



SRVA 2025-26 Work Requirements

Each year-round SRVA family must fulfill required work hours during each season. Work requirements are set by **Short Course (September–March)** and **Long Course (April–July)** seasons.

If a family joins after the season has started, or leaves before the season ends, hours will be **pro-rated per month**. Work requirements are determined by factors such as team size, meet schedule, prior years' hours, and the number of hosted meets.

For the **2025-2026 Swim SC Season**, each SRVA family is required to work:

Groups	Short Course Season (Sept-Mar)	December Age Group Championship
Novice 1 & 2	18 Hours	5-6 Hours*
Remaining Groups	22 Hours	5-6 Hours*

Officials Requirement:

- Families serving as officials must complete **7 sessions at Zone 2 meets** to receive full credit.

***This is our 1st time hosting AGC. We are working with various vendors. Exact AGC requirements will be finalized and shared closer to the meet.**

Additional Guidelines:

- SRVA may adjust service hour requirements during the year based on team needs.
- Home Meet Commitment – Each family must sign up for **at least one (1) work shift** at SRVA-hosted home meets.
- Extra hours worked in the Short Course season **cannot be carried over** to the Long Course season.
- Incomplete Short Course hours **cannot be made up** in the Long Course season.
- Pro-rated hours for families joining late or leaving early:
 - Novice 1 & 2:** 2.5 hours per month (Short Course) and X hours per month (Long Course).
 - Remaining Groups:** 3 hours per month (Short Course) and X hours per month (Long Course).

Meet schedule for 2025-26 Short Course season:

AGC Meet	When	Location	Type	Estimated Hours	Estimated Officials Needed
TCA Senior Open	Sept 20-21	Novato, CA	Senior	38	
OAPB C/B/BB+	Sept 27-28	Moraga, CA	Age Group	193	14
SRVA C/B/BB+	Oct 18-19	San Ramon, CA	Home Meet	730	14
OAPB Senior Open	Oct 18-19	Moraga, CA	Senior	38	
AAA/BSW C/B/BB+	Nov 8-9	TBD	Age Group	193	14
Folsom Classic	Nov 8-10	Folsom, CA	AG + Senior	218	
TERA Senior Open	Nov 22-23	Concord, CA	Senior	38	
Last Chance Age Group Champs	Nov 22-23	TBD	Age Group	193	14
TERA C/B/BB+	Dec 6-7	Concord, CA	Age Group	193	14
Senior 2 T&F	Dec 6-7	TBD	Senior	134	
SRVA Winter Age Group Champs	Dec 12-14	San Ramon, CA	Home Meet	1100	
Winter Junior Nationals*	Dec 10-13	TBD	Championship	0	
Winter Sectionals*	Dec 19-22	Walnut, CA	Championship	10	
OAPB Senior Open	Jan 24-25	Moraga, CA	Senior	38	
Winter Zone 2 Championships	Jan 31- Feb 1	TBD	Age Group	185	14
SCSC Senior 2 T&F	Feb 14-15	TBD	Senior	134	
TERA C/B/BB+	Feb 21-22	Concord, CA	Age Group	193	14
Spring Sectionals*	Feb 26 - Mar 1	TBD	Championship	10	
SRVA Last Chance Age Group Champs	Mar 7-8	San Ramon, CA	Home Meet	730	14
Zone 1S Senior 2 T&F	Mar 7-8	TBD	Senior	134	
PLS Spring Age Group Champs	Mar 20-22	Pleasanton, CA	Championship	20	
CDST/AAA C/B/BB+	Mar 28-29	TBD	Age Group	193	14
Oct Splash Meet	Oct	San Ramon, CA	Splash	50	
Nov Splash Meet	Nov	San Ramon, CA	Splash	50	
Dec Splash Meet	Dec	San Ramon, CA	Splash	50	
Mar Splash Meet	Mar	San Ramon, CA	Splash	50	
				4915	126

Summary of Hours for SC Season:

Meet Type	Hours (rounded)
CBB Meets	3050
AG Champs	1100
Senior Meets	800
Team Social Events	100
Buffer	50
	5100

Penalties:

- Short Course Season Work hours not completed by March 31st will be charged to the account a fee of \$50.00 per outstanding hour on April 1st.
- When a family member leaves the team prior to the end of the season, any unfulfilled hours at that time will be charged when the leave notification is provided by the member.
- Members that sign-up to work hours and fail to show will be charged a "Failure to Work" fee of \$40.00. Once a family signs up for a specified work shift, the individual must report to the work shift within 10 minutes of the start of the shift. If the individual does not arrive within this time frame, the member family will not be given credit for the work shift and will be charged a "Failure to Work" fee of \$40.

