



August 15, 2024

Dear KCS Families,

Welcome (or welcome back) to the Kamloops Classics Swimming family! This is a great organization that provides kids with wonderful opportunities to grow, not only as swimmers but as community citizens.

Like most organizations our club has costs, including wages and travel costs for our coaches, pool rental fees, electronics equipment, training equipment, team-building events, office supplies, etc. It costs more than \$500,000 every year to run our club.

So how do we cover these costs? Registration fees cover some, however a significant portion of our revenue **comes from the swim meets we host**. For the 2024/25 year our registration fees are not increasing and remain some of the lowest in the province. Hosting swim meets allows our club to reduce registration fees by as much as \$1000.00 per swimmer per year. In addition, hosting allows us to increase the opportunities for our swimmers to race while reducing the cost families incur traveling to away swim meets. Keep in mind that between the meet fees and travel costs, a weekend away for a swim meet can cost anywhere from \$1000.00 - \$2000.00, which becomes prohibitive to some families.

Hosting meets requires volunteers (**lots of them**) and, like all swim clubs, we rely on our swim families to volunteer at our swim meets. We all need to work together to make our meets successful so that we can share the benefits and keep our club's swim fees amongst the lowest in the province. In the 2023/24 our club volunteered over 6,895 hours!!

Like most other swim teams in BC, we have a "volunteer policy" to ensure the work required to host our swim meets is spread across everyone in the club in a fair manner. This policy is designed to recognize the important role we all play in the club. Swimming is very much a team sport, and the success of our club and our swimmers comes from the support of dedicated parents.

Who can volunteer? Anyone in your family (including teens who can use volunteer hours on resumes and post-secondary applications). Some swim families even ask friends, grandparents, aunts, and uncles to help. Anyone you recruit will count towards your volunteer commitment.

Every year we review this policy to make sure that it works for all families involved and recognizes all volunteers for jobs they have performed, as well as benefits the club goals and growth.

We are happy to talk to you further if you have questions or concerns about this policy. We are excited about the new swim season, and we look forward to seeing everyone on the pool deck!

Sincerely,

The KCS Board of Directors

KCS Volunteer Commitment Policy

- Every KCS family is required to volunteer, this can be at KCS hosted swim meets, club events, committees and more, to meet their family volunteer obligation for the 2024/2025 season
- All swimmers, 14+ are expected to complete their Level 1 training, and are asked to volunteer when available
- KCS swimmers, 14+ are expected to volunteer at any Swim BC meets hosted by KCS
- Each KCS family is expected to have one family member who is committed to progressing as a swim official
- Exceeding your family's volunteer commitment will be recognized through our over and above recognition
- Failure to meet your family's volunteer commitment will result in a \$500 charge at the end of the season

Family Volunteer Commitment

- Volunteer commitment is based on service hours (points), rather than hours volunteered. The system we use refers to them as service hours, however it is not based on hours volunteered, rather points values for each position. Appendix A contains a chart which shows the points value for each of the positions. Appendix B shows the swim meets we are planning on hosting to assist you with planning how you will fulfill your service commitment for your swimmer(s)
 - Novice = 8 service hours (points)
 - Junior = 12 service hours (points)
 - Age Group 1 & Tier 1 = 17 service hours (points)
 - Age Group 2, Tier 2 & Tier 3 = 21 service hours (points)
 - Masters/Swim X = no volunteer commitment
- Families with multiple swimmers are committed to the volunteer requirement for their highest-level swimmer
- Families whose highest-level swimmer moves up to a level during the year will have their volunteer commitment increased by a prorated amount based on the number of remaining swim meets
- Families who join KCS part way through the year will have their commitment prorated based on the number of swim meets remaining in the year

Officials Certification Progression & Recognition

- Families in their first year with the club must complete the Introduction to Swimming Officiating clinic & Safety Marshal clinic to receive their Level 1 (Red Pin) certification after on deck experience
- Families in their second year with the club must complete the Inspector of Turns & Judge of Stroke clinics
- Families in their third year or more must have at least one additional certification (Starter, Chief Timer, Clerk of Course, Chief Finish Judge, etc.) to receive their Level 2 (White Pin) certification after on deck evaluation
- Food Safety course can also be completed in lieu of one of the above

Officials Certification Recognition

- In recognition of the time spent, and commitment involved in progressing up the Officials Certification Pathway, we will be rewarding those who complete their level 2, 3, 4 or 5 certifications
 - Become a level 2 Certified Official (White Pin), \$100 credit to your account
 - Become a level 3 Certified Official (Orange Pin), \$200 credit to your account
 - Become a level 4 Certified Official (Green Pin), \$300 credit to your account
 - Become a level 5 Certified Official (Blue Pin), \$400 credit to your account

Over and Above Club

- To recognize families that go over and above for our club we have the following rewards
 - Every family that meets or exceeds their volunteer commitment will receive a KCS Super Volunteer t-shirt. These will be handed out at beginning of the following swim year
 - For every 5 points above their total yearly commitment, families will receive an entry into a draw to win \$500 off the following year's swim fees (non-transferrable)

Volunteer Assistance

We recognize that all KCS families are busy and that fitting volunteering into your schedule is difficult. Where there are extenuating circumstances that make it difficult to meet your volunteering commitment, please contact the volunteer coordinator and club president in confidence to discuss options before October 15, 2024 (or within one month of your start date for those joining mid-year). We have community volunteers whose points we combine and use for those who honestly cannot fulfill their volunteer commitment. KCS retains the ability to make the determination of qualification for volunteer assistance based on circumstances and contribution to the club.

