

## TEAM EVENT COMMITMENTS

2016-2017 Season

### What is a TEC?

A TEC is a “Team Event Commitment”. Every family is required to assist in a minimum number of Aces events and/or Official duties in order to be a part of our competitive swim team family.

### How many TECs will I be required to do?

The TEC scale is based on the group that your swimmer(s) swims with. Higher level swimmers benefit more from our events and so have a higher number of TECs. The total TECs are listed in Table 1 along with the suggested breakdown of events.

Table 1: Total TECs by level of swimmer listed along with the minimum number of required TECs per event.

Group	TOTAL TEC	Suggested Breakdown		
		Meets/Other	Dances	Triathlon
<b>Non-comp</b>	<b>3</b>	1	1	1
<b>Aces 1</b>	<b>3</b>	2	0	1
<b>Aces 2</b>	<b>6</b>	4	1	1
<b>Aces 3</b>	<b>8</b>	6	1	1
<b>Aces 4</b>	<b>8</b>	5	2	1
<b>Bronze 1</b>	<b>11</b>	8	2	1
<b>Bronze 2</b>	<b>12</b>	9	2	1
<b>Silver 1</b>	<b>13</b>	10	2	1
<b>Silver 2</b>	<b>14</b>	11	2	1
<b>Gold</b>	<b>15</b>	12	2	1

### What are some of the events that the ACES offer that I can earn TECs for?

We host numerous swim meets throughout the year. Aqua 7 League meets involving one other team requires 24 timers on the deck plus other mandatory roles like Starter, Marshall, Strokes and Turns Judge, etc. We usually host 3 Aqua 7 meets during the season at our home pool.

Our Fall Invitational has 7 swim sessions and our Winter Invitational has 3 swim sessions. Each session lasts no more than 4.5 hours and also requires a total of ~40 hands on deck otherwise the swim meet cannot occur. Working at one meet session or one Aqua 7 counts as 1 TEC per person that works. The minimum age to work on deck is 14 years.

The Aces plan to host 5 dances this season for youth grades 5 – 8. They are held at the New Hamburg Community Centre from ~6:45pm – 10:00pm on various dates. Chaperoning at one dance counts as one TEC per person that works the full time.

The Aces host a Kids Triathlon open to all kids ages 3-14 in May/June. Assisting on the day of the event counts as one TEC.

### **What if I already have other commitments on certain days? How else can I earn TECs?**

There are many other ways to earn TECs. There are many coordinator positions that allow our team to run smoothly. For example, you could organize the Swim-a-thon, be the Equipment Manager, or obtain Sponsorships for the team. If you like food, you could organize the welcome breakfast, the year end BBQ/banquet or Christmas party. You could work towards your Officials certification by taking a clinic or achieving levels. For a full list of TEC options, please refer to Figure 1.

### **What if I have multiple swimmers on the team? How many TECs do I have to fulfill?**

In recognition that families with multiple swimmers cannot commit to unlimited hours, a discount of 50% TEC is given to the second swimmer and a discount of 75% TEC is given to the third swimmer. The first swimmer in any family will be from the highest group and will be the highest TEC value. All total TEC values will be rounded up to the nearest whole number.

For example, if you have swimmers in Aces 2, 3 & 4 your total TEC would be rounded up to 14. (Highest swimmer TEC = 8 + 50% Second swimmer TEC = 4 + 75% Third swimmer TEC = `1.75.)

### **How were the number of TECs determined?**

Every job on the team was assigned a TEC value. The total for the team is approximately 920 TECs for this season. This number was distributed between all members on the team.

### **Do other competitive swim teams have TECs?**

Every competitive swim team has a system in place similar to TECs. Most teams have a mandatory minimum number of hours with a monetary value associated if the hours are not met (and sometimes even if they are!)

### **What if I can't fulfill my TEC requirements? What happens?**

By February 5th, the team will have run two dances, a Fall Invitational Meet with 7 swim sessions, Aqua 7s, Officials training, and have Coordinator positions that need to be filled.

There are many opportunities to fulfill your commitment by this date. If you do not make 50%-1 (rounded down to nearest whole number) of your total TECs, you will be assessed a fee of \$75 per TEC. These must be paid within 30 days of the assessment, otherwise your swimmer will not be allowed to attend practices as per the Member Handbook. For example, if your family has 15 TECs then 6 would be required by February 5th. If only 4 were done, then the fee would be \$150.

All of the remaining TECs must be fulfilled by June 3rd. If there are TECs outstanding at this time, there will be a fee of \$75 per TEC to be paid within 2 weeks of the assessed date.

Registration for the following season will be denied if the outstanding TECs are not paid in full.

### **Why is there a fee associated with TECs?**

Our hope is that every family will contribute their fair share to the workload of the team. The team cannot exist without the additional funds brought in by our fundraising activities or the organizational work done for a team of ~100 swimmers. The fee associated with TECs could be used to hire someone to take your place and replaces the fundraising amount that you were not able to participate in.

### **It sounds like a lot of commitment to the team. Why is this expected of me?**

Our swim meets cannot happen unless parents work as officials. Without you, there is no team. If you are on deck as an official, it is likely that your swimmer is racing in the pool. This means that you would already be at the pool so it is not an additional time commitment. The other activities contribute to the operations of the club both financially and functionally. We do not ask you sell food or other items for fundraising. Instead, by helping the team with our functions, you increase our exposure in the community and contribute to keeping the registration costs down.

