
Hyack Swim Club

POLICY: Parent Volunteer Requirements

Revised: September 17, 2018

Adopted: September 17, 2018

1.0 Scope:

This policy addresses Hyack Swim Club's need to fulfill volunteer positions in order to:

- Host 4 successful and important swim meets each year,
- Travel to high level "away" meets and camps,
- Plan and staff a number of social events, fundraisers and clinics each season.

2.0 Philosophy:

Volunteerism is paramount to the success of Hyack Swim Club (the Club).

As a swimmer progresses through the program, the family also progresses through the volunteer ranks. The Club expects its members to volunteer in any capacity possible; there are many ways to put your talents and skills to use. Experienced members pass on knowledge and guidance to new families.

A parent fulfilling their duties is infinitely more valuable to the Club than a parent paying penalty fees for not fulfilling their volunteer duties.

The determination of our swimmers deserves our respect and giving back to the sport is the Hyack way.

3.0 Parent Requirements:

- 3.1.** Acquire credits by working volunteer positions during sessions at a Hyack hosted swim meet, club event, serving on a committee/board of director's seat, helping with *equipment* repair, and miscellaneous board approved volunteer jobs/services. (A session consists of a block of time that a specific job requires as per the sign-up sheet).
- 3.2.** Continue to acquire officiating knowledge that is relative to the level/age of your swimmer.
- 3.3.** Become a versatile volunteer.
- 3.4.** Maintain a positive attitude while engaging in club duties.
- 3.5.** Follow Parent Volunteer Requirements (PVR) operating procedures as outlined in 4.0 PVR Operating Rules.
- 3.6.** Refer to Sec. 6.0 Volunteer Positions for basic job descriptions.
- 3.7.** Credits are listed in Sec. 7.0 Volunteer Credit Per Session, Meet, Season.

4.0 PVR Operating Rules

4.1

Volunteer Credit Requirements by Group

	Short Course Season Deadline March 15	Long Course Season Deadline July 21	Total Credits
Olympic Way White	2	3	5
Olympic Way Black/LMR	4	6	10
Regional	8	10	18
Provincial Groups	12	16	28
Age Group Development	12	18	30
High Performance	16	24	40
Short Course Season = 25 metre pool Competition Season			
Long Course Season = 50 metre pool Competition Season			

- 4.2** Family commitment is based on the child who is in the highest group.
- 4.3** All shadow positions will receive ½ credits. Shadows are expected to move into regular positions after completing a maximum of 2 shadow sessions.
- 4.4** The PVR will be that of the group the swimmer swims with on October 1 for Short Course (SC) season and April 15 for Long Course (LC) season.
- 4.5** 75% of all PVR credits must be earned at Hyack hosted meets and/or events.
- 4.6** Jobs that fall outside the PVR program can be issued PVR credits at the discretion of the Board of Directors.
- 4.7** All competition volunteer jobs are reserved on Hyack.com website on a first-come first-serve basis. In the event that a job is oversubscribed, priority will be given to the volunteers who have achieved their certification in that position.
- 4.8** All non-competition volunteer jobs are available by request by emailing the PVR Coordinator.
- 4.9** At Hyack hosted meets, the Meet Manager has the discretion to change assignments based on the expertise required of the position(s) and the expertise of the volunteers who are signed up. The Meet Manager will make every effort to inform the member of their change in assignment as soon as possible. The member will receive the points of both positions as a bonus.
- 4.10** The COD and PVR Coordinator or their designated representatives will sign off on all volunteer positions at the end of each session. It is the members' responsibility to engage the COD or the PVR Coordinator for the volunteer session sign off.

