
Kamloops Aquatic Club

POLICY: Volunteer Policy

Revised: July 24, 2025

Adopted: July 28, 2025

1.0 Scope

This policy addresses Kamloops Aquatic Club's need to fulfill volunteer positions, in order to:

- Host a minimum of 4 successful and important swim meets each year,
- Travel to high level "away" meets, training opportunities and camps,
- Plan and facilitate a number of social events, fundraisers and clinics each season.

2.0 Philosophy

Volunteerism is paramount to the success of Kamloops Aquatic Club (the Club or KCS), and a staple within our community that has been named the Tournament Capital of Canada.

As a swimmer progresses through the program, the parent (parents, guardians, or family members 14 years or older) also progresses through the volunteer ranks. The Club expects its members to volunteer in any capacity possible; there are many ways to put your talents and skills to use. Experienced members pass on knowledge and guidance to new families.

A parent or family member fulfilling their duties is infinitely more valuable to the Club than the member paying penalty fees for not fulfilling their volunteer duties.

The hard work and determination of our swimmers deserves our respect and by giving back to the sport through volunteering, we are supporting them.

Funds collected through the payment of PVR Penalties are designated for a Financial Support that can be accessed by KAC members to support their training. This fund is available by emailing the Head Coach/Operations Manager.

3.0 Parent Requirements

- 3.1 Acquire credits (points) by working volunteer positions during sessions at a KAC hosted swim meet, club event, serving on a committee, and miscellaneous board approved volunteer jobs/services. (A session consists of a block of time that a specific job requires as per the sign-up sheet).
- 3.2 Continue to acquire officiating knowledge that is relative to the level/age of your swimmer. At least one family member must register and complete an Officials' Clinic in-person or online.
- 3.3 Become a versatile volunteer.
- 3.4 Maintain a positive attitude while engaging in club duties.
- 3.5 Follow Parent Volunteer Requirements (PVR) operating procedures as outlined in 4.0 PVR Operating Rules.

- 3.6 Refer to Sec. 6.0 Volunteer Positions for basic job descriptions.
- 3.7 Credits are listed in Sec. 7.0 Volunteer Credit Per Session, Meet, Season.

4.0 PVR Operating Rules

4.1 Volunteer Credit Requirements by Group

	Short Course Season	Long Course Season	Total Credits
	Deadline March 15	Deadline July 21	
Novice	2	3	5
Junior	4	6	10
Age Group 1	8	10	18
Age Group 2	12	16	28
Tier 1	12	18	30
Tier 2	14	24	38
Tier 3	16	24	40
Short Course Season = 25m pool Competition Season			
Long Course Season = 50m pool Competition Season			

- 4.2 The volunteer policy applies to all KAC member families with competitive swimmers in the groups listed in 4.1. There is no VPR for SwimX or Masters.
- 4.3 Alumni swimmers will be assessed on a case-by-case basis for the Volunteer Credit Requirements.
- 4.4 University swimmers will be assessed on a case-by-case basis for the Volunteer Credit Requirements.
- 4.5 The PVR is based on the child who is in the highest group. There is no requirement for a additional children in the same family.
- 4.6 All shadow positions will receive the same points. Shadows are expected to move into regular positions after completing a maximum of 2 shadow sessions.
- 4.7 The PVR will be that of the group the swimmer swims with on October 1 for Short Course (SC) season and April 15 for Long Course (LC) season.
- 4.8 75% of all PVR credits must be earned at KCS hosted meets and/or events.
- 4.9 Jobs that fall outside the PVR program can be issued PVR credits at the discretion of the Board of Directors.
- 4.10 All competition volunteer jobs are available for signup on the KAC website (unless otherwise posted) on a first-come, first-served basis. In the event that a job is oversubscribed, priority will be given to the volunteers who have achieved their certification in that position.
- 4.11 Non-competition volunteer jobs will be available for signup either on the KAC website or by emailing the VC. Jobs will be announced as they come up throughout the season.
- 4.12 At KAC hosted meets, the Volunteer Coordinator (VC), Meet Manager (MM), Club Officials Administrator (COA) and/or Referee have the discretion to change assignments based on the expertise required of the position(s) and the expertise of the volunteers who are signed up. They will make every effort to inform the member of their change in assignment as soon as possible. The member will receive the higher credit value of the two positions.

