



MEMBERSHIP PARTICIPATION POINTS POLICY

- 1.0 How the Membership Participation Point System Works
 - 1.1 Membership Participation Point System Overview
 - 1.2 Varsity & Remote Swimmer Programs
 - 1.3 Signing Up for a Membership Participation Opportunity or Event
 - 1.4 Getting Your Membership Participation Points – Sign-In
 - 1.5 Keeping Track of Membership Participation Points Earned
 - 1.6 Not Earning Enough Membership Participation Points
- 2.0 Membership Participation Point Commitments
- 3.0 Volunteer Training Commitments
- 4.0 Swim Alberta and Swim Canada Hosted Meets
- 5.0 Officiating at Swim Meets – OSC Hosted & Non-Hosted
- 6.0 Membership Participation Position/Occasion & Points Earned

In order for the Olympian Swim Club to continue to work towards its vision and mission all member families are expected to participate in the operation of the club and its events. A successful swim meet requires the efforts of approximately 40 on-deck workers per session. There are also many other events and participation opportunities within the club that require member support. The OSC membership participation point policy is in place to ensure that every OSC member family shares this responsibility on a minimum level.

The terms used in this policy have the same meaning as in the Olympian Swim Club Financial Policy.

1.0 How the Membership Participation Point System Works

1.1 **Membership Participation Point System Overview:**

- Membership participation point and volunteer training commitments are based on swimmer program levels.
- In families with more than one swimmer, the member family is to earn all of the membership participation point commitments for the swimmer at the highest level and is to earn half (1/2) of the membership participation point commitments for the other swimmers within the family up to a family maximum. See “Multiple Swimmer Discount” policy information.
- In families with more than one swimmer, the member family is to undertake the volunteer training commitments for the swimmer at the highest level.
- See the current “OSC Fee Schedule” for the maximum number of membership participation points to be earned by one family.
- Membership participation points are a part of the OSC fee structure.
- All membership participation point commitments must be earned, and all volunteer training commitments must be completed by August 31st.
- Membership participation points cannot be banked or carried over from one year to the next.

- Members who exceed volunteer training commitments may carry that commitment forward from one year to the next.
- Once accounted for membership participation points cannot be transferred between other member families.
- Member families can have third party or non-members earn membership participation points for them but cannot have third parties or non-members complete volunteer training commitments for them.

1.2 Signing Up for a Membership Participation Opportunity or Event:

- Through the various forms of communication within the club the need for officials, workers or helpers will be announced.
- Sign up will be done online via the OSC website, or a contact person for sign-up will be communicated by email.
- Some of the club participation positions are year-long commitments and some are only the duration of a single event.
- On occasion a one-time only event will occur for which membership participation points can be earned. These events will usually be publicized by email and /or the website and points will be allocated as approved by the board of directors.

1.3 Cancellation of Sign-Up and Penalty for Non Attendance

- Once a member signs up for a participation position in order to cancel their sign up that member must cancel their position via the OSC website or by email notification to the OSC officials chair person/event organizer at least 72 hours prior to the scheduled start time for that meet or event.
- If a member:
 - cancels their sign up for a participation position less than 72 hours prior to the scheduled start time for that meet or event; or
 - or fails to show up and participate for the entirety of the duration of a scheduled position (ie. arrives late or leaves early)
 the member shall be fined by having the number of points the scheduled position would have earned added to that member's total participation points commitment.

1.4 Getting Your Membership Participation Points – Sign-In!

- It is the member's responsibility to make sure that they sign the "Sign-In" sheet with clear legible printing at every event at which they officiate, participate, help out, or bring food.
- It is the member's responsibility to sign in with legible clear printing when working at swim meets hosted by other clubs. The host club's meet manager will send the official's roster to OSC's Officials Chair or to the OSC team administrator.

1.5 Keeping Track of Membership Participation Points Earned:

- Records of Participation Points earned are maintained at the OSC's office by OSC's team administrator. See 15.0 of the Financial Policy for further details.

1.6 Not Earning Enough Membership Participation Points:

- Membership participation point and volunteer training commitments are a part of OSC program fees.
- If a member family does not earn enough membership participation points or volunteer training commitments to fulfill their commitment by August 31st, the family will be fined under on August 31st under the Financial Policy
- Members will be fined for unfilled shifts at Swim Alberta or Swim Canada Hosted Meets as set out in "4.0 Swim Alberta and Swim Canada Hosted Meets" at the conclusion of each respective meet.