- 4.11** The COD will maintain a database of the Club's officials and their skill sets to pass-on to the incoming COD.
- 4.12** The COD will provide 3 clinics per year.
- 4.13** Members may designate qualified volunteers on their behalf if they are unable to show up for a session they have signed up for; for example friends or family members.
- 4.14** The Board of Directors may remove a member from a coordinator's position by majority vote.
- 4.15** The Board of Directors reserves the right to amend these rules as required for the Club to successfully staff and run Hyack Swim Club hosted meets with parent volunteers.
- 4.16** Amendments will require 2 months' advance notice to the membership.
- 4.17** The Board of Directors has the discretion, due to unforeseen circumstances or for compassionate reasons, to forgive a family's PVR commitment on a season by season basis. Applications for forgiveness must be made in writing to the Board of Directors prior to June 1st.
- 4.18** Dispute resolution process: A member with a dispute specific to PVR will first engage the PVR Coordinator to attempt resolution of the dispute. Failing resolution, a member may engage the Board of Directors in writing on or before June 1st. If necessary, he/she will be invited to speak to the Board at the June Board of Directors Meeting. The Board of Directors' decision regarding disputes will be considered final.

5.0 PVR Calculation and Penalties:

5.1 VR points will be calculated twice per year (after the Short Course and Long Course seasons) for each family. Failure to meet each season's (SC + LC) PVR requirements will result in the following penalties:

- 5.1.1.** Failure to meet 50% of the family's PVR requirements will result in a fine of 200% of the highest level swimmer's monthly fees per season.
- 5.1.2.** Failure to meet 100% and not less than 51% of the family's PVR requirements will result in a fine proportional to the number of points missing from the full requirement. Each point is worth \$20.
- 5.1.3.** Failure to meet at least 50% of the total (Short Course + Long Course) seasons' PVR requirements will also result in charging back **any** of the support funds that have been accessed. The swimmer will remain ineligible to access extra funds until the PVR requirements are fulfilled or arrangements are made that are satisfactory to the PVR Coordinator.

5.2 Failure to finish a full session for any job shall be considered a partial session. Partial sessions will not be recognized and no PVR points will be awarded unless approved by the Meet Manager, COD or PVR Coordinator prior to the session or event.

5.3 A family that has signed up for a job, but does not show up for the session or event, without notifying the Meet Manager, COD or PVR Coordinator in advance, shall be considered a No Show. No Shows shall result in a charge of \$20 per point of the missed session charged to the member's account and payable immediately. Additionally, the member will have the missed session points subtracted from the family's account.

5.4 Where at a Hyack hosted meet, the Meet Manager and the COD request a parent at the meet to volunteer and the parent declines to volunteer, then the swimmer's family may, subject to Board approval – be assessed a fine of up to \$100.00.

6.0 Various Volunteer Positions, Descriptions and Duties

***Awards Night/Banquet Coordinator:** Responsible for organizing all aspects of an important evening of celebration for the team. Liaises with Director of Swimming. Books the facility, arranges catering, maintains RSVP list. Develops an agenda for the evening, decorates the facility and liaises with Sponsorship Coordinator for awards and door prizes. Leads the Awards Night Team.

Away Team Manager: Assist with all tasks that support the team during the away meet. Plan, shop for and cook all meals. Ensure that athletes get the rest they need between sessions. Assist in transporting the athletes to/from the meet. Act as a responsible adult chaperone with health and safety in mind at all times. Requires a free Police criminal record check.

BBQ Worker: Food preparation and service to all athletes, on-deck officials and volunteers. May include shopping and set-up prior to event. Reports to and collaborates with the Hyack Youth Cup BBQ Coordinator.

Billet host family: Open your home to a travelling swimmer(s); provide a private sleep setting, healthy meals, and transportation to and from the meet. Provide an environment that you would like your children to travel to. Requires a free Police criminal record check. Great way for kids to learn culture.

Club Official Director (COD): Arranges clinics; attends LMR meetings and liaises with Regional Official Director (ROD). Maintains a volunteer database, Liaises with the Meet Manager for volunteer requirements and assists with obtaining volunteer officials for hosted meets. Works with PVR Coordinator. Liaises with other swim club CODs to coordinate visiting volunteers (at Hyack meets) and volunteer official requests (for away meets).

***Chief Timer:** Attend the clinic (2 hrs). Brief, instruct and organize the timers and the equipment before the meet. Collaborate with electronics and all on deck officials. Reports to the Referee; Level 2 Official. Job qualification: must have taken the Clinic or have training at prior meets as a Shadow.