Volunteer Penalty

At the point of registration, every KCS family agrees to an automatic charge to their credit card of \$500 on July 15, 2025. Your credit card will only be charged if your family does not meet your volunteer requirements. Please note there are no partial refunds. You must meet your full volunteer obligation to avoid being charged the volunteer penalty.

If your family has not met the volunteer commitment, you will be notified before July 15, 2025. If you have any questions, you can reach out to the volunteer coordinator to confirm your service hours.

Volunteer Policy Acknowledgement

Please sign & return the back page of the policy to your coach or the office and submit it to the club with your registration.

APPENDIX A

Volunteer Service Equivalents & Position Descriptions

There are a variety of volunteer positions available. Your volunteer commitment can be fulfilled by taking on any combination of these volunteer positions. Please note that due to differing time commitments and training requirements some volunteer positions have higher shift equivalents. The following table outlines the volunteer positions and their shift equivalent. The shift equivalent will be noted in the job sign-up. Please note that positions available vary from meet to meet, depending on if it's a multi-day meet, the format, and/or double or single ended. Our multi-day meets do require all the positions to be filled. Please note that while we would love to recognize those who volunteer as Board members, our gaming grant doesn't allow this.

Position	Certification	Time Commitment (Approx.)	Points per Session
Clinic Completion Completion of officiating clinic (online or in person)	No experience / certification required	1 to 2 hours	1.0
Safety Marshal Reports to the referee prior to warm up; Responsible for ensuring safety procedures are followed during warm up	Safety Marshal clinic *	1 hour This position can be combined with timer or stroke and turn judge	0.5
Timers Ensure correct swimmer in lane and heat, responsible for timing swimmer in your lane	Introduction to Swimming Officiating clinic *	Full session (usually 4 to 5 hours)	1
Turn Judge Judge swimmers' turn and finishes from end of pool. Responsible for ensuring legality of the swimmer's turn and finishes as well as relay takeovers	Judge of Stroke/ Inspector of Turns clinic *	Full session (usually 4 to 5 hours)	1.5
Stroke Judge Judge swimmers' strokes from side of pool. Responsible for ensuring legality of the swimmers' stroke	Judge of Stroke/ Inspector of Turns clinic *	Full session (usually 4 to 5 hours)	1.5
Starter Starts races as directed by the referee	Level 1 + Starter Course *	Full session (usually 4 to 5 hours)	2.0
Chief Timer Assists timers. Liaison between referee and times	Level 1 + Chief Timekeeper Course *	Full session (usually 4 to 5 hours)	2.0
Clerk of Course Responsible for preparing heat sheets for officials, updating official's heat sheets with scratches and deck entries, coordinating with meet manager on changes, collecting relay entries	Level 1 + Clerk of Course clinic *	Full session (usually 4 to 5 hours)	2.5

Electronics (Primary/Secondary) Working electronics with Omega to ensure times are electronically recorded for all swims	Level 1 + Experience in electronics plus knowledge of deck positions	Full session (usually 4 to 5 hours)	2
Chief Finish Judge/Chief Judge of Electronics Working electronics with Hy-Tek to determine official times for each swim	Level 1 + CFJ/CJE clinic *	Full session (usually 4 to 5 hours)	2.5
Electronics Recorder/Scorer Working in electronics, entering times for each swimmer into the computer program	Level 2 + Recorder/Scorer clinic *	Full session (usually 4 to 5 hours)	3
Session Referee Approves assignments, instructs officials, ensures all regulation for sanctioned meet are followed	Referee course + experience in all positions + successful deck evaluations	Full session (usually 4 to 5 hours)	3
Meet Referee Full control and authority of all the officials, approves assignments, instructs officials, ensures all regulation for sanctioned meet are followed	Referee + experience in all positions	Full meet commitment	4
Meet Manager Prepare meet package and coordinate sanction approval; compile meet entries and prepare meet heat sheets, issue official results, manage swim meet office	Meet Manager + experience in Clerk of Course and Electronics	Full meet commitment with advance prep	3
Assistant Meet Manager /Volunteer Coordinator Assists Meet Manager and Referees with recruiting and coordinating all volunteers, ensuring volunteers are certified and trained for positions	Meet Manager + experience/knowledge of all the officials' positions	Full meet commitment with advance prep	2

