

Brandon Bluefins Swim Club

Volunteer Policy

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1. Introduction

The Brandon Bluefins Swim Club requires the support of Parent and Swimmer Volunteer efforts in order to operate effectively. To that end a Volunteer Point System has been introduced to encourage a fair distribution of these efforts throughout all of its members. The club runs 2 swim meets throughout the swim season as well as a number of Fundraising Events. In an effort to keep swim fees for families at a manageable level these events are key to the financial health of the swim club. Some examples of areas points are awarded for volunteer participation are: on deck officials at swim meets, board volunteers, and event planning volunteers, ultimately, the goal of this volunteer point system is to engage swim parents and their families in the program and also to allow some flexibility for families with busy schedules.

2. Policy

This policy outlines the rules of the Volunteer Points System, as well as identifies the point requirements and the number of points awarded for each club activity.

3. Points Distribution

A: This system rewards those who dedicate time for a variety of volunteer activities such as becoming a board member, attending meetings, working fundraising activities all of which are required for the success of the swim club. Points are awarded based on time and effort required, skill level, knowledge, number of volunteers and club membership.

B: This system also rewards volunteers who fulfill vital leadership roles in the club such as Board Positions. These roles are weighted differently than activities.

4: Points System

A: All club members are required to collect points in support the Brandon Bluefins Swim Club. If club members choose not to participate in a volunteer capacity they may buy out points as outlined below. Club members may collect points during our official swim season from July 1 – June 30 each year.

B: All club members are responsible for tracking their own points and notifying the club of their participation.

5: Points Requirements

A: The following are the basic rules of the Points System:

- i. Families are required to accumulate the total number of points based on the swim group of their swimmer (Appendix A)
- ii. Families with more than one swimmer will be required to accumulate points (Appendix A) corresponding with the swimmer in the highest swim group eg: family with swimmers in level 2 & level 4, would be required to accumulate points from level 4 which is 200.

6: Excess Points

A. When families collect more than the required number of points in one season, when the maximum points are achieved, a credit will be applied to their next year's registration fees at a rate of \$1.00 per point (appendix A).

B. Points cannot be transferred to another club.

C. Excess points will be credited to the families account once per year at the start of the new fiscal year. (September 1st)

D. Excess points can be applied to Brandon Bluefins Swim Club registration fees only (not towards swim gear, travel or refunds)

E. Excess points cannot be carried over to reduce the next year's volunteer commitments.

F. Any excess points will be credited to families' accounts once per year.

G. For graduating swimmers not returning in the fall, any excess points/funds will be refunded at the end of June.

H. Excess credits resulting from the points deposits can be applied to Brandon Bluefins Swim Club registration only (not swim gear, travel or refunds)

7: Points Transfer

- A. Points cannot be transferred from one family account to another
- B. Anyone may volunteer on behalf of a swimmer: family members, extended family and or friends
- C. Volunteers must meet the minimum job requirements (i.e. Officials Certification)

8: Points Deposit

- A. At the time of registration, each family will be charged their volunteer fee as part of their registration for the amount of the highest level of swimmer they have.
- B. If the families fail to accumulate their required number of points for the swim season by June 30th and in the event that there is a shortage of points accumulated or they do not buy out their Volunteer Points for the year a withdrawal will take place at a rate of \$1.00 per point.
- C. Families will be notified before July 15th of each year of the amount that will be refunded to them if they have earned enough volunteer points for the year to earn a credit.

9: Points Buy-out

- A. The success of the club hinges on the volunteer efforts of its members. The buy-out option for those families whose time commitments do not permit them to volunteer lends itself to being fair to those who volunteer to support the swim club.
- B. Points can be bought at a rate of \$1.00 per point.

10. Special Scenarios

A. Families that join the club after October 1st or leave the club before June 1st will be required to accumulate a reduced number of points based on the number of membership months, using the following formula:

i: $\text{Points required} = (\text{Group points} \times \text{number of months in the club}) \text{ divided by } 10 \text{ month annual membership}$

ii: Partial months will be treated as a full month for the purpose of deterring the number of months in the club in the preceding formula.

