

**KCS VOLUNTEER COMMITMENT POLICY 2017/18**

September 6, 2017

Dear parents,

Welcome (or welcome back) to the Kamloops Classics Swimming family! This is a great organization that provides kids with wonderful opportunities to grow, not only as swimmers but as community citizens.

Like most organizations our club has costs, including wages and travel costs for our coaches, pool rental fees, electronics equipment, training equipment, team-building events, office supplies, etc. It costs more than $450,000 every year to run our club.

So how do we cover these costs? Registration fees cover a part, of course, but much of our revenue actually comes from fundraising. ***Our largest fundraising events are the swim meets that our club hosts through the season*.** The revenues from swim meets are significant and help reduce registration fees for everyone by $400 to $500 per year.

Hosting meets requires volunteers (lots of them) and like all swim clubs, we rely on our swim families to provide them. We all need to work together to make our meets successful so that we can share the benefits and keep our club’s swim fees amongst the lowest in the province.

And just like other swim teams in B.C., we have a developed a “volunteer policy” to make sure that the work required to host our swim meets is spread across everyone in the club in a fair manner.

This year, the policy will require families to pay an up-front deposit ($500) against the volunteer hours they will provide through the season. At the end of the season, families that have met their volunteer commitment will see that deposit returned.

This policy is designed to encourage parents to recognize the important role we all play in the club. Swimming is very much a team sport, and the success of our club and our swimmers comes from the support of dedicated parents.

Most other clubs in B.C. and Alberta have similar policies, and some are even more stringent. Prince George’s swim club, for example, requires that each swimmer provide a volunteer for every swim meet session or the child cannot swim in the meet.

These policies demonstrate how important parents and families are to our sport.Who can volunteer? Anyone in your family (including teens who can use volunteer hours on resumes and post-secondary applications). Some swim families even ask grandparents, aunts and uncles to help out. Anyone you recruit will count towards your volunteer commitment.

We’re happy to talk to you further if you have questions or concerns about this policy, and we’ll be in contact with you through the season to make sure that you understand how you can track your time to ensure you meet the volunteer requirements.

We’re excited about the season ahead, and look forward to seeing everyone on the pool deck!

Sincerely,

Stacey Jyrkkanen

KCS President

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| **VOLUNTEER COMMITMENT POLICY** |
| **Definitions:**  Session – at the larger meets there are prelims/heats which are held in the morning and run approximately 5 hours and finals, about 4 hours, which are held in the evening. A prelim/heat is a session, finals are a session. Thus there are 2 sessions in the day. Other meets, like the Distance Meet are run only in the morning, thus there is 1 session.  Service Hour Equivalents (SHE’s) are earned when one person volunteers for a session. You can earn multiple SHE’s for providing more than 1 volunteer per session. Volunteering for jobs requiring more experience and responsibility also earn more SHE’s. See the table on page 4.  Eligible Meet — When a meet is posted on the website (under Events) you will notice it shows who is eligible for the meet. For example, the Distance Meet in October is for TRU, Sr, AG1&2 so if you are an Age Group swimmer you are eligible to swim in the meet and need to provide the requisite volunteers, however if you are Novice, Jr, or LSSG you are not eligible so you do not need to volunteer. If a meet is for ‘Club’ then everyone is eligible.  Officiating: there are different positions of volunteer officials that are required for hosting a swim meet. They start from the basic levels of timer and safety marshal and work up to referee. |
| A $500.00 post-dated cheque for October 1 ***volunteer fee***, per family, is to be submitted with your registration at the beginning of the season and put into an Escrow account. This money cannot be used by the Club for regular operations.  Recognizing that a $500 fee, or more depending on how many children are in the family, can be financially difficult, the volunteer committee can make recommendations to the Board regarding potential payment options, however, families need to make a request in writing to the Chair of the Volunteer Committee or President. Recommendations will be made on a case-by-case basis and must have Board approval. |
| KCS families are expected to volunteer for a set number of sessions throughout the season, which will be determined at the beginning of each season and communicated via the registration package to members. Volunteers must be 14 years of age or older.  In general, it is expected that each family will have 1 volunteer per session for every meet their swimmer is eligible to swim at. If your swimmer is eligible to swim, you are still required to provide a volunteer even if they choose not to swim in the meet. |
| Each family will earn ***Service Hour Equivalents (SHE’s)*** by volunteering throughout the swim season (September-July). SHE requirements for the year will be tied to their swimmer’s roster group. In the event that the family has multiple swimmers, the SHE requirement will be that of the roster group of the most advanced swimmer plus half of the roster requirement for all other swimmers. |
| ***SHE’s are earned when 1 person volunteers for 1 session*.** Families can earn multiple SHE’s for providing more than 1 volunteer per session. Volunteering for jobs requiring more experience and responsibility also earn more SHE’s. |
| ***Refund of Volunteer Fees*:**  Volunteer hour obligations must be completely fulfilled to receive a refund. No partial refunds will be allowed – this is a change from previous years.  Refunds will be disbursed to families two weeks after the last meet in which swimmers are eligible to swim. If there is more than once child in a family the refund will be disbursed after the family’s last eligible swim meet, i.e. If there are two swimmers in the family and one swimmer is finished swimming in June but the other is not finished until AAA’s, the refund will be disbursed 2 weeks after AAA’s. |
| ***Account Reset***  Also different from previous years, SHE’s will not be reset partway through the year – this will allow families who are not able to attend a meet due to vacation to volunteer more during the rest of the year and possibly bring in family members to volunteer at other meets in order to earn their required SHE’s. |
| Volunteers are expected to complete ***one course per year*** and move into different positions as shown in Table 2 below. The club will provide numerous training opportunities. Meet Management reserves the right to manage the volunteer roster. |
| Although a valued contribution to the club, volunteering as part of the Board of Directors or on one of KCS’ various committees, does not replace the requirement to volunteer at meets due to gaming regulations. |

