2023-2024 NCAP SERVICE HOURS SUBMISSION INFORMATION

The Nation's Capital Swim Club greatly appreciates the service hours that our families put in on a yearly basis. It takes a lot of volunteers to run the swim meets and make these events possible for our swimmers. Therefore, we have a service hours requirement to help make meets we run and attend more successful. We expect all our families to lend a helping hand in our efforts to continually support our swimmers.

Accounts failing to meet the required hours will be charged $150.00 per family.

This does not apply to swimmers in groups that do not compete.

Hour requirements for **April 1, 2023 - March 31, 2024**

The hour requirements are based upon each swim session being approximately 3-4 hours.

Below are the number of hours each account agrees to perform based upon the number of swimmers in their household.

Number of Swimmers	Returning Swimmers	New Swimmers
1 Swimmer	8 Hours	6 Hours
2 Swimmers	11 Hours	9 Hours
3 Swimmers	14 Hours	12 Hours
4+ Swimmers	17 Hours	15 Hours

Returning Swimmers have a different requirement compared to New Swimmers since they had the opportunity to complete hours during the Long Course Season.

Obtaining Service Hours:

1. Sign Up!

Service Hour sign-ups will be done through Sign-up Genius and other potential programs for the meets. PVSWIM.org has a list of all the meets and by selecting the name of the meet, you will be taken to the meet information with the link to sign up once they have it posted.. Signs-ups are typically available 1 week before the meet. The Team that is hosting the meet is in charge of the sign up. This means we (NCAP) do not always make them or are in charge of organizing them. Coaches will send out Volunteer Links as soon as they receive them from the Meet Directors.

2. Check in

To ensure you receive your hours, you must <u>ALWAYS</u> check in at the event. It is the only way we know you have been to the event and volunteered. There will be sign-in sheets at every meet for volunteers.

- Write your name legibly (Best if the name matches the Account name in Team Unify)
- Put your team as NCAP and List Your Site as well

Be sure to take a picture of the check in once you have filled it out for proof later on.

3. Submit Hours

After performing the service, please submit your hours through the <u>NCAP Volunteer Form</u>. This helps us track hours and credit your account. Once you fill out the google form, you will then need to submit your proof of service.

4. Proof of Service

After completing the google form, please submit proof of service by <u>emailing</u> documentation to
<u>Volunteer@nationscapitalswimming.com</u>.

Any of the following can qualify as Proof of Service:
- Picture of Timer Sign-in Sheet
- Screenshot of Sign up Genius or Sign up list online
- Picture of you performing the Service... Smile!

Once your hours have been placed on your account you will receive an email from the Volunteer Email confirming that your hours have been confirmed. Please note though that it could take up to 2 weeks to get hours posted to your account (or longer) depending on how many meets are taking place and how many hours are being submitted by all NCAP families.
** IF you forget to document proof of service we understand and will look to other uploaded images of timer sign-ins to verify your service as long as the Google Form is completed.

5. Track your hours in your account

You can log into your account on teamunify and see your service hours.
Go to: My Account - My Invoices/ Payments - Service Hours

THANK YOU FOR YOUR SERVICE!

Please understand we have a large number of hours to enter annually, and it takes time to accurately record them. Most hours are updated within 2-4 weeks of the event.   We want to make sure you receive credit so please visit the Service Hours Submission page to submit volunteer Hours after completion.