11: Timing and Administration

- A. Points collected between July 1 – June 30
- B. The Volunteer Coordinator will be responsible for tracking and awarding points. This will be based on information submitted by swimmers families.
- C. Certain roles have a range of points. The points awarded will be evaluated based on performance to determine the exact number of points earned.
- D. For a season long activity, when a role is transitioned between club members, points will be awarded proportionately to each member. The points will be based on the number of months served in the role.

- E. Failure to show up for shifts that have been signed up for may result in a penalty of having to achieve additional points in addition to not getting credit for the shift.
- F. If a members signs up for a role or shift and cannot fulfill the roles or shift, they have a responsibility to try to find a replacement.
- G. In the event that the Brandon Bluefins Swim Club is penalized as a result of a no-show by a member, the club reserves the right to penalize that member an amount not exceeding what the club has been penalized.

12: The Points Committee

- A. Will consist of the Volunteer Coordinator
- B. Will be responsible for calculating points earned for each family, verifying that families deliver on activities they sign up for, and provide the necessary communication to families and the Board on progress
- C. Will evaluate the Roles that have point ranges assigned with the exception of the roles of the points committee itself, where the board will evaluate the role
- D. Will address any appeals from members, bringing them to the board situations it deems necessary for the board to resolve
- E. Will recommend changes to the volunteer policy including changes to the appendices such as additional roles or changes in the point values as required.
- F. Will make recommendations to the board for additional points to be awarded
- G. The points committee may not award points that are not provided for in this policy without approval of the board
- H. The points committee may not change/award points values outlined in this policy without the approval of the board

13: Appeals Process

- A. Families are encouraged to discuss any concerns with the points committee to resolve issues with respect to points awarded and or point balances.
- B. Families that feel the need to appeal any of the decisions made by the points committee should submit their concerns in writing to the points committee detailing the reason for the appeal with 30 days of the date the decision was communicated to the family
- C. The points committee will make the club president aware of any written appeals

14: Club Member Responsibilities

A. It is the responsibility of the Club Member to:

- i: Be aware of the points required in their swim group and understand the points system
- ii: Track their points during the course of the official swim season and verify their balance
- iii: Register the full name of the volunteer completing the job and indicate which family points account is to be credited, when registering for a job sign-up.

Appendix A; Point Requirement per swim group

Swim Group	Points Required	num Points to be Earned
Bluefins –Level 6	400	500
Mini-fins – Level 5	300	400
Mini-fins-Level 4	200	300
Fins 3	100	200
Fins 2	50	75
Fins 1	50	75

Officiating

Parents and swimmers expect swim meets to have accurate timing and fair and equal judging for all swimmers. Accurate timing and fair and equal judging at a meet depends on having a full complement of trained officials. As a minimum, all parents should take the Timer clinic and the Stroke and Turn Clinic.

For one session of a meet at the Sportsplex pool a minimum of 30 people are required as follows:

- 1 Meet Manager
- 1 Chair of officials
- 6 Timers
- 6 Head Lane Timers
- 1 Chief Timer
- 3 Stroke and Turn Judges
- 1 Chief Stroke and Turn Judge
- 1 Referee
- 1 Starter
- 2 Electronic operators
- 2 Hytek software operators
- 5 Hospitality People
- 1 Program Sales
- 2 Clerk of Course

Officiating can be a parent's opportunity to participate in their children's sport of swimming. There are many ways that a parent can help, and officiating certainly offers the best seat in the house. If your child or children are participating in a swim meet then your help is needed to ensure that the meet is a success. Clinics are scheduled that will prepare you to participate in different roles such as Timer, Head Lane Timer, Stroke and Turn Judge, Finish Judge, etc.

Swimming requires a strong parental commitment. It takes 5-6 years of working meets and clinics to develop a senior official, it is important for parents to continue their training.

Accurate timing and fair and equal judging requires trained officials. Training sessions are provided by the club during the swim year to facilitate parent's attendance.