* To receive certification, deck evaluations must be completed

Position	Certification	Time Commitment	Points per Session
Electronics Set-up and Take Down Ensuring electronics are up and running before swim meet	Understanding of the Electronics set-up for a meet	2 hours (evening before meet + meet finish)	0.5
Hospitality Lead Plans, purchases all meals for the swim meet, coordinates all the volunteers in the hospitality Room	Food Safe Certification	Full session with advance prep	3
Food Prep and Serving Prepares and serves food to coaches and officials; hospitality room set-up and clean-up	No experience / certification required	4 hours	1.0

Heat Sheet Sales Sells printed heat sheets; balance cash at end of Shift	No experience / certification required	1 to 2 hours from start of warm-up	0.5
Award Prep Labels ribbons for distribution to clubs	No experience / certification required	1 to 2 hours – starts 2 hours after warm-up	0.5
Awards Presentation Presents medals during finals to winners	No experience / certification required	4 hours at finals	1.0
Meet Runner Assists referees by running DQ slips to electronics and clerk of course, and posting results	No experience / certification required	4 to 5 hours	1.0
Fundraising Sales Raffle set-up, managing raffle table and 50/50 sales; balancing cash at end of shift and reports for gaming license	No experience / certification required	4 to 5 hours	1.5

We recognize that outside of our swim meets we need volunteers to assist us with our social club activities as well as chaperoning our swimmers at other swim meets. Below are additional ways to earn shift equivalents.

Position	Certification	Time Commitment	Service Equivalent
Swim Meet Chaperones Organizes team travel, helps plan & prepare meals, bunking arrangements, and ensures safety of all participating swimmers	Criminal Record Check required	Full swim meet	3.0 per day of travel
Year End Banquet Coordinator Help coordinate and plan year end banquet. Follow budget and report to board	No experience / certification required		3
Social Event Volunteer through job sign- up (e.g., laps for loonies, Christmas breakfast, Welcome back BBQ). These opportunities will be highlighted in job sign-up	No experience / certification required	Varies by event	1.0
Committee Work Committee member, various committees available, will be announced by Board	No experience / certification required	Full swim year	2.0
Jamboree Away Meet Helper Help with marshalling and supervising younger swimmers at Jamborees	No experience / certification required	Full swim meet	2.0

APPENDIX B

KCS Hosted Swim Meets

KCS usually hosts 3 to 5 swim meets per year. Below is a tentative schedule for the 2024/25 season for planning purposes.

KCS Hosted Swim Meets	Tentative Dates	# of Sessions	Meet Format
KCS Aquatic Festival	October 26, 2024	1 session	Short Course, Single ended
MJB Law Ice Classic Swim Meet	December 13 - 15, 2024	3-day meet, 2 sessions/day	Short Course, Double ended
SD73 Elementary School Swim Meet	April 16, 2025	1 session	Short Course, Single ended
Pratt's Spring Fever Swim Meet	April 26, 2025	1 session	Long Course, Single ended
Distance Time Trial	May 31, 2025	1 session	Long Course, Single ended
June Classic Invitational	June 13 - 15, 2025	3-day meet, 2 sessions/day	Long Course, Double ended

- Each swim meet varies in length (e.g., 1 session time trial to 3-day swim meet)
- Each swim meet also varies in the number of sessions per swim meet. Time trials and 1 day swim meets often just have a preliminaries session which runs in the morning. Our larger meets often have 2 sessions per day – preliminaries in the morning and finals in the afternoon/evening
- With a preliminary session, you can expect to be on deck for 5 hours; a finals session is usually slightly less at 4 hours

APPENDIX C

- KCS will offer in-person clinics, with dates announced in September 2024, and throughout the year
- You can register through job sign-up in the events calendar on our website
- In addition to these courses, there is the option of completing your officials courses online via Swimming Canada's LMS (Learning Management System). The following eModules are currently available for officials:
 - Intro to Officiating (Timekeeper) eModule
 - Safety Marshal eModule
 - Chief Timekeeper eModule
 - Administration Desk eModule (formerly Clerk of Course)
 - Para Swimming eModule
- It is your responsibility to keep the volunteer coordinator apprised of the clinics you have taken online – there will be an “event sign up” for online course completion

Recommended Progression of Officials

	Position
First year families	<ul style="list-style-type: none">• Intro to Officiating (Timer)• Safety Marshal
Second year families	<ul style="list-style-type: none">• Inspector of Turns• Judge of Stroke• Chief Timer
Third year families	<ul style="list-style-type: none">• Starter• Clerk of Course• Meet Manager• Electronics (clerk of course experience recommended)
Fourth year+ families	<ul style="list-style-type: none">• Competency in all above 2 positions• Conduct level 2 clinics• Referee

Any questions regarding volunteer commitments, service hours, or volunteering can be directed to our Volunteer Coordinator, Alison Gregory – volunteers@swimkamloops.com

Questions regarding registering for any clinics (in person or online) can be directed to our Director of Officials, Bruno Cinel – officials@swimkamloops.com

Volunteer Policy Acknowledgement

Please sign below and submit to the club with your registration.

I have read and understood the KCS Volunteer Policy. I agree to abide by the policy as set forward in this document and recognize that my credit card will be charged \$500 if I do not meet the volunteer requirements.

Family Name:

Swimmers' Name(s)

Signature

Date