

TSC FAMILY PARTICIPATION POLICY

INTRODUCTION

The Toronto Swim Club (TSC) is a member-run, not-for-profit organization that relies on the participation of the membership to run the Club's "on-deck" and "off-deck" activities. TSC's Family Participation Policy is designed to outline clear and fair participation requirements for all members.

TSC uses a point system to track family participation activities. Each family must accumulate the requisite number of points by participating in club activities. These activities are assigned different point values based on several factors including time and effort required, skill level, knowledge and club membership.

Members are encouraged to check their points account frequently and to advise the Family Points Administrator of any discrepancies. admin@torontoswimclub.com

TSC POINT SYSTEM

- Please refer to **Appendix A** for number of points awarded per activity
- Members may collect points during the official swim season from September 1st to July 31st.
- Anyone may volunteer on behalf of a family. This can include older siblings, grandparent, friends or another TSC member. At each designated activity sign-up the family name for which the points are to be awarded must be specified.
- Volunteers must meet the minimum job requirements to be accepted for a volunteer position as outlined in [Becoming an Official and Appendix A](#)
- Families are not permitted to carry over points from one season to the following season.
- Points cannot be transferred from one family to another after an event.
- There shall be no exception to this policy

Points Requirements:

- Families in the TSC Academy program are not required to accumulate any points.
- Families in their **first year only** of the club in a Youth, Junior, Senior, or National group are required to accumulate a total of 9 points per season/per family. The first three points of the nine will be connected to a suite of onboarding activities for new families.
- Families with swimmers in Youth, Junior, Senior and National groups are required to accumulate a total of **12 points** per season/per family.
- Points will be prorated if a swimmer joins or leaves the club part way through the season based on number of membership months.
- Families must work at least one session at the TSC Grootveld Classic swim meet.

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Checking points balance:

- You can check your points balance under 'My Account' on the TSC website. When you sign into the website click 'My Account' on the left side black menu or click your name top right and select 'My Account'.
- Select 'Invoices & Payments' and then the 'Service Hours' tab
- Your points will be captured here. If you have any questions please contact admin@torontoswimclub.com.

Family Participation deposit and penalties:

- A one-time **Participation Deposit of \$250 is charged to each TSC family upon initial registration** of a TSC swimmer in any of the Youth, Junior, Senior, National groups.
- This fee is refundable after the family's final TSC swimmer graduates or withdraws from TSC, provided the conditions of Family Participation are met.
- **Families who fail to meet the points requirements outlined above by July 31st will be charged an amount equivalent to \$50 per point not yet earned of the total points requirement**

ACCESS TO FAMILY PARTICIPATION POINTS OPPORTUNITIES

Family Participation opportunities – both meet- and non-meet-related – are available on a “first come, first served” basis, with the following exceptions:

- Serving as a member of the TSC Board of Directors is subject to a nomination process and election by club members at the TSC Annual General Meeting
- Several “off-deck” roles are subject to application and selection by Volunteer Coordinator and/or members of the TSC Board of Directors
- Team Travel Chaperones and Group Parents are appointed by the Coaching Staff
- The Club Officials Chair and/or Officials Coordinator reserves the right to pre-assign certain roles at meets.

How to Find Participation Opportunities:

- All upcoming meets and events can be found on the TSC website under [Swim Meets](#)
- Members may apply for several “off-deck” roles through the call for volunteers in the fall and ongoing requests throughout the season.
- Two or more weeks ahead of an event, a Job Signup link will open with available positions listed. Members will also be advised of the opening of positions by e-mail.
- In the first week following the opening of a Job SignUp, families will be restricted to only two positions to allow access to all families. After 1 week, the SignUp will be opened to allow for additional sign ups.
- Members must be fully qualified for the job requested (i.e., must have completed the appropriate clinics and have received sign-off). Please refer to [Becoming an Official](#) or contact the [TSC Officials Coordinator](#) for more information.
- Sign-ups will be verified and a schedule will be issued from the Meet Manager prior to the meet.
- **Once signed-up, members are expected to fulfil their job commitments. Failure to do**

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so, without at least 72 hours prior notice, will result in a deduction of the equivalent point value from the family point bank.

- If all jobs are filled, families are encouraged to contact the Meet Manager or Club Officials Chair. Last minute openings and additional jobs may become available.

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TSC MEMBER RESPONSIBILITIES

- Be familiar with the TSC Family Point Policy and the details of the Points System.
- Understand the total points you are required to collect over the official swim season.
- Track your points during the course of the season and advise the Points Administrator of any discrepancies.
- Check-in with official at events and sign the officials' register indicating the family name.
- When signing for roles within the Job SignUp system, make sure to include the full name of the volunteer completing the job and the family name for which the points are to be applied. This helps ensure points are applied correctly and that volunteers have the appropriate certifications.