- Members will be fined for incomplete volunteer training commitments as set out in “3.0 Volunteer Training Commitments” on August 31st.

2.0 Membership Participation Point Commitments

- The minimum required member participation points commitment applicable to each swimmer in each OSC program level is set out in the OSC fee schedule.
- The maximum required member participation points per member family is set out in the OSC fee schedule
It is expected that members will continue to volunteer to work at swim meets, and various OSC hosted events, initiatives and committees after they have reached their minimum member participation points commitment.
- It is preferred that members earn half of their member participation points in the time period of September 1 to February 28 and the other half in the time period of March 1 to August 31.

3.0 Volunteer Training Commitments

3.1 At least one person from each Member family must complete the following volunteer training commitments during each Swim Season:

- By end of **First** Year with OSC – Level 1 (Introduction to Swimming) Clinic **and** two successful on deck evaluations
- By end of **Third** year with OSC – Level 2 Stroke and Turn **and** two successful on deck evaluations:
- By end of **Fourth** year with OSC, **One** of Category A or Category B
- **Fifth year and more** with OSC, **One** of Category A or Category B **every other year** (ie. year 5, 6, 9, etc.)

Category A

- o Recorder Scorer Clinic and two successful on deck evaluations
- o Clerk of the Course Clinic and two successful on deck evaluations
- o Chief Finish Judge/Chief Judge Electronics Clinic and two successful on deck evaluations
- o Meet Manager Clinic and two successful on deck evaluations
- o Starter Clinic and two successful on deck evaluations
- o Electronics Operator (ARES or Quantum) – 3 mentorship sessions

(Note OSC will not give credit for the Meet Manager Clinic until clinics for all of Recorder Scorer, Clerk of the Course, and Chief Finish Judge and the corresponding on deck evaluations have been completed. OSC will not give credit for the Starter Clinic until the Meet Manger Clinic and two successful on deck evaluations have been completed)

Category B (Some Roles Will Take Two Seasons to Mentor and Chair)

- o Home Opener Social Event/Blue White Social Event – 1 mentor/1 chair
- o Fall Banquet 1 mentor/1 chair
- o Distance Challenge 1 mentor/1 chair
- o Hospitality Chair Small Meet (Fountain Park/NAIT) 1 mentor/2 chair
- o Hospitality Chair Large Meet (Kinsmen) 2 mentor/1 chair

- o Meet Officials Chair Small Meet (Fountain Park/NAIT) 1 mentor/2 chair
- o Meet Officials Chair Large Meet (Kinsmen) 2 mentor/1 chair
- o Meet Office Chair Small Meet (Fountain Park/NAIT) 1 mentor/2 chair
- o Meet Office Chair Large Meet (Kinsmen) 2 mentor/1 chair
- o Electronics Set Up Chair (Fountain Park/NAIT) – 3 mentor/1 chair
- o Facility Set Up or Venue Logistics Chair (Kinsmen) – 2 mentor/1 chair

- o Awards Chair (JP Fiset) – 1 mentor/1 chair
- o Marshalling Lead 10 & Under Series – 1 mentor/1 lead
- o JP Fiset Silent Auction Chair 1 mentor/1 chair
- o Chaperone – 1 training session, 1 mentorship session, 1 lead
- o Sponsorship Chair – 1 mentor/1 lead
- o Fundraising Chair for Individual Events – 1 mentor/1 lead
- o Such other roles as may be approved in advance by OSC's Board of Directors from time to time.

- 3.2 Participation points earned during volunteer training will count towards that Member's participation points commitment.
- 3.3 Members who do not complete the volunteer training commitments listed in this Policy will be assessed a \$250 fine on August 31st.
- 3.4 Volunteer training commitments for Category A roles will be monitored by OSC's Officials Chair and volunteer training commitments for Category B roles will be monitored by OSC's team administrator.

