



FAST Policy - Family Participation Plan

Purpose

To ensure volunteer tasks, required to run FAST and its activities, are balanced across competitive swimming families.

Responsibilities in this Policy

Parents/Guardians
Volunteer Coordinator

FAST is one of the leading swim Clubs in Atlantic Canada, providing an inspirational environment where all our swimmers not only become athletes but also learn to develop self-confidence, good time-management, and good study habits. Overall, FAST swimmers learn to strive for excellence inside and outside of the pool.

To be successful, every swim Club relies on its families to support its coaches and swimmers. A Club of this size is built on the involvement and dedication of parents and coaches.

There are numerous activities at all levels of the Club in which you may participate: officiating in any of the meets your swimmer participates in, engaging in fundraising activities or supporting social events, just to mention a few.

FAST needs you to get involved! We want you, not your money!

Family Participation Plan Overview

- 1.** FAST is a non-profit organization, operated by members through a volunteer Board of Directors. The sustainability of the Club is directly dependent on the participation of its members. Due to the enormous number of volunteer hours required to run this amazing Club, FAST has developed the following Plan.
- 2.** The objective of this Plan is to equally distribute “work” among all members while recognizing members that take on greater tasks.
- 3.** The volunteer requirement per swim season for each family represents the minimum level of participation and members are encouraged to get involved beyond this. If your swimmer is enrolled in the Aquanaut or Performance swim programs, and competes in swim meets, FAST requires each family to volunteer a minimum number of hours per season. FAST also welcomes families of non-competing swimmers to volunteer in our social events and Club fundraising activities.

If your swimmer graduates to Aqua 1 or subsequent groups during the course of the season, your family will be required to volunteer but the hours will be prorated for the season. Any



volunteering done prior to the group change, but during the current swim season, will be considered eligible volunteer hours. A family's number of volunteer hours resets to zero at the start of each new season (i.e.: extra hours do not carry forward from one season to the next).

| Group | Min # hours per season |
|------------------|-------------------------------|
| Aqua 1 | 10 hours |
| Aqua 2 | 10 hours |
| Aqua 3 | 15 hours |
| Aqua 4 | 20 hours |
| Senior | 20 hours |
| High Performance | 20 hours |

Given the changes to the Board of Directors structure and uncertainty with respect to Swim Meets (whether or not they can be held or number of meets), the FAST Board of Directors and Volunteer Coordinator will be monitoring this Plan and will make changes throughout the season if necessary.

4. For families with more than one registered swimmer, the total volunteer hours requirement per family is based on one swimmer. The number of hours required is determined by the swimmer in the highest level group.
5. The Family Participation Plan will continue to be reviewed by the Board of Directors each year to ensure it continues to meet the needs of FAST and its members and will be communicated to members at the beginning of the swim season.
6. The Club will keep track of the participation level of each family through the FAST Volunteer Coordinator. Each family's participation will be reviewed 2 times each season. It is the responsibility of the family to be sure to report their volunteer hours to the Volunteer Coordinator. Your volunteer hours will be updated, and can be checked by logging in to your FAST website account.
7. To uphold this requirement, FAST will assess volunteer hours for each swim family mid-way through the season, and again at the end of the season. The mid-way date will be determined each year, depending on the schedule of meets, to allow opportunities for families to fulfill their obligation.



Each family will be charged for any volunteer hour(s) they have not yet earned (at a rate of \$30/hour), to a maximum of their family hourly requirement (see chart above). If the family has attained their required hours, no charges will be made to their account.

8. Families may recruit friends, other family members, etc. to help meet the hourly per season requirement at the discretion of the Volunteer Coordinator and Board of Directors. The intention is to provide opportunity, such as for single parent families and/or other instances, when a parent/guardian is unable to volunteer.

9. In the instance of acquiring hours by officiating, hours will only be awarded if your swimmer is registered at the meet you are officiating. The intention is to ensure we have adequate officiating capacity at Invitational level (and higher) meets by the Parents/Guardians attending with their swimmers. **Swimmers volunteering (ie. at meets, bottle drives, water tables etc) do not count towards their family commitment.** Special circumstances may be requested by a Parent/Guardian, and reviewed for approval by the Volunteer Coordinator and Board of Directors.

10. It is the responsibility of the swimmers' family to submit their hours to the Volunteer Coordinator after each event they volunteer. To ensure your Volunteer hours are not forgotten, and to ease the administrative work, Volunteer hours must be submitted within one week (7 days) following the end of the volunteer activity. Volunteer hours submitted late will not be counted. Hours must be submitted via the [online form](#).

11. Exemptions from the Plan can be applied for, by the Parent/Guardian, under extenuating circumstances. Each request for exemption will be considered, in confidence, by the Board of Directors.