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APPENDIX A: FAMILY PARTICIPATION OPPORTUNITIES AND POINTS VALUES

Category	Assignment (estimate time req)	Minimum Requirements or Preferred Qualifications	Point Value
On-Deck Roles	<ul style="list-style-type: none"> ➤ See Swimming Canada Officials' requirements for Officiating https://swimming.ca/en/certification/ ➤ All positions are on approval of the Chief Officials Coordinator 		
Swim Meets	Meet Manager <ul style="list-style-type: none"> • Attends all sessions 	Level II	2 / session or 4 points for TT and Tri-Star (one session)
	Competition Coordinator <ul style="list-style-type: none"> • Attends all sessions 	Level IV Official	2 / session or 4 points for TT and Tri-Star (one session)
	Session Referee	Level III	3
	Starter	Level II	3
	Chief Finish Judge/ Electronics	Level II	3
	Clerk of Course	Level II	3
	Chief Timer	Level II	2
	Volunteer Coordinator /Announcer	Level II	2
	Stroke Judge	Level I	2
	Head Lane Timer	Level I	2
	Timer (may also be asked to do Safety Marshall)	Level I	1
	Food Co-ordinator		12 for all meets for year
	Food Server		1
	Runner/Programs Sales/Awards		1
	Deck Evaluation at Non-TSC Meet	Relevant Clinic and Level	1
Job Shadow for Any Role to Move Up the Ladder	Relevant Clinic and Level	1	
Mentor Any Role	Qualified for Role	Points for Role	

Off Deck Roles			
Group Parents	Contact person for new and returning families, serve as liaison between coach and team, answer a relatively high volume of emails, organize team building events. Experience: organizational skills and strong commitment to improving the TSC experience.	Academy, Y1, Y2, Y3, YF J1, J2, J3, JP	7
	Contact person for returning families, serve as liaison between coach and team, answer a relatively high volume of emails, organize team building events. Experience: organizational skills and strong commitment to improving the TSC experience.	S1,S2,S3	6
	Liaison between coach and team; organize team building events. Experience: organizational skills and strong commitment to improving the TSC experience.	JN, N2, N1	5
Board of Directors	Steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. Experience: Strong commitment to TSC and requisite professional experience in the fields of sport, finance, media, and/or fundraising.		10
Committees	Working Committee Member (approx. 4 meeting per year plus work between meetings).		3-6
Officiating	Club Officials' Chair (COC): Assists Meet Manager and Club members meeting officiating needs. Communicates clinics and ensures adequate opportunities for learning and moving 'up the ladder'.	Level III	10

	<p>Club Officials Administrator (COA): Administers SNC database and records of all Officials in TSC. Communicates information from Swim Ontario and SNC as needed.</p>	Level III	10
	<p>Clinic Teaching</p>	Level III and above	2
	<p>Attend Officials Clinic</p>		1
<p>Gala Director</p>	<p>Role: Organize, implement, and manage the TSC Awards Gala, including identifying the date, securing the location, staffing the event with volunteers, advertising to TSC membership, and catering the event.</p> <p>Experience: Previous experience as a volunteer with the Awards Galas a plus but not necessary; strong organizational skills a must.</p>		8
<p>Annual Picnic Coordinator</p>	<p>Role: Organize, implement, and manage the TSC Annual Picnic, including identifying the date, securing the location, staffing the event with volunteers, advertising to TSC membership, and catering the event.</p> <p>Experience: Previous experience as a volunteer with the Annual Picnic is a plus but not necessary; strong organizational skills a must.</p>		6
<p>Fundraising Coordinator</p>	<p>Role: Coordinates the TSC's major fundraising initiatives, spearheading N1 fundraising, initiating merchandise fundraising; and identifying new opportunities within club.</p> <p>Experience: Extensive experience in professional fundraising is a plus. So too are Strong coordination, planning, analytic, and communication skills.</p>		6
<p>Points Review Committee</p>	<p>Role: Coordinates a conversation about the most just and equitable way for the club to move forward with its point system. Recommend a process improvement for points tallying going forward that is more automated and efficient.</p>		5

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Insurance Policy Review	Role: review our Insurance Policies (provided by Swim Canada/Ontario) to ensure that they are adequate and, if not, look into acquiring additional insurance.		5
Swimathon Logistics Coordinator	Role: Manage all club activities related to the Swimathon, coordinate with the Club office, Communications coordinator and Swim Canada/Ontario to plan, program and execute a successful Swimathon		7
Swimathon Communications Coordinator	Role: Manage all club communications related to the Swimathon, coordinate with the Club office, group parents, coaches and Communications team to communicate the plan and program for a successful Swimathon		5
Wine Auction Event Managers (3 people)	Role: Manage the club activities related to an online Wine Auction in late November, coordinate with the Club office, group parents, Communications team to plan, program and execute a successful wine auction		5
25th Anniversary Committee (2 people)	Role: Manage and support 3-4 projects and events for the 25th Anniversary throughout the year		4-6
25th Anniversary Video Producers (2)	<p>Role: Produce a TSC 25th anniversary video from concept to completion; edit and prepare video for multi-platform delivery; conduct quality control tests to ensure error free end-user experience.</p> <p>Experience: experienced in filming interviews, web videos, and a variety of digital content and their technical requirements; experienced in video editing, compression formats and web delivery; can work</p>		6