***Clerk of Course:** Attend the clinic (2 hrs). Responsible for setup of the clerk station, organize and distribute coaches welcome packages, collects entry fees, receives deck entries, scratches, relay entries, and positive check-ins; complete a ledger of all monies received and owed to each visiting swim club. Job qualification: must have taken the Clinic or have training at prior meets as a Shadow.

***Coordinators:** Are the point person for the specific role. They are encouraged to mentor members in a shadow role. They have skills or knowledge consistent with the position. Report to the Meet Manager and President, as well as liaise with the Director of Swimming.

***Electronics:** Must be familiar with the software. Responsible for all aspects of the electronic timing system. Responsible for set-up, tear-down, organizing and repair of the equipment before, after and during the meet. Monitors computers and software during the meet and deals with trouble shooting during the meet. Collaborate with the chief timer and Meet Manager. Job qualification: must have taken the Clinic or have training at prior meets as a Shadow.

***Food Coordinator:** Responsible for feeding the volunteers. Manage personnel, materials, supplies, equipment, and menu based on the meet/event requirements, budget allotted and the skill of the team. Leads the Food Room Team. Reports to the Meet Manager. Food Safe certification required.

Food Room Worker: Food preparation and delivery to on-deck officials and volunteers. May include shopping and set-up prior to the meet. Reports to and collaborates with the Food Coordinator. Job qualification: entry level job, no experience required.

***Hyack Youth Cup BBQ Coordinator:** Responsible for organizing all aspects of the BBQ for the Saturday afternoon of the Hyack Youth Cup; manage personnel, materials, supplies, equipment, menu, and budget allotted; lead the BBQ Team. Reports to the Meet Manager. Food Safe certification required.

***Meet Manager:** Attend the clinic (2hrs). Responsible for all aspects of the swim meet. Works with the Director of Swimming to develop the meet package. Submits the meet package to SNC for Sanctioning. Creates job signup and ensures that the primary jobs are properly staffed. Works directly with the Meet Referee during meet sessions to ensure the meet runs effectively. Confirms completion of jobs after the meet.

***Meet Secretary/Entries Coordinator:** Attend the clinic (2 hrs). Requires excellent knowledge of the Hytek Meet Manager software. Sets up the meet on Hytek consistent with the meet package. Collects, organizes, and processes entries from SNC. Communicates with visiting coaches regarding discrepancies or errors in the submitted entries. Receives and processes scratches prior to the meet. Does pre-meet seeding. Maintains the meet records file and ensures the accuracy of meet records. Prepares the meet package and ensures accuracy prior to printing. Collects the completed results file and submits the results to SNC.

***Pancake Breakfast Coordinator:** Responsible for organizing all aspects of an annual pancake breakfast in December. Food Safe certification required.

Program Sales: Sells programs to patrons in the lobby and throughout the venue. Greets and directs the public. Job qualification: entry level job, no experience required.

***Pub Night Coordinator:** Responsible for organizing all aspects of a fun parents' social event. Collaborates with the Sponsorship Coordinator for prizes. Reports to the President.

PVR Coordinator: Creates and maintains a membership list of all volunteer jobs and points accumulated by member families throughout both SC & LC seasons. Liaise with Board on policy review and advises regarding any revisions and enhancements as deemed necessary. Responsible for communication with membership regarding changes, shortfalls and deadlines; work with COD to track and ensure accuracy of completed volunteer jobs. Communicates with the Awards Coordinator regarding the top 10 families who went above and beyond their PVR obligations.

***Referee:** Attend the clinic (2 hrs). Responsible for the Official Running of the meet and all that occurs with respect to what happens in the water. All officials report to the Referee. Level 3 Official. Job qualification: must be certified.

Runner: A position requiring the ability to walk all day around the pool assisting with any and all basic tasks to help the meet run smoothly. Excellent communication skills and a good attitude required. Job qualification: entry level job, no experience required.

Safety Marshall: Keeps an eye out for safety during the warm-up session(s). Job qualification: Must have completed the Stroke and Turn Clinic.

***Scorer Recorder:** Attend the clinic (2 hrs). Responsible for distributing and collecting timers' sheets. Ensures manual and electronic results are consistent. Works with the Meet Manager to resolve any inconsistencies in the results. Obtains officials' signatures on results sheets. Posts the results in paper and electronic formats. Job qualification: must have taken the Clinic or have training at prior meets as a Shadow.

