

# Halifax Trojan Aquatic Club Mandatory Volunteer Requirement Policy

**Approved August 21 2023**

The Halifax Trojan Aquatic Club is a competitive swim club that is athlete-centric and coach driven. Our coaches and swimmers are supported by an experienced Board of Directors and engaged parent volunteers. To ensure a positive experience for our Club athletes, HTAC has implemented an enhanced mandatory volunteer requirement policy.

## **Point Requirements**

Swimmers will be assigned a volunteer point requirement, based on squad placement. Families with more than one swimmer will be required to accumulate the volunteer point requirement of their swimmer at the highest level.

All family members, including swimmers, are eligible to earn points towards this requirement.

Points must be earned from the first day of the season until the last day of the season. (Members of the Trojan Academy are required to earn their points during their session.)

- Registration for the following season or session is dependent on payment of all outstanding accounts, including unearned volunteer points.
- Families are asked to consider earning points from at least one HTAC-hosted swim meet throughout the season to ensure our meets run smoothly for athletes, coaches and officials.
- Points are assigned a dollar value (1 point equals \$50). If the volunteer requirement is not met, families are charged the amount for outstanding volunteer points. For example, a swimmer in AG3 will be required to earn 10 points during the season.
- Families can opt to pay their full Volunteer Fee in cash (For example, a swimmer required to earn 8 points, valued at \$400 could, instead of earning volunteer points, opt to pay the \$400 in full.)
- Point requirement for swimmers joining mid-season (not applicable for the Trojan Academy)
  - September to December – earn 100% of points
  - January to March - earn 50% of points
  - Join after March – earn 25% of points

## **Mandatory Volunteer Point Requirements**

<b>Group</b>	<b>Points Requirement 2023-2024 season</b>	<b>Points Requirement 2024-2025 season onward</b>
<b>Trojan Academy</b>		
Bronze	<b>1 per session</b>	<b>1 per session</b>
Silver	<b>2 per session</b>	<b>2 per session</b>
Gold	<b>2 per session</b>	<b>2 per session</b>
Age Group Development	<b>6</b>	<b>8</b>
<b>Junior Program</b>		
Age Group 1	<b>6</b>	<b>8</b>
Age Group 2	<b>8</b>	<b>10</b>
Age Group 3	<b>8</b>	<b>10</b>
<b>Senior Program</b>		
Senior 1	<b>6</b>	<b>8</b>
Senior 2	<b>10</b>	<b>12</b>
National Development	<b>12</b>	<b>14</b>
National	<b>12</b>	<b>14</b>
<b>Swim4 Life</b>		
Masters	<b>0</b>	<b>0</b>

**Earning Volunteer Credits**

HTAC will offer multiple opportunities (both on deck and off deck) to earn volunteer participation points. See below for some opportunities.

<b>Volunteer Opportunity</b>	<b>Points Earned</b>
<b>Officiating</b>	
Volunteer at swim meets - Timer	1 point per session
Volunteer at swim meets - All other officials	2 points per session
Meet Manager- <b>AA</b> (incl.: AGD #2, AA Spring Champs, )	4 points
Meet Manager- <b>AAA</b> (incl.: AGD AAA #1, David Fry, LCM AGD AAA #4)	6 points
Meet Manager- <b>NovaTech</b> (incl. Scotia Sprint, NovaTech #4)	4 points (applied to points for session 1 & 2)
Obtain Level II Certification (White pin)	2 points
Obtain Level III Certification (Orange pin)	4 points
Obtain Level IV Certification (Green pin)	6 points
Obtain Level V Certification (Blue pin)	8 points
<b>Other Volunteering at Swim Meets</b>	
Canteen Lead	2 points per meet
Hospitality Lead	2 points per meet
Canteen Volunteer	1 point per session
Hospitality Volunteer	1 point per session
<b>Season Long Team Support Roles</b>	
Fundraising Lead	3 points per Project
Travel Coordinator	8 points
Travel Meet Chaperone	6 points
Equipment Coordinator	4 points
Parent Representative	4 points
Chair of Officials	8 points
Co-Chair of Officials	6 points

<b>Volunteer Opportunity</b>	<b>Points Earned</b>
Executive - President, Treasurer, Chair of the Finance Committee	Satisfies full points requirement
Member of Board of Directors	8 points
Member of Committee of the Board	2 points
Attendance at AGM	1 point

Other opportunities may be identified throughout the season. Additional roles may be added throughout the season at the discretion of the Board of Directors.

### **Officiating Credit System**

In addition to earning points towards the mandatory volunteer participation points, Level 3, 4, and 5 officials earn financial credits. A family can earn the following credit (per family) for working five sessions throughout the season:

Level 3 - \$100

Level 4 - \$200

Level 5 - \$300

Credits will be applied to swimmers' accounts at the end of the season before the last payment.

### **Tracking Volunteer Points**

Points are non-transferrable. Members may volunteer at a HTAC-hosted meet on behalf of another HTAC family (extended family, friends or another HTAC member), however permission and confirmation must be received from the Event Coordinator prior to earning the points.

Earned volunteer credits that do not appear in your account must be brought to the attention of the Office within 14 days of earning. **Swim families are responsible for providing documentation of their volunteer work.**

### **Exemptions**

There are no exemptions under this policy by design. If you are unable to volunteer or to pay the equivalent value to your points requirement, you must make application to the Treasurer for an alternate payment arrangement.