



## OSHAC Volunteer Program

(Revised as of Feb. 10, 2022)

### VOLUNTEERING

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Volunteering meets four main objectives:

- ★ Benefit swimmers: Competition allows swimmers to have opportunities to race and test the skills they work so hard to achieve. Volunteering at our home meets gives the added benefit of a familiar environment without the added time and expense of traveling.
- ★ Allow the team to prosper: The dollar amount raised from the meets we host exceeds any other fundraising. This enables the team to keep dues at a reasonable level while providing facilities and equipment required to maintain a competitive swim team.
- ★ Get more families involved: Meets hosted by OSHAC require an average of 45 volunteers per session. The volunteer commitment program helps to involve all families so we can continue to host well-run, well-attended and successful meets.
- ★ Promote and actively support competitive swimming in the Oshawa community: Swimming is unique in that it relies almost exclusively on volunteers. By volunteering, you are actively supporting the team, the sport, and your child's swimming experience.

The Family Volunteer Deposit is one part of the annual OSHAC swim fee (see OSHAC Fee Policy). It is charged once to each OSHAC family with a swimmer, or swimmers, in any of the competitive swim programs. For families with more than one swimmer in the competitive program, only the most senior swimmer in the family is charged.

This deposit can be earned back through the accumulation of Volunteer Credits throughout the swim season by volunteering for one of the many Club jobs. Volunteer Credits are applied towards Membership Fees for the following year. For families with more than one swimmer in the competitive program, Volunteer Credits are applied towards the Membership Fees of the most senior swimmer in the family.

While most volunteering is done by participating as an Official or volunteer at our OSHAC swim meets, there are other volunteer opportunities within the Club; assisting at the new swimmer assessment day, supporting fundraising/sponsorship initiatives, helping with social events and the ultimate volunteer opportunity, joining the OSHAC Board of Directors.

## OFFICIATING

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Officials play an important role in competitive swimming. Unlike other sports that pay their officials (like hockey or soccer referees), competitive swimming requires qualified officials that take on the roles of Timer, Strokes and Turn Judges, Starter and Referee. Officials are present at all competitions to implement the technical and administrative rules of swimming, thus ensuring that the competition is fair and equitable to everyone.

The sport of swimming requires members to officiate sanctioned meets. OSHAC would not be able to run these meets without the help of our OSHAC Officials/volunteers. Each of our meets requires at minimum 34 officials and 7 volunteers per session as well as an additional 4 volunteers prior to and following a meet for setup/takedown of equipment required to host the meet. It takes the effort of the entire club to host a successful swim meet for our swimmers!

***It is expected that families who have an athlete(s) participating in our home hosted OSHAC swim meets/time trials to support these events as an official or volunteer. Without this support, the club would not be able to offer OSHAC-hosted meets for our swimmers. These events provide an ideal opportunity to earn credits towards the Family Volunteer Deposit.***

## OFFICIALS' DISCOUNT

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Having a strong pipeline of volunteer officials among OSHAC's membership is essential to the operation of OSHAC-hosted meets. As an incentive to encourage OSHAC family members to work their way up the officials' ladder, OSHAC offers the following Officials Discount on the Membership portion of the swimming fee. For families with more than one swimmer in the competitive program, this discount only applies to the most senior swimmer in the family. For families with more than one member (maximum of two) who achieve a Level 2 status and above, both discounts will apply to the most senior swimmer.

- A member who achieves a Level 2 status in a current swim year will receive a 5% discount on the Membership portion of the swimming fee starting with the next invoice.
- A member who achieves a Level 3 status in a current swim year will receive a 10% discount on the Membership portion of the swimming fee starting with the next invoice.
- A member who achieves a Level 4 or 5 status in a current swim year will receive a 50% discount on the Membership portion of the swimming fee starting with the next invoice.

***IMPORTANT: Members receiving the Officials' Discount based on the level of official attained are required to volunteer for all sessions in which they have a swimmer in attendance and volunteer for positions at that level attained. As a Level 3 official and above you may be required to work other sessions where your swimmer is not competing.***

Please follow this link for more information on how to obtain your [Swim Ontario Certification](#).

