

Cincinnati Marlins Volunteer Requirements Program– 2024-2025 Long Course Season

QUESTIONS: volunteers@cincy-marlins.com

Why do we have a Volunteer Requirements Program? USA Swimming Meets are run almost entirely by unpaid volunteers. The Marlins take great pride in running the best swim meets in the region. To run the best swim meets, it will take 3,000+ volunteer hours just for this Long Course Season!

1. **Service Credit Obligation** – Each family is required to complete the following during the Long Course Season (April – July):

- **Bronze/ Silver/ Platinum*** = four (4) service credits
- **Gold/ Blue/ Senior/ National/ Prep** = seven (5) service credits

**Platinum families participating in Meets are asked to volunteer*

Credits are per account name/ family. In the event a family has multiple swimmers in different practice groups, the Service Credit Obligation is calculated based on the highest level swimmer for the family (i.e. 1-bronze swimmer and 1-senior swimmer = 5 credits).

Credit Obligations for families joining after the initial registration period and after the Intrasquad Meet will be pro-rated based on how many Hosted Meets remain in the Season as a percentage.

Credit Obligations for the next Short Course Season will be determined once the Meet Schedule and Roster has been finalized for the Short Course Season, approximately in September.

There is no credit carry-over between Short Course and Long Course Seasons, your obligation resets.

2. **Obligation Per Hosted Meet** – Each family is required to work a minimum of one (1) Session at both Spring, TYR, and Regionals. Hosted Meets for the 2024-2025 Long Course Season Include:

- a) 4/26/2025 CM Intrasquad (**1-job MAX per family**)
- b) 5/16-5/18/2025 CM Spring Invite (**2-job MAX per family**)
- c) 6/26-6/29/2025 CM TYR Summer Invitational (**1-job MIN per family**)
- d) 7/11-7/13/2025 OSI SC Regional Championships (**1-job MIN per family**)

3. **Obligation Per Away Meet** – Away meets hosted by the LSC may required the Marlins to volunteer. Examples include JC Champs and the Senior Meet. These requirements are not made available to the Marlins until immediately before these Meets. Once known, these jobs will be posted with an announcement to sign-up. If your athlete is participating in these meets, the Marlins encourage you to assist in our volunteer obligation to our LSC (Ohio Swimming, Inc).

Other Away Meet volunteering will likely not count towards your Marlins volunteer obligation. If you do volunteer at an Away Meet, notify volunteers@cincy-marlins.com and we will make a note. Volunteering for your Summer Club or High School does not count towards your Marlins volunteer obligation.

4. **Fees** – Failure to satisfy the Service Credit Obligation, including Obligation Per Hosted Meet, for the 2025 Long Course Season will be \$100 per credit. \$400 for the entire season for Bronze/ Silver/ Platinum*, and \$500 for the entire season for Gold/ Blue/ Senior/ National/ Prep.
5. **Signing Up for Service** – We will be releasing all Hosted Meet Job sign-ups for the entire season at one time for all unskilled jobs (i.e. timers, concessions, hospitality, marshall, maintenance, etc...). Job sign-ups for skilled jobs that require training (i.e. officials, data board/ computer, clerk of course, etc...) will be managed by respective Meet Department Chairs. Contact the Meet Department Chair to sign-up for these jobs, or if you are interested in learning more about these skilled jobs.
 - a) Login to your Commit Account: <https://team.commitswimming.com/sign-in>
 - b) Login to Commit (top right) / Click Jobs (left bar) / Select Meet / Select Job(s)
 - c) Away Meet and OSI Championship Job Sign-ups will be posted once known;
 - d) The Volunteer Committee will review job sign-ups throughout the season, and may solicit changes to individual job sign-ups to ensure our Hosted Meets are staffed sufficiently;
6. **Paid Workers** – We are bringing back the option for Families to solicit help from a list of families or athletes (above the age of 14) to meet their Service Credit Obligation. This list can be used to satisfy your Service Credit Obligation and/or to find a substitute in the event of an emergency or conflict for a job you had previously signed up for. All communication, confirmation of availability, and payment is the responsibility of Family who signed up for the worker session. The flat fee due to paid workers is \$50. An updated “Paid Worker” list will be emailed to all families. If you or your athlete (over the age of 15) are interested in becoming a “Paid Worker” please complete the following form: <https://forms.gle/YwDUcrsRJJtbUB2v7>
7. **Tracking of Service Credits** – will be maintained in Commit. Please check your account regularly to ensure credits for sessions worked are in your account. For non-posted jobs home or away (i.e. the Announcer asks for more Timers), please contact volunteers@cincy-marlins.com who will confirm details of the session worked.

