

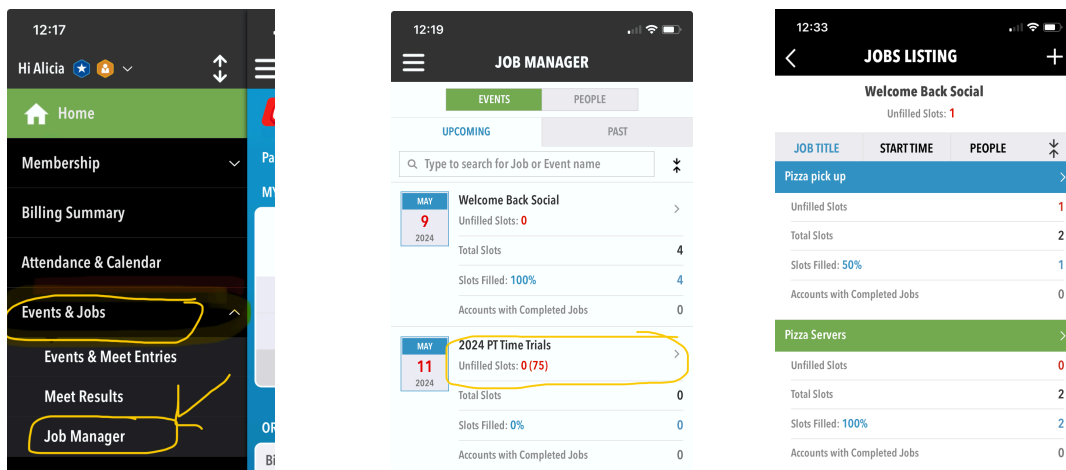
Lead Positions (see below) are open now and can be signed up for by emailing Shelly LaGrande, our new Volunteer Coordinator, at [shellylagrande@hotmail.com](mailto:shellylagrande@hotmail.com).

## Process - From Your Computer

- To sign up for volunteer hours, simply go to the [Meets & Events area](#), click the "Job Signup" button for any event, and find an open slot.
- To check how many hours you have left to work, go to the [Service Hours page](#) in the "My Invoice/Payment" section (you will need to sign in to the site if you have not already done so to view this page).
- Any exceptions to the volunteer requirements must receive approval from the Volunteer Coordinator, Shelly LaGrande.

## Process - From the Sports Engine Motion App (Formally On Deck)

- Download the **Sports Engine Motion App** and make sure your cell phone number is in your account please. This allows us to send you reminder messages directly to your phone rather than getting lost in email.
- Log in with your PT Penguins account...DO NOT CREATE A NEW ACCOUNT! Contact Megan if you need help with your username or password.
- To sign up for volunteer hours, from the home menu select Events & Jobs and then Job Manager...then select the event that you want to sign up for



- Available jobs will be blue and filled jobs will be green. Pay close attention to the times of your shift.

- If you are not able to cover your shift, please notify the Volunteer Coordinator, Shelly LaGrande. If you find a replacement, please give that name to Shelly. A no-show for a job, without notification will result in a \$50 no-show fee.
- If someone else will be completing the volunteer shift please make sure you include their name and contact information.
- Any exceptions to the volunteer requirements must get approval from the volunteer coordinator Shelly LaGrande

**Volunteer Descriptions can be found [HERE](#)**

### **Commitment**

Each family commits to 15 hours of volunteer hours when registering for the team.

**Volunteer hours must be completed even if the family opts out of swim meets.**

6 hours out of the 15 MUST be completed at a swim meet (Even if family opts out of swim meets)

New families to the team must attend at least one new family orientation.

Volunteers must check in with their Lead Coordinator or with the Volunteer Coordinator, Shelly LaGrande to receive credit for their shift. Coordinators will be wearing vests with the name of their role. Example: Lead Timer's vest will say "Timer".

### **Penalty**

There is a \$50.00 no show fee applied to the families account for not showing up to a volunteer shift without finding a sub.

Families will be charged \$400 for not completing 15 hours of volunteer hours. The \$400 fee can be prorated if the family did not meet all the hours (example- if the family only completed 7.5 hours, penalty fee would be \$200)

**Champs - Champs hours are different from your 15 hours for the season and these shifts will be posted for sign-up 1-2 weeks prior to Champs.**

- Every family must complete **two** volunteer shifts, the ONLY exception is:
  - 1 Swimmer + 1 Day = 1 Shift If you have one or more swimmers in Champs, you must complete at least two volunteer shifts at Champs, *except:*

- If your swimmers are only swimming one day at Champs, you only need to do one shift.
- Hours worked at Champs do not count toward the 15-hour per-season family commitment.

### **Champs Shift Requirements - NO EXCEPTIONS**

| Number of Swimmers | 1 Day at Champs | 2 Days at Champs | 3 Days at Champs |
|--------------------|-----------------|------------------|------------------|
| 1                  | 1 Shift         | 2 Shifts         | 2 Shifts         |
| 2                  | 2 Shifts        | 2 Shifts         | 2 Shifts         |
| 3                  | 2 Shifts        | 2 Shifts         | 2 Shifts         |