meet as sign-ups for this position will not be available on the portal.

Please note that while there are a.m. and p.m. sessions for both swimming and volunteering, the volunteers must arrive by the stated time for their VOLUNTEERING session (regardless of when their swimmer must arrive) and must stay in place until the stated end of their VOLUNTEERING session (even if their swimmer is done or the swimming session ends earlier). Also note that if you would like to be in the stands during the session(s) in which your child swims, you may volunteer in the a.m. if your child swims in the p.m. or vice versa. However, priority will be given to volunteers whose swimmers are participating in the session.

Volunteer session start times will be available on the online meet sign-up page for those parents who are not officials. (Times listed in this document are tentative.) Parents who are officials will sign up through the official's sign up page.

The success of our meets is based on parent participation. While we offer an option to opt out of meet obligations for a fee, it is our hope that each family will volunteer. Volunteering is mandatory regardless of your swimmer's participation\* in our hosted meets. Therefore, if you do not choose the opt-out option and your child does not participate in our home meets you are still responsible to volunteer as listed below\*. All CBST families who do not choose the volunteering opt-out option have the following volunteering requirements:

- Volunteers who are NOT officials: four (4) sessions over the two (2) meets for families with one swimmer on CBST, six (6) sessions over the two (2) meets for families with two or more swimmers on CBST.
- Volunteers who are USAS certified officials: three (3) sessions over the two (2) meets for families with one swimmer on CBST, five (5) sessions over the (2) meets for families with two or more swimmers on CBST.

Failure to show up to fulfill your minimum sessions will result in your account being charged \$50 per unfulfilled session. Charges for unfulfilled sessions will be charged after the second home meet.

The Home Meet Volunteer Coordinator works very hard to ensure that each job responsibility is covered prior to the swim meet. If you are unable to work a session for which you have signed up, the Home Meet Volunteer Coordinator must be notified two days prior to the scheduled meet, and you are required to find a qualified substitute for your scheduled shift; all substitutions must be cleared by the Home Meet Volunteer Coordinator prior to the scheduled meet that you have signed up to work. **If a substitute parent volunteer is not in place or must be found the day of the meet because you do not arrive on time or fail to show up, your account may be immediately charged \$50 per session. We recommend you arrive 15 minutes prior to your scheduled volunteer session start time. Anyone who has not checked in with the Volunteer Desk by the scheduled volunteer session start time is considered tardy and the above conditions will be put into effect.**

*I have read and understand my obligation as a parent on the Central Bucks Swim Team. I understand that failure complete all of my parent volunteer requirements or arrive on time will result in fees being charged to my swimmer's account. I also understand that I will be responsible for all meet entry charges as described above. I understand that my children will not be allowed to practice with the team or participate in any upcoming USAS or SAL meets until these fees are paid in full.*

I \_\_\_\_\_ (name of parent) agree to the above.

\_\_\_\_\_ I would like to opt out of helping at meets and will contact Jennifer Steinberg at [jsteinberg@cbsd.org](mailto:jsteinberg@cbsd.org) for details.

**\*An exception to this agreement is given to any high school swimmer who does not participate in our meets: high school swimmers will be required to have a parent volunteer work the sessions they swim.**