Commit developers are still working on adding a volunteer balance to the dashboard. Until this is released, contact volunteers@cincy-marlins.com at any time to check your volunteer balance.

In order to receive full credit:

- Be on time for your worker session;
- Sign-in at the Volunteer check-in table;
- Work the entire session, leaving early may result in zero credit;
- Credits may not be split between families;
- It may take up to 10-days following a Meet for credits to show up on your account;

- If you are working a skilled position or a special assignment from the Head Coach or Business Manager to earn volunteer credit outside of Commit, it is your responsibility to notify volunteers@cincy-marlins.com to receive this credit.

8. Service Credit Billing – The Marlins encourages each Family to distribute your Service Credit Obligation throughout the entire season.

- If a family terminates participation in the Marlins prior to the end of the respective Season (Short or Long Course), the account will be invoiced for any outstanding Service Credit Obligation at the time of termination based on the fees noted herein;
- At the conclusion of each respective Season (Short or Long Course), a Service Credit Obligation balance notice will be sent to all Families that have not satisfied the Obligation noted herein. Following a brief period to correct any errors, accounts with an outstanding balance will be invoiced based on the fees noted herein;

New Families are encouraged to reach out to the Volunteers Committee, Business Manager, New Family Committee, or other experienced Families for help understanding Volunteer expectations for the Marlins. Table 1 below identified example Volunteer jobs. We always welcome your comments, suggestions, and feedback for improving our Volunteer Requirements Program to better serve our Families, host best-in-class meets, and be an UNCOMMON force in the swimming world!

Table 1: Example Volunteer Roles and Credits for Each:

Position	2024 credits	Notes
Officials	2	<i>Requires training, USA Swimming Certification</i>
Clerk of Course	1	<i>Requires training</i>
Data Board	2	<i>Requires training</i>
Timers	1	
Runner	1	
Concessions	1	
Meet Director	2	<i>Requires training, SafeSport Certification</i>
Marshall	1	<i>Requires SafeSport Certification</i>
Check-In	1	
Announcer	1	
Photographer	1	<i>Requires SafeSport Certification</i>
Awards	1	
8U Staging	1	
Computer Operator	2	<i>Requires Training</i>
Hospitality	1	
Maintenance/ Cleanup	1	
Meet Office Assistant	1	
Chaperones	4	<i>Organized by Head Coach for Team Travel Meets</i>
Committee Work	2	<i>Credit received in Short Course</i>
Meet Department Chair	2*	<i>*may vary by role</i>

Platinum Families are encouraged to review this list and work with Coach Maggie and the Volunteer Committee to best accommodate the needs of your Family.

Table 2: Meet Department Chairs for Skilled Positions (requires training):

Position	Person	Email
Officials	Brian Gettelfinger	btgettel@gmail.com
Clerk of Course	Teresa Nixon	theresanixon1@gmail.com
Data Board	Catherine Pray-Bollmann	miclara8@gmail.com
Meet Director	Brigid Beischel / Kate Zubkova	
Meet Computer/ Admin Office	Lee Sellinger	leesellinger@gmail.com
Announcers	Russ Jackson	rj196777@yahoo.com

If you are interested in learning about or training for a skilled position please complete the following interest survey form and we will connect you with the appropriate Department Chair:

<https://forms.gle/WWdcNYG8DkTvDdnn7>

Sign-ups for these positions will be managed by the respective Chairs, and not included in the Commit Meet sign-ups. Contact Department Chairs for any openings.