4.0 Swim Alberta and Swim Canada Hosted Meets

- 4.1 From time to time OSC will be designated by Swim Alberta as the host of a Swim Alberta Meet, or by Swim Canada as the host of a Swim Canada Meet. As a relatively small portion of OSC Swimmers are eligible to enter in these meets, the following minimum shift requirements are mandatory for all Members:
 - Swim Alberta Meets – Three shifts if the Member has one or more swimmers entered in the meet and 2 shifts if the Member does not have a swimmer entered in the meet;
 - Swim Canada Meets – Four shifts if the Member has one or more swimmers entered in the meet and two shifts if the Member does not have a swimmer entered in the meet;
- 4.2 Members may have other members, third parties, or family members complete this commitment for them provided that the person completing the commitment is properly trained in the role which they are filling at the swim meet.
- 4.3 Participation points earned at Swim Alberta and Swim Canada Hosted meets will count towards that Member's participation points commitment.

5.0 Officiating at Swim Meets – OSC Hosted & Non-Hosted

It is expected that all member families will offer to help at all OSC hosted swim meets.

- Successful swim meets generate revenue for the host swim club. This revenue is then shared by the whole club and not just the swimmers or groups that participated in the swim meet.
- It is expected that a member from each OSC family will offer to officiate (timer, stroke & turn judge, etc.) or help in another way at each session their swimmer attends at OSC hosted meets whether or not the family has a membership point commitment or points yet to be earned.
- It is hoped that all member families will offer to officiate at OSC hosted meets their swimmer is not attending because the revenue generated will help their swimmer as well.
- It is hoped that all member families will offer to officiate or help at all non-hosted meets that their swimmer attends. OSC needs help from other clubs to run its meets and other clubs need OSC's help in turn. A well-run meet benefits everyone!
- Members shall earn points for volunteering for positions at swim meets hosted by other clubs in an amount equal to what they would have earned if they had volunteered for those same positions at an OSC hosted meet. However, members shall not be entitled to earn more than 25 percent of their participation points by volunteering at non-OSC hosted swim meets. Once a member has received 25 percent of their points from volunteering at non-OSC hosted swim meets, they shall not earn any further points by volunteering at non-hosted meets.

6.0 Membership Participation Position/Occasion & Points Earned

- This is not meant to be a comprehensive list of participation opportunities nor points earned.
- The basis is approximately one point per hour “worked”.
- This is not meant to be a comprehensive list of participation opportunities nor points earned.

MEMBERSHIP PARTICIPATION EVENT / OPPORTUNITY	POINTS EARNED
STANDING ROLES – YEAR LONG EVENTS (1)	
BOARD OF DIRECTORS – PRESIDENT, VP, SECRETARY, TREASURER	90 POINTS PER YEAR
BOARD OF DIRECTORS - DIRECTORS AT LARGE, PAST PRESIDENT	75 POINTS PER YEAR
DOT CHAIRPERSON	30 POINTS PER YEAR
POOL PARENT	25 POINTS PER YEAR
STADIUM CONCESSION CHAIRPERSON	50 POINTS PER YEAR
ELECTRONICS CHAIRPERSON	50 POINTS PER YEAR
MEET ENTRIES CHAIRPERSON	50 POINTS PER YEAR
OFFICIALS CHAIRPERSON	50 POINTS PER YEAR
SPONSORSHIP COORDINATOR	50 POINTS PER YEAR
GRANTS COORDINATOR	50 POINTS PER YEAR
TRAVEL SWIM MEET CHAPERONE (2)	25 POINTS PER DAY
EVENT SPECIFIC ROLES – SINGLE EVENT ROLE	
CLUB PHOTOS	20 POINTS PER YEAR
HOME OPENER SOCIAL EVENT	20 POINTS PER YEAR
FALL BANQUET	30 POINTS PER YEAR
CHRISTMAS SOCIAL EVENT	20 POINTS PER YEAR
BLUE AND WHITE SOCIAL EVENT	20 POINTS PER YEAR
VOLUNTEER SOCIAL EVENT	20 POINTS PER YEAR
CASE MANAGER – CODE OF CONDUCT COMPLAINT	VARIES DEPENDING UPON COMPLEXITY
FUNDRAISING ROLES	
PURDY’S CHOCOLATES AT CHRISTMAS OR EASTER	25 POINTS PER YEAR EACH
JP Fiset SILENT AUCTION	25 POINTS PER YEAR
DISTANCE CHALLENGE (IF MORE THAN 1 CHAIR POINTS TO BE SHARED)	50 POINTS PER YEAR
CASINO CHAIRPERSON	25 POINTS PER YEAR
SWIM MEET EVENT SPECIFIC ROLES	
MEET MANAGER	15 POINTS PER SWIM MEET SESSION
HOSPITALITY CHAIR	10 POINTS PER SWIM MEET SESSION
OFFICE CHAIR	10 POINTS PER SWIM MEET SESSION
MEET OFFICIALS CHAIR	10 POINTS PER SWIM MEET SESSION

