Policy Name: **Parent Participation Policy**

Policy Number: **NCSA-015-25052016**

Policy Approver: **NCSA Board of Directors**

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Revision and Date: **13 June 2018**

POLICY STATEMENT AND OBJECTIVES

The Nose Creek Swim Association ("NCSA" or the "Club") is a member-run, not-for-profit Competitive Swim Club that relies on the participation of its members to assist with running the club's various activities. Assisting with these activities is an opportunity for parents to network with other parents, strengthen the Club, enrich their swimmer's experience, enhance their understanding of the Club's operations, and keep their dues low. The activities and committees outlined in this policy are required elements of the Club's program. Without parent participation, responsibility for organizing these activities would have to be discharged by a paid employee and would ultimately result in higher dues. The purpose of this Policy is to set clear expectations, requirements and guidelines for parent participation. This policy applies to all members.

DEFINITIONS

Member: a parent or swimmer over the age of 18 who are required to pay an annual membership as outlined in the annual registration package. All members of NCSA, without exception, are subject to the by-laws, conventions and code of conduct that govern NCSA.

Session: specific time frame in a swim meet, represented as a timed final session, preliminary session or finals session as defined by meet manager.

Credit or credits: obtained in accordance with Section 4, and which count against the requirements set out in Section 3.

1. MEMBER REQUIRED PARTICIPATION

Parents (Members) are required to participate in two NCSA activities:

1. Officiating (first priority NCSA hosted meets; second priority non-NCSA hosted meets); and
2. Committees

Exemptions:

1. Families that move up from the NCSS (Non Competitive Swim Program) into the NCSA (Competitive Swim Program) midway through the swim season are exempt from the requirements of this policy;
2. In the event an NCSA coach is also a parent of an NCSA Competitive Swimmer, that coach and family are exempt from the requirements of this policy; and
3. Families with a NCSA Board Member are not required to participate on a committee.

2. MEET OFFICIATING PARTICIPATION

All competitive families (AG1, AG2, AG3, senior swimmers and junior masters) are required to participate during NCSA hosted meets. Hosted meet roles are:

1. On Deck Officials - Timer, Stroke and Turn Judge, Clerk of Course, Chief Timer, Electronics, Chief Finish Judge, Recorder Scorer, Starter, Referee, Safety Marshals, Heat Sheet Sales/Gate Attendant;
2. Officials Coordinator;
3. Meet Manager; and
4. Hospitality

3. HOSTED MEET SESSION REQUIREMENTS

A typical swim season includes approximately 16 to 20 NCSA hosted meet sessions. The number of sessions will be published in September when the meet schedule is finalized and is subject to change due to added or cancelled meets during the current season. Each family is required to participate in a minimum number of sessions throughout the swim season, regardless of how many sessions your swimmer participates in. The oldest or most advanced swimmer in the family will dictate the minimum participation level required per family.

Minimum annual NCSA hosted meet participation requirements per family per season are as follows:

Total NCSA Hosted Sessions	**11 - 12**	**13 – 14**	**15 – 16**	**17 - 18**	**19 - 20**
Age Group One (AG1)/Jr. Masters	4	5	6	7	8
Age Group Two (AG2)	5	6	7	8	9
Age Group Three (AG3)	6	7	8	9	10
Senior (Sr)	7	8	9	10	11

4. OBTAINING CREDITS

1. Members must sign up via Team Unify/NCSA website (by the stated job signup deadline) and be ready, willing, and able to assist when called upon by the Meet Manager and/or Officials Coordinator.
2. If an individual volunteers for a session and is not assigned a position, the individual will still receive one credit for that session.
3. Credits will be given for volunteering on the day of the meet if the Officials Coordinator asks for additional assistance.
4. Families that offer one (or more) family members (i.e.: both spouses, older siblings who have taken an Officials training course, etc.) will receive one participation credit for each session that each family member participates, subject to the maximum set out in section 4.5.
5. Maximum participation credit per family per NSCA hosted meet:

1 session meet	2 session meet	4-6 session meet
maximum 3 credits per family	maximum 6 credits per family	maximum 8 credits per family

6. If a meet is cancelled, credits will not be awarded for the cancelled meet. Instead, the total number of sessions required will be adjusted.

7. Members may also work at non-hosted meets and earn Credits. Volunteering has to be through the Away Meet Officials Coordinator. Credit will only be given for sessions actually worked. Maximum Credits that members may earn are listed below. *NCSA Officials Coordinator will verify attendance with the Host Club*.

AG1/AG2/Junior Masters	maximum 2 credits per swim season
AG3 and Senior	maximum 3 credits per swim season

8. Meet participation credits must be obtained by June 1 or by the last hosted NCSA meet of the swim season.

5. CONTINUOUS IMPROVEMENT (TRAINING)

Families in their first year with the Club are expected to complete their Level One Red Pin Certification (Introduction to Swimming Officiating) no later than January 1st in their first competitive season. Thereafter, families are expected to take additional officiating training courses, reserving the Level One roles for the new swim families that join the club. By the time each family's oldest or most advanced swimmer reaches Age Group Three (AG3), these families must have at least one family member qualified in Level Two White Pin officiating such as Stroke and Turn and/or a desk role.

6. TRACKING

Families are expected to keep track of their participation in NCSA hosted and non-hosted meets. The Director of Volunteers will also track member participation at meets based on information provided by officials coordinators. It is the family's responsibility to ask the Director of Volunteers if they are unsure of credits obtained. Notification to individual families will not be provided.

7. HOSTED MEET SESSION BOND

If a family does not meet their minimum annual hosted meet participation requirements over the course of the season, they will be charged the Hosted Meet Session Bond. This bond is $100 per missed session and will be invoiced to their member Swim Account before July 1.

8. COMMITTEE PARTICIPATION

The Director of Volunteers will place families (AG1, AG2, AG3 and senior) on a committee at the beginning of the season. Members will have an opportunity to indicate their preferences for area of interest (fundraising, meet management and support, communication and social). A minimum of one person from each family is required to be ready and willing to participate on a committee when called upon.

Members are expected to actively participate on their assigned committee. The Director in charge of that committee will work with parents to ensure everyone has an opportunity to contribute to their committee.