Security: Check credentials and direct athletes, coaches, swimmers and the public to their respective places on deck. Ensures swimmers and spectators sit in assigned places. Reports unruly behaviour to the Meet Manager and/or facility manager. Job qualification: entry level job, no experience required.

***Set Up / Tear Down:** Assist with facility and equipment set up prior to (sometimes the night before) the meet and tear down and clean up afterward. A great way to earn easy points and give the people who've been working all day a chance to go home early and get some rest. Some lifting required. Job qualification: entry level job, no experience required.

Signup Table: Responsible for timer and official volunteer check in, sign ups and assignments. Work with Meet Manager to recruit eligible volunteers for any jobs with a shortage of volunteers. Job qualification: entry level job, some experience required.

***Sponsorship Coordinator:** The Club salesman. Improves and develops relationships in the community that result in positive investment in Hyack Swim Club and our hosted events. Liaises with the Director of Swimming. Collaborates with all social event coordinators. Reports to the President. May require a free Police criminal record check.

Starter: Attend the clinic (2 hrs). Says "take your marks" and fires the gun (hits the button) to begin each race. Reports to the referee; Level 2 Official. Job qualification: must have taken the Starter clinic and be certified.

Stroke / Turn Judge: Attend the Clinic (2 hrs). Judge standards of strokes and/or turns during the meet. Reports to the Referee; Level 2 Official. Job qualification: must have completed the Stroke and Turn Clinic.

***Swim-a-thon Coordinator:** Responsible for all aspects of the fundraising program. Communicates with parents during the program. Liaises with the Director of Swimming and collaborates with the Sponsorship Coordinator. Organizes receipts, awards, and administration.

Timer: Time swimmers. A fun, yet very important job at the meet. Reports to the Chief Timer. Level 1 Official. Job qualification: entry level job, preference to those who have taken the Timing Clinic.

Officiating Clinic Instructor: Organizes and instructs officiating clinics (usually level 1 and level 2) for the members of the club. He/she is responsible to collect the participants' data and to forward the information to the COD who will update the club's database. Reports to the COD.

Note: * Shadow positions available

7.0 Hyack PVR Points Guideline

The tables below provide general guidelines for PVR points awarded for jobs at a regular session (more than 2 hours in length). The Meet Manager and/or PVR Coordinator may adjust the points credited depending upon the session length, availability or experience level.

Hyack Swim Club PVR Points Guideline Per Session, Meet, Season:

COMPETITION	Points Per Session
Program Sales	1
Safety Marshal	1
BBQ Worker	2
Food Room Worker	2
Runner	2
Security	2
Setup/Teardown	2
Timer	2
Chief Timer	3
Clerk of Course	3
Electronics	3
Scorer Recorder	3
Stroke & Turn	3
Referee	4
Starter	4

COMPETITION	Points Per Meet
Fall into Finals Food Coordinator	25
Fall into Finals Meet Manager	25
Fall into Finals Meet Secretary	15
Icebreaker Food Coordinator	12
Icebreaker Meet Manager	15
Icebreaker Meet Secretary	15
Hyack Festival Youth Cup Food Coordinator	30
Hyack Festival Youth Cup Meet Manager	30
Hyack Festival Youth Cup Meet Secretary	15
Summer Solstice Food Coordinator	7
Summer Solstice Meet Manager	10
Summer Solstice Meet Secretary	15

NON COMPETITION JOBS	Credits Per Season
Awards Banquet Coordinator	20
Awards Banquet Helper	2
Away Team Manager	20
Billet Host Family	5 Per billeted child
Board Member @ Large	10
Board Member – Executive Position	15
Club Official Director	30
Pancake Breakfast Coordinator	5
Pancake Breakfast Helper	2
Pub Night Coordinator	7
PVR Coordinator	30
Sponsorship Coordinator	TBD by Board
SwimaThon Coordinator	20
SwimaThon Helper	2
Officiating Clinic Instructor	2
Various Committee Work	TBD by Board
Year End Pizza Party Coordinator	5
Year End Pizza Party Helper	2