	collaboratively with Content Writer where needed.		
25th Anniversary Content Writer/Editor and Interviewer (2)	<p>Role: Generate themes and ideas highlight 25 years of TSC by producing written materials including stories, video scripts and interview questions; conduct interviews with the club founders, coaches, notable swimmers, current members and other stakeholders; ask questions to cover topics including club history, memorable events, club mission, coach philosophies, swimmer growth path, family involvement, etc; work collaborate with Video Producers where needed.</p> <p>Experience: Professional writer/editor/journalist preferred; connection with mainstream media is an asset.</p>		6
Equipment & Merchandise	<p>Role: Manages the TSC uniform and equipment program. Identifies ongoing opportunities for sale of existing and new TSC branded items and other equipment. Manages launch of program, try-on / on-site sales, ordering, and fulfillment of orders – in coordination & with support of the club manager. This individual will support both the start of season program and ongoing orders throughout the year while making improvements to the process (adding automation, etc). In addition, a key focus will be adding more TSC branded items available for sale to improve TSC’s presence at meets/events with new clothing available for swimmers, parents, and family/friends.</p> <p>Experience: Process management, e-commerce, vendor management and /or swim / clothing merchandise experience would be an asset. Strong organization skills and eye to continuous process improvement.</p>		10
Website development and web admin	<p>Role: Responsible for making upgrades/changes/additions to the website ongoing throughout the year. This includes content updates, new functionality additions,</p>		6

	<p>and other improvements to user experience. There is ongoing coordination and liaising with Team Unify on platform updates and new beta tests. Management of Slack group for communication committee and ongoing suggestions for new tech improvements for the club. Attends ongoing communication committee meetings.</p> <p>Experience: Extensive web development and site management experience is essential – from user experience mapping, to coding / development, testing, and deployment.</p>		
<p>Website content creation</p>	<p>Role: Creates multiple new pieces of content for TSC website throughout the year – from new parent guide additions, swimmer content, equipment information, etc. Also identifies not only content gaps but opportunities for improvement in revising existing content. Assists in layout / design improvements of existing content on website. Attends ongoing communication committee meetings.</p> <p>Experience: Writing and content development experience – eg. journalism, PR / media, or digital media content development. Design, photography, and layout experience would be a further asset.</p>		<p>6</p>
<p>Dropbox / Photography coordinator</p>	<p>Role: Manages all club photography. Responsible for re-organization & management of existing Dropbox photos. Ensure all new photos from volunteers are uploaded from TSC meets to Dropbox. Assists club for additional photography needs – eg. TSC BBQ, Nat 1 clinic fundraisers, etc. Creates a plan for team photos & other group / club photos needs. Attends ongoing communication committee meetings.</p> <p>Experience: Professional photography skill with own equipment. Experience working with photo editing would be an asset.</p>		<p>6</p>

<p>Social Content & Design lead</p>	<p>Role: Leads all TSC brand standards and design efforts (logos, banners, website design, etc) in some cases doing design work and others as consultant on TSC logo applications (eg. team uniform equipment manager). Also leads the social media strategy / framework, ongoing content creation – matching photos from Dropbox with copy recommendations throughout the season. Attends ongoing communication committee meetings.</p> <p>Experience: Brand design and/or ad agency experience. Extensive brand social media content creation & planning – strategy, photo/copy layout, and presentation.</p>		<p>6</p>
<p>Policy Development</p>	<p>Role: assist in the drafting of policy documentation in areas such as safe sport, human resources and general operations.</p> <p>Experience: previous hands on experience in creating procedural level policies. Ability to organize oneself and adhere to a timeline is an asset.</p>		<p>6</p>
<p>Chaperone, Head</p>	<p>Supervision of swimmers, meal/snack preparation, coordination with coaching staff plus pre-planning activities with TSC office. Level I police check Selected by Coaching/ TSC Office based on previous chaperoning experience. NOTE: All meals, transportation and accommodation will be included.</p>		<p>Up to 10</p>
<p>Chaperone</p>	<p>Supervision of swimmers, meal/snack preparation, coordination with coaching staff. Level I police check required. NOTE: All meals, transportation and accommodation will be included.</p>		<p>Up to 10</p>
<p>Special Projects</p>	<p>Role: Identifies an opportunity for development and/or growth in any number of areas, develops a plan of action, and submits the proposal to the board for approval.</p> <p>Experience: Experience should be relevant to the project proposed.</p>		<p>TBD</p>