If you are new to officiating, please visit Swim Ontario and read about how to become an official: [Swim Ontario - Officials](#)

At least one swim family member is encouraged to upgrade skills and move up the “officials ladder”. The Club cannot maintain sanctioning by the governing bodies of the sport without officials. For more information on Swim Ontario clinics that are available online please visit: [Swim Ontario - Officials Clinics](#)

To perform the duties of an official you must attend training clinics. Clinics and webinars offered by the Central Region are typically offered early fall, winter and spring. Information regarding upcoming clinics/webinars will be provided to members. For all other clinics, please visit Swim Ontario [Swimming Canada - Clinics](#)

## **BOARD OF DIRECTORS**

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- The OSHAC swim club is a team of dedicated coaches and a volunteer board of directors. The board of directors are swim parents volunteering their time and who oversee the organization and the operations of running the club.
- The board of directors is made up of 4 officers (President, Vice President, Treasurer and Secretary) and 5 directors (Registrar, Meet Manager, Club Officials' Chair, Social/Equipment Coordinator and WEB/IT Coordinator) which are elected by the club members for a 2 year term. There are 2 additional directors which are appointed (Director at Large) and are for a 1 year term. The Head Coach is also a member of the board of directors for a total maximum of 12 directors.
- All board members are required to attend monthly board meetings.
- Each role has a specific job document and duties which are required to be fulfilled throughout the year.
- Board members are expected to volunteer at all meets for all sessions which they have a swimmer participating in. For senior officials roles, board members may be required to participate in sessions in which they do not have a swimmer participating in.

## **BOARD OF DIRECTORS DISCOUNT**

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Having an active board of directors is essential to the operation of the OSHAC swim club. As an incentive to encourage OSHAC family members to volunteer for these roles and to recognize the time commitment, OSHAC offers the following Board of Directors Discount on the Membership portion of the swimming fee:

- A Parent Member who is elected or appointed to a Board Member position will receive a 10% discount on the Membership portion of the swimming fee for their most senior OSHAC swimmer.

## OSHAC Volunteer Program

### OSHAC Home Hosted Swim Meet Positions:

| OSHAC Volunteer position  | Point Value 1 credit = \$20  | Special considerations   |
|---|--|--|
| Officials (per session):<br>Safety Marshal (2), Timers (6),<br>Strokes & Turns Judge (12)<br>Senior Officials (per session):<br>Clerk of Course (1), Chief Finish<br>Judge (1), Recorder/Scorer (1),<br>Starter (1), Chief Timekeeper (1),<br>Referee (1), Meet Manager (1),<br>Competition Coordinator (1) | 1 credit per session<br><br>Most home hosted<br>OSHAC meets are 4<br>sessions so there is the<br>potential to earn up to 4<br>credits per meet!<br><br><i>Note: Each session<br/>           requires 33 officials to<br/>           successfully run/host a<br/>           meet!</i> | Officials' training is available<br>online and training is<br>organized by Swim Ontario &<br>Swimming Canada. Please<br>refer to the <a href="#">Swimming<br/>           Canada - Officials Clinics</a><br>or look for clinic offerings<br>from the <a href="#">OSHAC Club<br/>           Officials' Chair</a> |
| Electronic Console Operator (1)   | 1 credit per session   | Sign up on the <a href="#">OSHAC</a><br>website<br>Note: you MUST arrive during<br>the set-up session to set up<br>all equipment   |
| Volunteers (per session):<br>Marshal/Runners (2),<br>Hospitality/Food (1)   | 1 credit per session   | Note: Hospitality/Food MUST arrive 45 minutes prior to warm up   |
| Volunteers (per meet):<br>Meet set-up (4)/tear-down (4)   | 1 credit per set-up and per teardown   | Sign up on the <a href="#">OSHAC</a> website   |

**Officials at Time Trials:** In the event that sanctioned meets are not offered in a swim season, OSHAC will run time trials. A similar number of officials will be needed to successfully run a time trial. Credits earned are the same as listed above

**Away Meet Opportunities:**

| <b>Officiating</b>                    | <b>Point Value 1 credit = \$20</b> | <b>Special considerations</b>  |
|---------------------------------------|------------------------------------|--|
| Officiate at ANY sanctioned away meet | 1 credit per session               | Contact <a href="#">OSHAC COC</a>  |
| Receive “sign off” at away meets      | 1 credit                           | Contact <a href="#">OSHAC COC</a> to notify success of “sign off” and provide details to update your officials account |