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| **Meet Positions**  (more/less responsibility/ time commitment) | **SHE’s earned for each session** |
| Meet set-up or take-down (1 hour session) | .3 |
| Safety Marshal (1 hour session) | .3 |
| Timer, Awards, Crowd Control, Heat Sheet Sales and raffle ticket sales, Hospitality, Meet Runner, | 1 |
| Hospitality Leader – Food Safe Certification Required | 1.3 |
| Stroke & Turn, Starter, Chief Timer, Electronics, Clerk of Course | 1.5 |
| Referee (lengthier time commitment) | 1.9 |
| Meet Manager (lengthier time commitment) | 2.0 |

## \*\*Please note that some volunteer positions may be not required.

## Recommended Progression of Officials

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| **Certification Level** |  | **Position** |
| 1 | First year families (ie Novice, Jr1) | * Timer * Safety Marshall |
| 2 | Second year families (ie Jr2, Age Group) | * Stroke & Turn Judge |
| 2 | Third year families (ie Age Group, Sr) | * Chief Timer * Electronics Judge * Starter * Clerk of Course * Meet Manager |
| 3 & 4 | Fourth year, 4+ year families | * Competency in all level 2 positions * Conduct level 2 clinics * Referee |
| Other Positions | All families | * Hospitality, Runners * Heat sheet sales * Crowd control * Set up & take down |

I have read and understood the KCS Volunteer Policy and agree to abide by the policy as set forward in this document.

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Family Name: Swimmers’ Name(s)

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Signature Date

# 2017/2018 SWIM SEASON

VOLUNTEER REQUIREMENTS

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| --- | --- | --- | --- |
| Event | Dates | # of Volunteers/session | # of sessions |
| Swim the Distance | Saturday, October 28th 7:30-10:30am | 32 | 1 |
| Fall Jamboree | Saturday, October 28th 11:00-3:30pm | 32 | 1 |
| Swim-a-thon | Saturday, Nov 25th 6-10am | Parent counters | - |
| MJB Law Classic | Friday December 15th- Sun 17th | 85/session | 6 |
| BC Tier 2 Champs (TBC) | Friday March 2nd – Sunday Mar 4, 2018 | 85/session | 6 |
| Pratt’s Spring Fever  /Jamboree | Apr 28th 8:00am – 1:30pm | 45/session | 1 |
| Distance Time Trial | May 26th 9am - noon | 32/session | 1 |  |
| TRU WolfPack Invitational | Friday June 1st –Sunday June 3rd | 85/session | 6 |
| **Total # of sessions** |  |  | **21** |

**Annual Required Minimum Service Hour Equivalents (SHE’s) by Roster Group\***

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| Roster Group | SHE’s Required |
| **Novice & Lifesaving Swim Group** | 13 |
| **Junior** | 19 |
| **AG1, AG2 & SR** | 30 |

\* If a family has multiple swimmers, the SHE target will be that of the roster group of their most advanced swimmer plus half that of the other roster requirement.

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| **If Service Hour Requirements are met, the volunteer fees will be refunded 2 weeks after the last eligible swim meet.** |