



SECTION 04

Volunteer Policy

Volunteer Hour Policy - approved (3/6/25)

Klahaya Swim and Tennis Club is a member owned and operated non-profit club. Though we do employ a minimum number of staff, we depend on member participation to facilitate the majority of the club's events and run our swim meets, tennis tournaments, and fun social activities.

As members, we are all owners of this club and your participation is important. The number of required volunteer hours needed are calculated based on the number of volunteers needed to support particular programs and events. Recently, we have often been short volunteers to equitably divide the necessary work. As a result, we have increased the number of required volunteer hours to encourage greater participation from all members.

There are three categories of REQUIRED volunteer hours:

- **General** - All Klahaya Families are required to give a minimum of 6 hours per season. These can be completed in any category by staffing activities, swim or tennis events (in addition to the team requirements listed below), or participating in our maintenance/grounds keeping days. If any of these scheduled events don't work for you, we are happy to work with you to find flexible but necessary jobs around the club like gardening, designing logos or communications, or other projects. One hour may be earned by attending the annual meeting in the Fall.
- **Swim Team** - If your family has children on the swim team, 8 additional swim-specific volunteer hours per family are required per season. This includes, but is not limited to swim meet set up, working at swim meets, preparing or working concessions, and swim meet clean up.
- **Tennis Team** - If your family has children on the tennis team, 4 additional tennis-specific volunteer hour per family will be required per season. This includes, but is not limited to setting up events, providing snacks, helping to BBQ, and cleaning up events.

At the end of the season, all volunteer hours not logged by members in the member portal or app will be billed by bookkeeping at \$75/hr. This will be applied as part of the next season's renewal, or billed independently if you are giving up or changing your membership

We encourage all families to volunteer. However, if you would prefer to pay for your volunteer hours up front, please notify bookkeeping at bookkeeper@klahaya.net for an invoice.