



## Aquatic Foundation of Alaska (AFA)

Empowering Alaskans through Water Safety, Education, and Competitive Spirit

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# Volunteer Policy

**Effective Date:** October 22, 2025

**Approved By:** AFA Board of Directors

**Last Reviewed:** October 22, 2025

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## 1. Purpose

The Aquatic Foundation of Alaska (AFA) relies on the dedication and generosity of its families and community members.

Volunteers play a vital role in supporting meets, team events, fundraising, and day-to-day operations.

This policy outlines volunteer expectations to ensure that responsibilities are distributed fairly and that every family contributes to the success of the team.

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## 2. Scope

This policy applies to all AFA families and adult participants in:

- Yeti Swim School
- Yeti Youth Competitive Team (Apprentice, Warrior, Gladiator, Gladiator Fit)
- Yeti Legends

Volunteer expectations apply per **family unit**, not per athlete, and are tracked annually.

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## 3. Volunteer Hour Requirements

### Annual Requirements

- **Apprentice Families:** 10 volunteer hours per season
- **Warrior & Gladiator Families:** 20 volunteer hours per season
- **Gladiator Fit Families:** 10 volunteer hours per season
- **Legends & Swim School Families:** Encouraged but not required to volunteer at youth meets and events

## Prorated Hours

Families who join **after January 1** will have their required hours **prorated to 50%** of the annual total.

This ensures fairness for families joining mid-season.

## Unfulfilled Hours

- Unserved hours will be billed at **\$50 per hour** at the end of the season.
  - Volunteer hours must be logged through AFA's volunteer tracking system or sign-in sheets at events.
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## 4. Volunteer Opportunities

Volunteer roles include but are not limited to:

- Meet timers and officials
- Meet set-up and tear-down crews
- Hospitality, concessions, and check-in tables
- Fundraising or sponsorship assistance
- Team event and banquet support
- Photography, marketing, or administrative help

AFA provides training or guidance for all volunteer roles to ensure confidence and success.

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## 5. Buyout and Substitution Options

- Families who cannot volunteer may choose to pay a **buyout fee of \$50 per required hour** at any point during the season.
- Families may also arrange for another approved volunteer to serve hours on their behalf.

All buyout payments are due before the final meet of the season.

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## 6. Tracking Volunteer Hours

- Volunteer sign-ins must occur at the event location or online through AFA's tracking form.
  - Hours are recorded by team staff or meet coordinators.
  - Families are responsible for verifying that their hours are accurately logged.
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## 7. Communication & Scheduling

- Volunteer sign-ups are posted prior to each event via **TeamUnify** or official AFA communication channels.

- Families are expected to check postings regularly and sign up for available roles.
  - If a family cannot fulfill a scheduled shift, they must notify the **Volunteer Coordinator** at least 24 hours in advance so the role can be reassigned.
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## 8. Accountability

Failure to meet volunteer hour requirements may result in:

- The family being billed for unserved hours.
- Ineligibility to register for future sessions until the account is cleared.

This policy ensures fairness and shared responsibility within the AFA community.

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## 9. Recognition

AFA celebrates its volunteers through team announcements, social media highlights, and special appreciation events.

Volunteers are a cornerstone of our culture — their time and energy directly fuel our athletes' success.

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## 10. Implementation

This Volunteer Policy takes effect beginning with the **2025–2026 season** and will be reviewed annually thereafter.

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### Footer

**Aquatic Foundation of Alaska (AFA)** — *Promoting safety, excellence, and inclusion through the power of water.*

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