

DONNER SWIM CLUB

VOLUNTEER POLICY

2026–2027 Membership Year

Donner Swim Club relies on family volunteers to successfully operate Club-hosted swim meets and other designated team activities. Volunteer participation helps the Club host quality competitions, support athletes, and reduce the operational cost of the program.

Because volunteer needs depend on both athlete enrollment and the staffing requirements of scheduled events, the exact volunteer requirement cannot be determined until registration for each season is substantially complete.

1. Volunteer Requirement

Volunteer requirements will be established following each seasonal registration period.

The number of required volunteer sessions will be based on:

- the total number of registered athletes;
- the number of athletes registered within each family;
- the number and size of Donner-hosted competitions;
- the number of volunteer positions required to operate those events; and
- other reasonable Club operational needs.

Families registering multiple athletes should expect a greater volunteer obligation than families registering one athlete.

The final requirement will be communicated to families after registration and before required volunteer opportunities begin.

2. Seasonal Registration Periods

Donner Swim Club operates with two registration periods during the membership year:

- **Winter Season:** 7 months
- **Summer Season:** 4 months

Volunteer requirements may be established separately for each season based on registration and operational needs during that period.

A family's volunteer obligation may therefore differ between the Winter and Summer seasons.

3. Volunteer Sessions

A volunteer session generally consists of working an assigned volunteer position during a Donner Swim Club-hosted competition or another activity specifically designated by the Club as eligible for volunteer credit.

The Club will communicate available assignments, signup procedures, and the number of sessions credited for each opportunity.

Volunteer positions may include:

- timing;
- concessions;
- hospitality;
- admissions or check-in;
- meet setup or teardown;
- officiating or meet administration when appropriately qualified;
- awards;
- marshaling; or
- other approved operational assignments.

Certain positions may require training, certification, Safe Sport compliance, or other qualifications.

4. Family Responsibility

Volunteer requirements are assigned based on the number of athletes registered within a family.

Families are responsible for:

- reviewing the volunteer requirement communicated after registration;
- monitoring completed and remaining volunteer sessions;
- signing up for eligible volunteer opportunities;
- arriving on time and completing assigned responsibilities; and
- ensuring that any individual completing a volunteer assignment on behalf of the family meets applicable eligibility or training requirements.

Donner Swim Club will make reasonable efforts to provide sufficient opportunities for families to satisfy the published requirement.

5. Missed Volunteer Sessions

Families that do not complete the required number of volunteer sessions will be assessed **\$50 for each required session not completed**.

For example, if a family is required to complete four volunteer sessions and completes three, the family will be assessed **\$50**. If the family completes only two, the assessment will be **\$100**.

Volunteer assessments will be applied to the family's account at the conclusion of the applicable season.

6. Signup, Cancellation, and No-Shows

Signing up for a volunteer assignment creates an expectation that the family will fulfill that assignment.

Families who become unable to complete an assigned session should notify the Club as soon as reasonably possible and make reasonable efforts to select another available volunteer opportunity.

A missed or abandoned assignment does not count toward completion of the family's volunteer requirement.

Volunteer credit is awarded only for sessions actually completed, unless an exception is approved by the Donner Swim Club Board of Directors.

7. Exceptions and Special Circumstances

Donner Swim Club recognizes that extraordinary circumstances may occasionally prevent a family from completing its volunteer requirement.

Families may submit a written request for consideration of an exception or adjustment.

Any exception, adjustment, or waiver of a volunteer assessment must be approved by the **Donner Swim Club Board of Directors**.

Approval is not automatic and should be based on circumstances that make completion of the requirement unreasonable or impracticable.

8. Families Registering After the Seasonal Requirement Is Established

Families registering after the volunteer requirement has been established will be informed of their applicable volunteer obligation at the time of registration or as soon as reasonably possible afterward.

The Club may adjust the requirement based on:

- the number of athletes being registered;
- the timing of registration;
- the portion of the season remaining; and
- the volunteer opportunities still available.

Relationship to Other Club Policies

This policy should be read together with:

- The Donner Swim Club Membership Agreement
- Membership Fees & Associated Costs
- Late Payment & Delinquent Account Policy
- Applicable Safe Sport, MAAP, facility, and meet requirements.

Volunteer assessments applied under this policy become part of the family's Club account and are subject to the same financial responsibilities governing other properly assessed Club charges.