Other Opportunities to Fulfill Work Hours

- USA Swimming Certified Meet Official
- Various team positions and home meet job leads
- SRVA Board of Directors

Lead Positions:

Position	Description	# of Positions
Announcer	Must be able to speak fluent English and have clear, loud voice that can be easily understood over microphone.	2
Awards Lead	Responsible for managing all aspects of the meet awards. This includes planning, procuring, organizing, and distributing awards for meets	1
Cafe Barbecue	Supervise a grill or BBQ station, overseeing food preparation, cooking, while also managing inventory, mentoring helpers, and ensuring adherence to food safety regulations	2
Cafe/Hospitality Permit	Understand the City permit process and work on getting permits done on time for home meets and be available for city inspection	1
Hospitality Shopper	Assist hospitality manager with shopping for food supplies	1
Check In Lead	Responsible for managing swimmer check-ins at meet. Lead and training people helping with check-in	2
Computer Room Lead	The computer room lead position is responsible for managing the technical aspects of the meet. This includes operating the meet management software, importing results from the timing system, and resolving any data discrepancies.	4
Colorado Timing System (CTS) Head Operator	A CTS Head Operator for a swim meet, also known as the Timing Equipment Operator, manages and supervises the entire timing system. The role is crucial for ensuring the accuracy and efficiency of race results	4
Colorado Timing System (CTS) Pickup and Return	Responsible for coordinating and doing pickup and drop of timing system, verify the inventory list during pick up and drop off	1
Colorado Timing System (CTS)	A CTS (Colorado Time Systems) Setup/Takedown Lead is responsible for the complete installation and removal of the	2

Setup / Takedown Lead	electronic timing and scoring system for competitive swim meets. This lead ensures that all hardware is correctly connected, functional, and integrated with the meet management software	
Head Runner	Head Runner is a volunteer who organizes and supervises a team of "runners" to ensure the efficient and accurate delivery of important paperwork throughout the event. They act as a coordinator for the various tasks typically performed by individual runners, whose primary job is to transport documents between officials, the scoring table, and public posting areas.	2
Hospitality Manager	A Swim Hospitality Manager ensures coaches and officials are provided with food, drinks, and a clean, comfortable space during a swim meet. Responsibilities include setting up and maintaining the hospitality area, planning meals, stocking supplies like coffee, snacks, and water. This role is crucial for the successful and smooth operation of the swim meet, as it directly impacts the satisfaction and well-being of the officials and coaches.	1
Hospitality Shift Lead	Assist hospitality manager with similar duties	2
Meet Job Coordinator	Job Coordinator is responsible for ensuring all positions are filled at a meet. Key responsibilities include communicating with volunteers about their duties, overseeing check-in at meets, coordinating substitutes	2
Head Marshal	Make sure all USA Swim and facility rules are being followed. Responsible for the safety of all at the pool.	2
Set-Up/Take-Down Lead	A Set-Up/Take-Down Lead is responsible for overseeing and directing a team of volunteers to prepare the pool deck area for competition, as well as restore the facility to its original condition afterward. This lead role ensures all equipment is properly handled and placed to facilitate a safe and efficient swim meet.	2
Signup coordinator	Responsible for tracking job signup. Sending follow-up emails and creating signup sheets and labels for home meets. Must be proficient with Word and Excel	1
Team Photographer	Swim Team Photographer captures action shots and portraits of swimmers at meets and events, utilizing proper camera equipment and creative angles to document the team's spirit and achievements	2
Fundraising Committee	We are looking for a group of dedicated parents to help organize and carry out fundraising activities in support of SRVA. The primary goals of this team will include planning and running events such as swim-a-thons, as well as securing sponsorships and grants.	3 to 4
Age Group Champ Committee	We are looking for a group of dedicated parents to help coordinate with local businesses and hotels to secure sponsorships or discounts.	1 to 2

*Positions highlighted in yellow are open.

Important: SRVA is updating the Family Work Requirement Policy starting with the 2025–26 Short Course season. These changes are necessary to align with our team’s continued growth and increased participation at meets.