AWARDS CHAIR	10 POINTS PER SWIM MEET SESSION
SPONSORSHIP CHAIR	10 POINTS PER SWIM MEET SESSION
VENUE LOGISTICS CHAIR	10 POINTS PER SWIM MEET SESSION
MARSHALLING LEAD -10 & UNDER SERIES	30 POINTS FOR ENTIRE SERIES
MEET/ADVISORY REFEREE, SESSION REFEREE, OR STARTER	10 POINTS PER SWIM MEET SESSION
CLERK OF COURSE	10 POINTS PER SWIM MEET SESSION
ELECTRONICS WORKER OR STROKE & TURN JUDGE	7 POINTS PER SWIM MEET SESSION
TIMER, HOSPITALITY HELP, HEAT SHEET SALES, OFFICE HELP	5 POINTS PER SWIM MEET SESSION
SWIM MEET FACILITY SET-UP OR TAKE DOWN	5 POINTS PER SWIM MEET SESSION
SWIM MEET ELECTRONICS SET-UP OR TAKE DOWN	5 POINTS PER SWIM MEET SESSION
SUPPLY FOOD FOR SWIM MEET (LIMIT TWO SIGN-UP SPOTS PER FAMILY PER MEET)	1 POINT PER \$10 OF VALUE PLUS 1 POINT FOR DELIVERY
SAFETY MARSHALL	1 POINT PER SWIM MEET SESSION
OTHER OSC PARTICIPATION POINTS OPPORTUNITIES	
OSC GENERAL MEETING OR ANNUAL GENERAL MEETING	5 POINTS PER MEETING
ROOKIE CAMP HELPERS	5 POINTS PER DAY
COMMITTEE MEETINGS (3)	1 POINT PER HOUR
OSC EVENT HELP	5 POINTS PER SESSION
SWIM MEET OFFICIAL 'S CERTIFICATION:	
OFFICIAL'S CLINICS	5 POINTS PER CLINIC CONDUCTED
LEVEL 1: COMPLETED ALL LEVEL 1 COMPONENTS (CLINIC AND TWO SUCCESSFUL DECK EVALUATIONS) (4)	10 POINTS FOR LEVEL COMPLETED
LEVEL 2: FOR EACH LEVEL 2 ROLE COMPLETED (CLINIC AND TWO SUCCESSFUL EVALUATIONS) (5)	15 POINTS FOR EACH CLINIC & EVALUATION COMPLETED
LEVEL 3: COMPLETED ALL LEVEL 3 COMPONENTS (6)	20 POINTS FOR LEVEL COMPLETED
LEVEL 4/5: COMPLETED ALL LEVEL 4/5 COMPONENTS (7)	30 POINTS FOR EACH LEVEL COMPLETED

(1) – Points for yearlong commitments assume that the member attends to the role with the due diligence required.

(2) – Chaperone points include all necessary pre-meet preparation activities.

(3) - Committee meeting points will be awarded at the Board's discretion on recommendation of the committee chair, depending on meeting length. Assuming 1 point per meeting hour. Coach's Parent Meeting attendance does not earn Participation Points.

(4) - To be Certified as a Level 1 Official, members must attend a Level 1 clinic in person or complete the online course. Members are then required to obtain two successful deck evaluations in the role of Timekeeper. Members who complete all these steps will be awarded 10 points.

(5) – To be Certified in each Level 2 Officials' role (Stroke and Turn Clerk of the Course, Recorder Scorer, Chief Finish Judge/Chief Judge Electronics, Meet Manager, Starter) members must attend each clinic in person or complete the online course. Members are then required to obtain two successful deck evaluations in that role. Members who complete all these steps will be awarded 15 points for each role completed.

(6) See Swim Canada Officials Pathway for requirements (Link Under "Officiating Tab" on OSC Website)

(7) See Swim Canada Officials Pathway for requirements (Link Under "Officiating Tab" on OSC Website)