



Vernon Kokanee Swim Club Volunteer Policy

This volunteer policy applies to all VKSC member families with Tier-level swimmers. The Vernon Kokanee Swim Club (VKSC) hosts two swim-meet weekends per year (invitational meets and jamborees), one in fall and one in spring. These meets provide racing and qualifying opportunities for our swimmers and are a source of revenue for the Club. In all previous seasons, swim meets have accounted for a significant amount of Club revenue, which helps to keep our monthly fees down. As we are a volunteer-based, youth sports society, members are asked to contribute through volunteer hours; alternatively, members are expected to make additional financial contributions.

Each session at a meet requires upwards of 30 volunteers filling positions to make the meet run smoothly. This means we need trained, qualified volunteers at the meets and that training is a requirement of your VKSC membership.

Training:

Each year at least one family representative is required to register and complete an Officials' Clinic in-person or online. In order to host a swim meet, the Club is reliant on our volunteer officials to fulfill all of the necessary officials positions. Officials' Clinics will be advertised on the Club website usually within two weeks of our home meets. The intent to hold clinics close to our meets is to help keep your newly learned skills fresh for use at the meets. It will be the responsibility of each family to register and ensure successful completion of the required course in advance of the meet. To help provide supplemental learning opportunities for Officials, Swimming Canada has developed online courses for some of the Officials positions that can be completed by taking the course and quiz online.

It is important that our volunteers continue to learn new roles and develop their skills in order to maintain our contingent of qualified swim Officials. It is suggested that Grassroots parents complete the Timers Clinic (Intro to Swimming Officiating) and the Safety Marshal Clinic. This is a great introduction for new Club parents to the workings of a swim meet. Tier 6 and 4 parents are recommended to take the Stroke and Turn Clinic - this course provides Officials with the nuances of what is expected from your swimmer for each stroke and turn. There are many other official positions for Tier 3, 2 and 1 parents that are recommended after completing the Stroke and Turn position - the roles of Chief Timer, Starter, Clerk of Course, Electronics, Meet Manager, Recorder-Scorer and Referee may appeal to your interests.

Volunteering at Club-hosted Swim Meets:

Each member-family is required to commit to the following volunteering for the swim season (September-June) based on your swimmer's level at the time of the meet, regardless of whether or not your swimmer is participating in the current meet:

- ALL main meet swimmers (those who have a sub 4min 200IM):
 - Fall meet – (3 sessions for 1 swimmer, 4 sessions for 2+ swimmers)
 - Spring meet – (2 sessions for 1 swimmer, 3 sessions for 2+ swimmers)
- ALL Jamboree meet swimmers (those without a sub 4min 200IM):
 - Fall meet – (1 session for 1 swimmer, 2 sessions for 2+ swimmers)
 - Winter/Spring meet – (1 session for 1 swimmer, 2 sessions for 2+ swimmers)

Inability to Fulfill Volunteer Commitment:

If you know that you will be unable to fulfill your volunteer commitment due to unforeseen or mitigating circumstances, you may make a written application to the Board of Directors for consideration at least 14 days prior to the start of the meet. The Board will consider the application and inform the family and the Volunteer Coordinator. If you have been unable to fulfill your commitment at short notice, you may apply to the Board within 14 days of the completion of the meet in the same manner. We strongly encourage you to work cooperatively with other club members to cover volunteer commitments for one another if you are unable to manage. **We cannot consider family vacations or other sporting commitments as examples of an exception to this policy.**

Financial Implications for Not Fulfilling Volunteer Requirements:

Swim meet volunteer hours will be tracked. Following each swim meet, if your family has not volunteered, your VKSC account will be invoiced a \$200 fee to be paid within a 30 day period. Alternatively, a fee of \$67.00 per session will be charged to those families that have volunteered but may be short on fulfilling their required sessions to a maximum of \$200. **The volunteer requirement applies whether you have had a swimmer in the meet or not.**

Other Volunteer Opportunities:

Throughout the year the Club may ask for volunteers for other duties such as chaperoning team travel, committee work, and assisting with fundraising events. We also run time trials and in-club swimming events throughout the year which require volunteer support. These other volunteer opportunities benefit our swimmers in many ways and we encourage you to participate and support the swimmers through volunteering for these additional events. **Please note, however, that these additional commitments do not go towards fulfilling your volunteer meets commitment outlined in this policy.** The rationale for this is that we need all of our swim families to commit to volunteer at our meets or we will not be able to run the meets. **All swimmers benefit from meet profits, regardless of their participation in the meet.**

The VKSC board appreciates your support and understanding of this policy.*