



August, 2007

To: South Pasadena Sea Tigers Team

Subject: Volunteer Guidelines 2007-2008

The South Pasadena Sea Tigers Team is managed and ran by parents. For this reason, families participating in the Sea Tigers Swim Program are required to volunteer in team activities. If any family decides that they do not wish to volunteer they are required to participate in the Sea Tigers Buy-Out program. The Buy-Out program for the summer season is \$200.00/family and for the entire year it is \$400.00/family.

### **New Families**

New families are required to volunteer for a minimum of 10 hours during the summer swim season, which runs between Memorial Day and Labor Day, and for 10 hours if they decide to participate the entire year.

### **Returning Families**

Families that have been members if the Sea Tigers for a year or longer are required to volunteer a minimum of 10 hours during the summer swim season and 20 hours if the swimmer participates the entire year.

### **Volunteer Hours Report**

Each family is required to keep track of their volunteer hours in the Volunteer Hours Report. In order to get proper credit for volunteer hours worked during the 2007-2008 season, you must obtain approval for each volunteer event with by the team Volunteer Coordinator, Kartina Gor ([Djkgor@aol.com](mailto:Djkgor@aol.com)). At the end of the season you must submit your Volunteer Hours Report with a deposit request to the team treasurer, Lily How ([lhow@aol.com](mailto:lhow@aol.com)).

### **Volunteer Activities**

The following volunteer activities will be available for the 2007-2008 swim season:

#### **Sea Tigers Awards Banquets**

The Sea Tigers will host two awards banquets (March 2008, September 2008). Please contact any board member to volunteer as a banquet host. Contact any board member volunteer to host one of the banquets.

#### **Home Meet Activities**

Volunteers are needed to prepare home meets at the South Pasadena high school swimming pool. Activities include coordinating the sign-up sheet and setting up the pool. 2 volunteers are needed per meet for preparation activities. Once a home meet is announced, sign up in the volunteer sheet posted in the team bulletin board.

**Away Meet Activities**

Other volunteer activities available during home and away meets include: setup, timing, staging, runners and clean-up. Sign up sheets will be available at the events for volunteer opportunities on an hourly basis.

**Other Volunteer Activities:**

The board will announce volunteer activities throughout the year. The current activities available are:

**Website Administration**

Update the team website with update calendars, upcoming events, content.

**Welcome Chair**

The role for the Welcome chair is to organize “new parent” meetings and introduce new parents to the team, swim meets, car pools, etc. The welcome chair will guide new parents on how to sign up for meets, volunteer and contact board members.

**Newsletter editor**

The newsletter editor will publish quarterly team newsletters.

If you are interested in volunteering or signing-up for the Sea Tigers buy-out program, contact Mitchell Suarez at [mitchell\\_suarez@yahoo.com](mailto:mitchell_suarez@yahoo.com).