What’s Changing:

1. **Seasonal Communication** – Work requirements will be shared at the start of each season.
2. **Leave of Absence (LOA)** – Hours will **not** be pro-rated for LOA due to vacation or high school season. Families remain responsible for fulfilling their hours.
 - o *Exception:* Medical or serious family emergencies, subject to board approval.
3. **Championship Meet Timing** – Timing at Championship meets will **not** count toward work requirements. Families with swimmers at these meets must sign up for timing, regardless of other roles (e.g., home meet leads, officials).
4. **Officiating at Championship/Senior Meets** – Officiating at these meets will **not** count toward work requirements. You may still officiate, but if the team is short on timers, your family must also provide a timer.
5. **Socials** – Hours will no longer be credited for group socials. Only team-wide socials (e.g., team breakfasts, banquets) will count toward family hours.

FAQs:

Q: Why does SRVA have more work hours than other clubs?

A: SRVA has one of the most flexible work requirements. Families can choose the meets and jobs that best fit their schedule, and we’re one of the few teams that count timing hours from away meets toward your requirement.

We are also one of the only mid-size clubs that allow *all swimmers* to attend meets. With more swimmers entered, SRVA gets assigned more timing chairs.

In addition, we host four home meets each year. These meets require many volunteers but also serve as our biggest fundraisers, helping us keep membership fees lower for everyone.

Q: Why are timing hours at championship meets excluded?

A: As SRVA has grown stronger, more swimmers qualify for championship meets, which leads to significantly more timing chair assignments. This makes it difficult to fairly estimate hours.

Championship meets are usually held at the end of the season and often take place far from San Ramon. Since most families attending have already completed their work requirement, it becomes harder to fill the timing shifts—especially during finals, when fewer families are present.

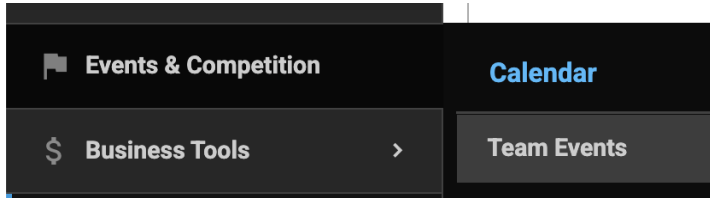
Q: Why isn’t officiating at Senior and Championship meets counted?

A: Our team is only required to provide officials at Zone meets, based on the number of swimmers entered. If we don’t meet this requirement, SRVA is fined \$100 per missing official.

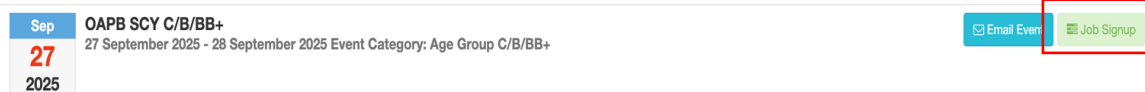
Senior and Championship meets do not have the same requirement. Officiating at those meets is considered a personal choice rather than a team obligation.

How to Sign Up for Jobs:

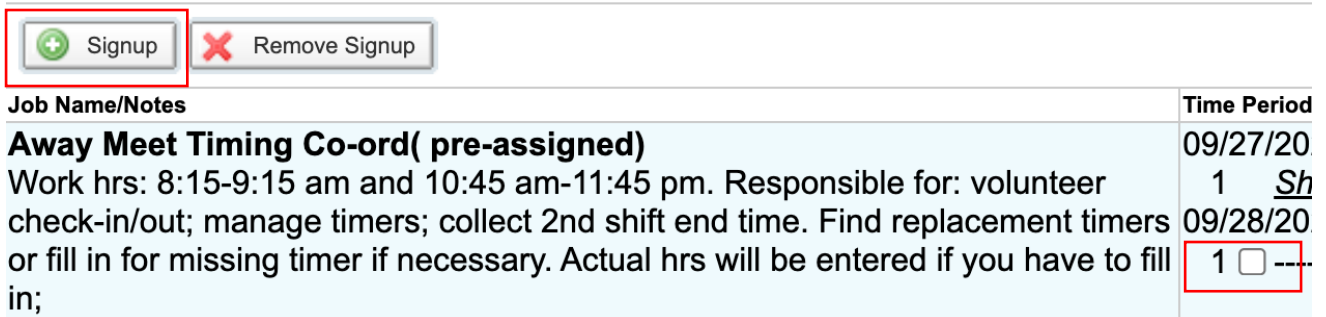
1. Log in to your SRVA account at www.srvaswimteam.org
2. Navigate to the “Team Events” page



3. Find the event and click the **Job Signup** button



4. Check the box next to the job you’d like and click the **Signup** button.



5. Enter the **name** and **phone number** of the person who will be working the shift.

Please Supply Your Volunteer's Information ✕

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Important: Please do not sign up for jobs labeled **Pre-Assigned**. These positions are reserved for approved leads only, and any incorrect signups will be removed.