

## VOLUNTEER POLICY 2020-2021

The intent of the volunteer system is to encourage Club members to become involved in the Club activities. To this end, parents are encouraged to become involved in jobs of all kinds. It is Club policy for at least one parent or guardian to volunteer at any home swim meets in which your swimmer is participating. If a parent has not signed up for a volunteer position by Wednesday prior to the meet, your swimmer will be scratched from the swim meet and you will still be responsible for the meet fees. Consideration will be given if there are more volunteers than jobs. Generally, the more volunteers we have the better, so feel free to sign up other members of your family or friends as well.

Volunteer jobs and their associated points will be advertised throughout the swim season on our website. Additionally, we do send out requests and reminders from time to time by email. Job sign up is predominately done through our website. You must first log in to your account and then look for the "Team Events" button in the middle of our "Home Page". Any upcoming volunteer jobs will be posted there under the Team Events tab for sign up. Once you have signed up for a job, completed it and signed the attendance register at the event, you will be given credit towards your Volunteer Points commitment.

To check your Volunteer Points status, sign into your account and click the "My Account" tab on the left side of the screen. Choose "Invoices & Payments" and this will allow you to look at your "Club Invoices", and "Service Hours" account activity (which is our Volunteer Points commitment account). Under this tab you will be able to see all the activity through your account. If you have any questions regarding your Volunteer Points account please contact our Volunteer Points Coordinator.

1. We would rather have your time than your money. The Board has worked very hard to make the points realistic and achievable. For example: if you are a parent with 1 swimmer, you can achieve your 250 points per session by being a timer at one swim meet for 2 full days, a timer at one time trial and attending 3 board meetings.
2. It is assumed that once you have participated in Club activities (for example preseason Dryland) or the first day of in-water training, you will be considered registered and be compliant with the financial and volunteer policies, unless you are participating in the one-week trial and this has been arranged with the coaching staff prior to the start of in-water training.
3. If a swimmer quits mid-season, the points will be prorated monthly and charged accordingly.
4. The Club tries to assign points fairly, both by awarding the points based upon the job itself and relative to other jobs. However, the points are only awarded if the job is completed in its entirety. There will be a review of each position by the Executive mid-December to ensure that the volunteer is completing the tasks associated with the job and that the points can be given.
5. It is the volunteer's responsibility to ensure that their points are recorded accordingly with the Volunteer Points Coordinator.
6. At the beginning of January, May and July, the Executive will assess each family's points to determine if a point purchase needs to be coordinated with the bookkeeper.
7. If you are unable to fulfill your volunteer commitment, you will be charged, via the Team Unify account, a dollar per point that hasn't been fulfilled. Your Team Unify account will be charged according to the

session length that you are registered in (January, May or July) if you have not fulfilled your volunteer commitment.

8. The intent of a volunteer commitment is not to perform personal fundraising to offset fees but to encourage wide participation in needed volunteer jobs across the Club. If a member achieves more than their minimum requirement, there will be no compensation given even though we appreciate and encourage a spirit of volunteerism. There is no sharing (transferring) of or carrying forward of volunteer points from year to year. **Feel free to sign up friends and family members to help achieve your points.**

### 1.1. Points Commitment

The chart below outlines how many points, per family, are needed to be earned per competitive swimmer per session.

Swimmer/Family	Full Season	Prorated increase	Session 1	Session 2
1 swimmer	500		250	250
2 swimmers	750	150%	375	375
3 swimmers	900	180%	450	450
4 swimmers	1000	200%	500	500

Non-competitive swimmer families will be committed to earning 30% of the points while all swimmers in the family stay non-competitive. As soon as a swimmer becomes registered for competitive status in the Club, the full point allotment will apply at a prorated amount.

### 1.2. Participation Points

The chart below outlines how many points the varying jobs/events are worth.

Jobs	Points	Unit
<b>Swim Meets</b>		
Swim Meet Committee Manager	200	per meet (2 days)
Swim Meet Assistant (1 assistants)	100	per meet (2 days)
Swim Meet Assistant (2 assistants)	50	per meet (2 days)
Referee	75	per session
Starter	56.25	per session
Starter Shadow	50	per session
Stroke and Turn	50	per session
Stroke and Turn Shadow	30	per session
DQ Runner	15	per session
Head Timer	200	per meet (2 days or 4 sessions)
Clerk of Course	200	per meet (2 days or 4 sessions)
Clerk of Course Shadow	50	per session
Marshall	40	per session

Timer	30	per session
Safety Marshall	10	per warm up
Lap Counter	30	per session
Heat Sheet Seller	25	per day
50/50 Ticket Seller	50	per day
Best Time Table	50	per day
Awards	50	per day
Food Preparation	50	per day
Food Runner	30	per day
Food Donations:		
• Water/Muffins/Cookies	15	
• Veggie/Fruit Tray	25	
• Meat Tray	30	
• Cheese/Crackers Tray	25	
• Early Start Coffee	25	
<b>Time Trials</b>		
Swim Meet Committee Manager	75	per time trial
Referee	80	per time trial
Starter	75	per time trial
Starter Shadow	37.5	per time trial
Stroke and Turn	65	per time trial
Stroke and Turn Shadow	32.5	per time trial
DQ Runner	15	per time trial
Head Timer	50	per time trial
Head Timer Shadow	25	per time trial
Clerk of Course	50	per time trial
Clerk of Course Shadow	50	per time trial
Marshall	40	per time trial
Timer	30	per time trial
Safety Marshall	10	per warm up
Lap Counter	30	per time trial
<b>Administrative</b>		
President	1000	per year
Past President	100	per year
Vice-President	300	per year
Secretary	300	per year
Treasurer	300	per year
Treasurer Shadow	100	per year
Group Representatives	150	per year
Website Administrator	400	per year
Website Administrator Shadow	200	per year
Registrar	300	per year

Fundraiser Committee Coordinator	400	per year
Fundraiser Committee Member (4 positions)	300	per year
Equipment Manager	275	per year
Equipment Assistant at meets	50	per meet
Parent Coach Liaison (WhatsApp)	30	per meet
Social Coordinator	100	per year
Accommodations Coordinator	275	per year
Media Representative	300	per year
Community Relations Representative	150	per year
Director of Officials	150	per year
Volunteer Points Administrator	200	per year
Coach Liaison	50	per year
Coach Liaison	25	per each meeting acting in liaison role
Team Photographer	150	per year
Social Media Manager	200	per year
<b>Various</b>		
Chaperone	50	per event
Board Meeting attendance	20	per meeting
Group Meetings (at least 1/year)	10	per meeting
Officials Training	25	per training session
One-Stop (4 people maximum)	20	per registration session
Various non-mandatory fundraisers	TBA	as specified at sign up
Bottle Drives:	25	per person/shift (children aged 6 +)
• Sorting		
• Runner		
• Driver		
• Counter at Depot		
Securing new sponsorship monies above \$1,000	50	

***\*If you are unable to fulfill your volunteer commitment, you will be charged \$1/point. This agreement is part of the registration agreement with the club.***