**Officiating Clinics, Webinars and Workshops:**

| <b>Learning opportunity</b>   | <b>CreditValue 1 credit= \$20</b> | <b>Special considerations</b>   |
|---|-----------------------------------|---|
| Completion of ANY Swimming Canada officiating course (including webinars) | 1 credit                          | Contact <a href="#">OSHAC COC</a> to notify the completion of a clinic and provide details to update your officials account       |
| OSHAC Meet Set up Training  | 1 credit                          | Sign up for this clinic on the <a href="#">OSHAC</a> website  |
| Electronic Console training   | 1 credit                          | Sign up for this clinic on the <a href="#">OSHAC</a> website  |
| Completion of ANY Swim Ontario webinars and workshops                     | 1 credit                          | Contact <a href="#">OSHAC COC</a> to notify the completion of webinars/workshops and provide details to update your OSHAC account |

- Volunteers are expected to track their development as an Official on their Swimming/Natation Canada Officials Certification Card – this card acts as the Official’s passport. It is recommended that you update your deck log using the online platform through Swimming Canada. Please contact the [OSHAC COC](#) for assistance.
- In the event of online clinics and webinars, please be sure to notify the [OSHAC COC](#) when completed.
- You are responsible for requesting sign-offs prior to the start of a session and advising the [OSHAC COC](#) if you received a sign-off.
- To receive credit for any clinics, webinars, and workshops completed, you MUST notify the [OSHAC COC](#).

**Other OSHAC Volunteer opportunities:**

| <b>OSHAC Volunteer position</b>                            | <b>Credit Value 1 credit = \$20</b>               | <b>Special considerations</b>  |
|--|---|--|
| Banquet set up AND tear down (4)                           | 1 credit  | Sign up on the <a href="#">OSHAC</a> website   |
| Chaperone for any away meet (1 per 10 swimmers, maximum 4) | 4 credits   | <b>Police Vulnerable Sector Check required, chaperone confidentiality form signed, Swimming Canada consents completed</b>  |
| Sponsorship  | Various   | Successfully bring in Sponsorship for OSHAC<br><br>\$500 sponsorship = 4 credits<br>\$1000 sponsorship = 8 credits<br>\$2000 sponsorship = 12 credits<br>\$5000 sponsorship = 20 credits |
| Bottle Drive (3)   | 1 credit per "drive"<br><br>4 "drives" per season | Sign up on the <a href="#">OSHAC</a> website   |
| Fundraising  | 1 credit per event                                | Contact <a href="#">OSHAC Social/Equipment Coordinator</a>   |

- All volunteer credits are awarded at the discretion of the Board and disagreement between the accounting of the swim family and the COC may be brought to the Board for a final decision

**Board of Directors:**

| <b>Position</b>  | <b>Credit</b> | <b>Special considerations</b>  |
|--|---------------|--|
| Officers:<br>President, Vice-President,<br>Treasurer and Secretary   | \$400.00      | Positions are for 2 years, to be elected at the Annual General Meeting. Anyone interested in supporting the club in one of these roles please contact the <a href="#">OSHAC Secretary</a>                |
| Elected Director: Registrar, Meet Manager, Club Officials' Chair, WEB/IT Coordinator, and Social/Equipment Coordinator | \$400.00      | Positions are for 2 years, to be elected at the Annual General Meeting. Anyone interested in supporting the club in one of these roles please contact the <a href="#">OSHAC Secretary</a>                |
| Appointed Directors:<br>2 Directors at Large - if supporting roles are needed  | \$400.00      | Positions are for 1 year and are appointed by the board at the Annual General Meeting. Anyone interested in supporting the club in one of these roles please contact the <a href="#">OSHAC Secretary</a> |

- Members who are elected/appointed to the board of directors will receive a credit towards the Family Volunteer Deposit at the beginning of the swim season due to the ongoing volunteer contributions throughout the swim season.

**High School Volunteer Opportunities:**

| <b>Volunteer opportunity</b>  | <b>Credits</b>            | <b>Special considerations</b>  |
|---|---------------------------|--|
| High school volunteer: <ul style="list-style-type: none"> <li>• runner/awards at OSHAC meets</li> <li>• meet and greet at new swimmer assessment day</li> </ul> | 4 hours of credit per job | Contact <a href="#">OSHAC COC</a> for jobs at swim meets/time trials |