



HALIFAX TROJAN AQUATIC CLUB

Volunteer & Officiating Participation Policy

Policy Approved by the Board of Directors on June 17, 2026

Policy is effective September 1, 2026

1. Purpose

HTAC is a member-run competitive swim club. While registration fees cover coaching and pool time, swim meets are organized collectively by Swim Nova Scotia (or other provincial sport organizations) and hosted by competitive swim teams. Meets cannot operate without trained volunteer officials.

This policy ensures:

- Adequate staffing for all hosted meets
- Fair and consistent contribution from all families
- Long-term sustainability of officiating within the club

2. Core Principle: “Swim = Support”

Families whose swimmers participate in meets are required to support meet operations.

Requirement

For each swim meet a swimmer is entered in:

- Families must complete one (1) of the following per meet;
 - officiating session per meet;
 - canteen session; or
 - hospitality session
- A “session” = one half-day meet session (approx. 3–4 hours) as defined by the sanctioned meet information package.

Multi-swimmer families

- Requirement is capped at maximum 1 session per meet per family.

3. Team Travel Meet Exception

Definition

A “Team Travel Meet” is any meet in which:

- The club organizes or designates travel (e.g., flights, hotels, team block) and
- The meet is outside the club’s local competition region.

Policy Adjustment

For Team Travel Meets:

- No officiating session is required for that meet.
- HTAC encourages (but does not require) experienced officials attending travel meets to volunteer and may recognize those contributions.

4. Certification Requirement

All Families

- Must complete:
Level 1 Officials certification;
At least 1 session on deck.

Returning Families

- Must:
Maintain active status as an official;
- All families are encouraged to take the Chief Timer Course and Stroke & Turn in their 2nd year with the club.

Targeted Advancement

- The club will identify and support families to progress to Level 2+ based on need, performance and demonstrated interest.

5. Meet Session Credits, Exemptions & Transfers

To recognize varying levels of contribution and support flexibility for families, HTAC provides a system of meet session credits and exemptions.

5.1 Annual Free Pass

Each family receives two (2) Free Passes per season:

- May be used to waive required sessions;
- Must be declared in advance;
- Cannot be applied retroactively;
- Families are encouraged not to use Free Passes during multi-session championship meets at the AA/AAA level such as Provincial Championships and East Coast Championships;
- Can be donated to another family through arrangement with the Office Manager.

5.2 Additional Credits for Senior Officiating Roles

To recognize increased responsibility and encourage families to continue through the officiating pathway:

- Senior Officials (Level 2+) receive two (2) additional Free Passes per season Senior officials must be qualified AND working in senior official positions during the season
- Session referees receive three (3) additional Free Passes per season. Referees must be both qualified AND working as a session referee in at least two (2) meets sessions per year.

5.3 Meet Referee / Meet Manager / Hytek Administrator Exemptions

- Meet Referees, Meet Managers & Hytek Administrators receive credit for the number of sessions in the meet they manage to recognize presence on deck throughout the meet and work done in advance. This credit can be redeemed as Free Passes.
- This option does not apply to Shadow Meet Management or Session Referee positions.
- May be applied across the season in advance of the meet management commitment but if the Meet Referee or Meet Manager reneges or steps down, they will be expected to complete the full number of sessions equal to their family commitment before the end of the season.

5.5 Board and Designated Roles

Certain high-impact roles may be exempt or granted Free Passes as shown in Table 1 at the end of this policy.

- Includes:
 - Board of Directors
 - Chair of Officials
 - Other designated leadership roles
 - Other roles dependent on needs of club

- Exemptions:
 - The majority are defined at the start of the season
 - Free Passes may be issued throughout the season for other roles dependent on the needs of the Club

5.6 Session Transfers Between Families

Families may fulfill a session on behalf of another family.

Conditions:

- Must be arranged and communicated to administration (Office Manager) in advance
- The volunteering family must commit to their own required sessions

5.7 General Conditions

- Credits and Free Passes apply to the current season only
- Credits and Free Passes have no cash value
- Credits and Free Passes cannot be carried forward to subsequent seasons

6. Volunteer Assignment & Tracking

- Sessions will be:
 - Self-selected via PoolQ sign-up system OR
 - Assigned if not selected by deadline
- The club will track:
 - Meets entered
 - Sessions required
 - Sessions completed

6. Oversubscription Management

If more volunteers are available than required for a session:

Priority will be given to:

1. Families who have not yet met their minimum requirements;
2. Families assigned based on swimmer participation;
3. Officials required for specific certified roles.

Families not assigned will:

- Be reassigned to another session or meet, or
- Be offered an alternative volunteer role where available, or
- Not be required to use a Free Pass if no volunteer role is identified.

8. Enforcement

Failure to meet requirements may result in:

1. Swimmer not eligible for travel meets
2. Swimmer not eligible for championship meets
3. Swimmer not entered for competitions
4. Registration restrictions for following season

If a family does not show for an assigned volunteer position, they will be charged two Free Passes for the session.

9. Communication

This policy will be:

- Communicated at registration
- Reinforced at season start
- Supported with tracking and reminders

Final Statement

HTAC is a member-run club. With contribution from all families, we ensure effective operations and afford swimmers a fair and sustainable competitive environment.

Other Volunteering at Swim Meets	
Volunteer at Club Event (i.e. banquet, swim-a-thon, etc...)	1 Free Pass per event
Committee Member for Club Event (i.e. banquet, swim-a-thon, etc...)	1 Free Passes per event
Season Long Team Support Roles	
Travel Meet Chaperone	2 Free Passes per day of travel
Leadership Roles	
Parent Representative	4 Free Passes
Chair of Officials	Exempt
Co-Chair of Officials	Exempt
Volunteer Opportunity	Points Earned
Board of Directors with Designated Role - President, Vice President, Secretary, Treasurer, Registrar, Safe Sport Officer, Chair of the Finance Committee, Parent Representative	Exempt
Member of Board of Directors	8 Free Passes
End of Year Auditor	4 Free Passes
Year long accounting support (if requested by Club President)	Exempt

Table 1: Free Passes granted for non-officiating roles.