### **What if I help out other teams at their swim meets? Will that count as a TEC?**

If you are working on achieving your Officials levels, then that is a necessary component and is counted towards the Officials TECs. However, in order to encourage families to move up the Officials Ladder, away meets will be awarded at 0.5 TECs per person to a family MAXIMUM of 2 total TECs. The away team MUST have requested officials, you must actually work at the meet (not just show up and then not be needed) AND you must provide evidence that you worked at the away meet. Certain levels of meets will require mandatory participation of parents (e.g. regionals).

### **I am a Masters swimmer. Am I required to participate in TECs?**

No. However, we would greatly appreciate any help you can offer at any of our events.

### **My swimmer is a teenager. Can their work count towards the family TECs?**

Yes, depending upon the event. If your swimmer is a minimum 14 years old, they can work on deck as a timer. If they are 18 years old, they can count as an adult chaperone for the dance. If they are 12 years old, they can work behind the counter at a dance only if there are enough other adult chaperones. If they are a minimum 12 years old, they can work at the triathlon (possibly younger depending upon the job with permission of the Race Director and/or TEC Coordinator).

### **What if I do more than the minimum number of TECs?**

Then you are awesome and The Executive and your swimmer greatly appreciate all of your help for our team!

### **Can TECs be shared?**

Yes. If both parties agree on the split of the TEC amount and the TEC Coordinator is aware in advance so that TECs may be assigned appropriately.

**Who keeps track of the TECs? How do I find out how many I have completed?**

Attendance is taken at all events and tracked by the TEC coordinator(s). Please sign in to your aces team unify account and click on the left hand side "My Account" tab. Then, click on "\$MyInvoice/Payment". The far right tab is your "Service Hours". This allows you to see your TEC history and your amount required and, by scrolling to the right, your current balance.

**What happens if I join the team late? Do you prorate TECs?**

Yes! Your total family TECs will be prorated based on the percentage of remaining time left in the season. Eg. 50% of the season remaining, 50% TECs owed with a reasonable extension on time to complete TECs as required.

**What if I have more questions? Who do I contact?**

You can contact the TEC coordinator, Sherilyn Van De Wynckel, at milasavy@gmail.com

**Figure 1.** TEC Points Awarded for Each Required Role on the Team\*

\*The TEC points may be adjusted based on the season.

	ROLE	TEC	Total	Brief Summary of Role
Board of Directors	President	12	12	Books pool, coaches contracts, etc.
	Vice-President	6	6	
	Treasurer	10	10	Reports to Executive, etc.
	Secretary	6	6	Takes and prepares minutes
	Director	5	20	Attends ~3 hour monthly meetings
	Bookkeeper	20	20	Deposits, accounting, etc.
	Finance Committee	4	16	Meets regularly to attend to financial concerns of the team
Co-ordinators	Dance	8	8	Attends all 5 dances + prep/organize
	Dance Assistant	6	6	Assist with prep/volunteers
	Team Unify	8	8	Website updates
	Team Unify Assistant	1	1	Calendar updates, etc.
	Aqua 7 potluck	4	4	3 meets + prep/supplies
	Sponsorship	3	3	Obtain sponsors for meets and team

	Swim-a-thon	3	3	Set up account, obtain prizes, create flyers
	Equipment	3	3	Orders team shirts, etc.
	Registrar	4	4	Responds to inquiries about the team
	Registrar Assistant	1	1	Present in office for swim trials, etc.
	TEC	3	3	Track families commitment over the season
	TEC Assistant	1	1	Bookkeeping, assistant, etc.
	Officials Chair	3	3	Runs clinics, organizes officials
	Team Handbook	2	2	Prepare, distribute, update
	BBQ/Year end	2	2	Purchases all food/organizes
	Invitational Meets	1	1	Book team hotels and organize food
	Christmas Party	2	2	Organizes and arranges food
	Meet Manager	1	1	See meets below
	Welcome Breakfast	2	2	Purchases and prepares food
	Treasurer Assistant	2	2	Job shadow Treasurer
Dance	Adult Chaperone	1	100	Minimum 20 chaperones x 5 dances/season
Aqua 7 meets	On-Deck Timers	1	72	24 on-deck x 3 meets/season
	Other	1	30	Starter, marshall, strokes & turns, etc.
	Finals	1	20	
Fall Invitational	Meet manager	10	10	
	Meet manager assistant	8	8	
	Food	8	8	Plans, buys, prepares food for officials
	On-deck timers	1	168	24 on-deck x 7 sessions
	Other	1	105	15 x 7 sessions
inter Invitational	Meet manager	6	6	
	Meet manager assistant	5	5	
	Food	4	4	

	On-deck timers	1	72	24 x 3 sessions
	Other	1	45	15 x 3 sessions
Officials (awarded for highest level actually achieved in current season, not ongoing)	Achieve level 1	1		Signed off
	Achieve level 2	3		Signed off
	Achieve level 3	5		Signed off
	Take in class clinic	0.5		Not online
	Away Meets	0.5		Maximum 2 per family
Triathlon	Race Director	9	9	
	Event Day	1	50	Cheer on and direct triathletes
	Registration/setup	1	15	
	Committee	3	6	Regular meetings, prep plus attends Sat&Sun
	Coordinator	4	16	Food, volunteers, sponsorship, website
Parent Ambassador		2	6	Meet in person with up to 8 new families and be ongoing contact for questions
Parent Liaison		2	6	Address family concerns in a confidential manner
AGM and general meetings attendance		0.5		Maximum 2 TECs total per family; family members/meeting maximum 0.5
Referral TEC		1		Each family you refer that signs on and stays as part of the team earns you 1 TEC (maximum 3)
TOTAL TEAM TEC		~	920	Does not include officials, AGM