Table 3: Volunteer Role Descriptions

Position	Description
Officials	Officiate starts and turns, referee, start heats. Requires additional training and certification*
Clerk of Course	Oversee swimmer sign-in, relay entries, scratches and deck entries. Experience required
Data Board	Set-up, test, and operating timing console. Requires additional training
Timers	Operate manual timing systems, record times.
Runner	Pick up print-outs from data board and timer sheets from timers, deliver to meet office
Concessions	Serve food and drinks in concession stand. Set-up and clean-up concession stand
Meet Director	Supervise all meet activities. Ensures USA Swimming rules are followed. Coordinates with coaches and officials. Requires additional training and certification*
Marshall	Supervise pool deck, bleachers, gym, etc...keeps aisles clear. Requires minimal additional training and certification*.
Check-In	Check-in all coaches and volunteers at the front door
Announcer	Announce events, heats, results, and information. Experience required.
Photographer	Take meet photos. Upload to social media. Requires additional certification*
Awards	Prepare ribbons and medals. Sort by team. File Marlin awards.
8U Staging	Supervise and organize staging into appropriate heats. Lead swimmers to starting blocks.
Computer Operator	Set-up and operate meet computers and scoreboard. Experience required.
Hospitality	Maintain hospitality room for coaches and officials. Set-up and clean-up of hospitality room.
Maintenance/ Cleanup	Facility clean-up and replenishment of paper goods during meet. Trash removal, lost & found collection immediately following session.

Meet Office Assistant	Assist Meet Director and Computer Operator
Chaperones	Supervise athletes at team travel meets or training trips. Assist coaches with organizing athletes. Requires additional certification*
Committee Work	See published "Cincinnati Marlins Family Committee Opportunities." Sign-ups for 23/24 Season closed on 9/30/2023.
Meet Department Chair	Leadership responsibility for respective department. Schedule skilled volunteers. Ensure all team members receive appropriate training and certifications. Experience required.

Effective Summer of 2025 the Volunteer Check-in role will be reassigned to Concessions [or another position at the discretion of the Meet Director] for the first half of the respective session in order to satisfy a full-session credit.

*SafeSport certification is required for this job. Contact volunteers@cincy-marlins.com for more information or questions on any job listed that requires additional experience, training, or certification.

Frequently Asked Questions (FAQs):

The new website through Commit is also new to us, so please bear with us if there are any logistical or technical issues during job sign-ups and/ or credit tracking.

Q – How do I know what session to sign-up for?

A – Refer to the Meet Packet for each swim meet (<https://www.cincy-marlins.com/meetinfo>) which will likely be the following format, subject to change by the Meet Director:

Generally AM sessions are for 11& Over, PM sessions are for 10& Under, and Finals are for 11& Over

Q - Can I sign-up for multiple sessions at a meet?

A – Yes, there is no limit with the exception of Intrasquad

Q – Can I sign-up for multiple job during the same session?

A – Yes, but Commit is a little different process than Team Unify:

- 1) The primary parent account ID can sign-up for multiple jobs in a session, but not the same job. Therefore, if both parents [or sibling, family member, etc...] want to work the same job (i.e. time together) then a secondary parent account ID will need to be created;
- 2) Each parent account ID will need to sign-up for jobs separately.

Login to Commit / Click Swimmer's Name / Click 'Add Parent' (you may need to log out to create a password for the new account)

Single parent households looking to sign-up for multiple jobs in the same session are encouraged to reach out to volunteers@cincy-marlins.com for assistance.

Q – What if I am out of town or otherwise unable to volunteer during a required meet?

A – There are two options:

- 1) phone-a-friend, trade with another family (must sign-up for the job under your account to receive credit);
 - 2) paid workers (must sign-up for the job under your account to receive credit);
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Q – How do I check my credits?

A – Commit / Jobs / Past Events*

**this feature is currently being worked on by Commit. Depending on what the output looks like in Commit, and once volunteer attendance has been verified by the Meet Director, if need-be the Volunteers Committee may email the Team credit updates. Once the process has been verified, instructions will be sent out*

Q – How do I verify what jobs I signed-up for?

A – Commit / Jobs / Upcoming Events

**this feature is currently being worked on by Commit*

Q – What happens if I earn the required credits but do not volunteer at all the required meets?

A – Your account will be reviewed by the Volunteer Committee/ Parent Board and subject to fees noted herein.

[updated: 4/16/2023]