- 4.13 The Volunteer Coordinator, COA or their designated representatives will sign off on all volunteer positions at the end of each session. It is the members' responsibility to sign in at all events.
- 4.14 The COA will maintain a database of the Club's officials and their skill sets to help the Volunteer Coordinator and Meet Management with planning meets as well as pass-on to the incoming COA.
- 4.15 The COA will facilitate a minimum of 3 clinics per year.
- 4.16 Members may designate qualified volunteers on their behalf if they are unable to show up for a session they have signed up for; for example friends or family members.
- 4.17 The Board of Directors may remove a member from a coordinator's position by majority vote.
- 4.18 The Board of Directors reserves the right to amend these rules as required for the Club to successfully staff and run KAC hosted meets with parent volunteers. Amendments will be communicated to the membership within one week, and the updated policy will be posted to the website as soon as possible.
- 4.19 The Board of Directors has the discretion, due to unforeseen circumstances or for compassionate reasons, to forgive a family's PVR commitment on a season-by-season basis. Applications for forgiveness must be made in writing to the Board of Directors prior to May 31st.
- 4.20 Dispute resolution process: A member with a dispute specific to PVR will first engage the Volunteer Coordinator to attempt resolution of the dispute. Failing resolution, a member may engage the Board of Directors in writing on or before June 1st. If necessary, he/she will be invited to speak to the Board at the June Board of Directors Meeting. The Board of Directors' decision regarding disputes will be considered final.

5.0 PVR Calculation, Penalties and Awards

- 5.1 PVR points will be calculated twice per year (after the Short Course and Long Course seasons) for each family. Failure to meet each season's (SC + LC) PVR requirements will result in the following penalties:
 - 5.1.1.** Failure to meet 50% of the family's PVR requirements will result in a fine of 200% of the highest level swimmer's monthly fees per season.
 - 5.1.2.** Failure to meet 100% and not less than 51% of the family's PVR requirements will result in a fine proportional to the number of points missing from the full requirement. Each point is worth \$20.
 - 5.1.3.** Failure to meet at least 50% of the total (Short Course + Long Course) seasons' PVR requirements will also result in charging back any of the support funds that have been accessed. The swimmer will remain ineligible to access extra funds until the PVR requirements are fulfilled or arrangements are made that are satisfactory to the Volunteer Coordinator.
- 5.2 Failure to finish a full session for any job shall be considered a partial session. Partial sessions will not be recognized and no PVR points will be awarded unless approved by the Volunteer Coordinator, Meet Manager, COA or prior to the session or event.
- 5.3 A family that has signed up for a job but does not show up for the session or event, without notifying the Volunteer/Event Coordinator in advance, shall be considered a No Show. No

Shows shall result in no points issued as well as a possible limit on signing up for future jobs.

5.4 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.

5.5 In recognition of the time 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. See here for the most up to date Officials Certification Pathway from Swimming Canada.

5.5.1. This will be awarded as a credit on the parent account towards future swim fees. There is no cash value, and it is non-transferable.

5.5.2. Awards:

- Level 2 (White Pin): \$100 account credit
- Level 3 (Orange Pin): \$200 account credit
- Level 4 (Green Pin): \$300 account credit
- Level 5 (Blue Pin): \$400 account credit

6.0 Various Volunteer Positions, Descriptions and Duties

Administration Desk (formerly Clerk of Course): Responsible for preparing heat sheets for officials, updating officials' heat sheets with scratches, deck entries, and disqualifications, coordinating any changes with the meet manager, and collecting relay entries. Duties include setting up the clerk station, organizing and distributing coaches' welcome packages and officials' heat sheets, collecting entry fees, receiving deck entries, scratches, relay entries, and positive check-ins, as well as maintaining a ledger of all funds received and owed to each visiting swim club. Job qualification: must have completed the Admin Desk Clinic or have training at prior meets as a Shadow.

Announcer: Operates the PA system, announces events, heats & results. Fast paced job that requires a knowledge of electronics and a clear understanding of results. Job qualification: experience required.

Awards – Finals Presentation: Works at awards table. Responsible for watching for official results, noting winners and presenting medals to top swimmers in meet as per meet package. Job qualification: entry level job, some experience required.

Awards – Ribbons: Labels ribbons and /or medals for distribution to clubs. Organizes medals for presentation during finals. Job qualification: entry level job, no experience required.

Away Meet Official: Volunteer at a non-KAC hosted meet as an official in any position. Must be confirmed by the host team COA.

Away Team Manager: Assist with all tasks that support the team during the away meet. Plan, shop for and cook all meals. Ensure that athletes get the rest they need between sessions. Assist in transporting the athletes to/from the meet. Act as a responsible adult chaperone, with health and safety in mind at all times. Requires a criminal record check.

Board of Directors: As a member of the non-profit board, you will play a crucial role in guiding the organization's mission and strategy. Your responsibilities may include governance (ensuring the club

adheres to its mission, values, and legal requirements), strategic planning (participating in the development and implementation of long-term goals and objectives), financial oversight (reviewing and approving budgets, financial reports, and ensuring the club's financial health), collaboration (working closely with other board members and the executive team to achieve the club's goals). Board members are expected to bring their expertise, dedication, and passion to help the club thrive and make a positive impact in the community. Requires a criminal record check.

Chief Timekeeper: Responsible for overseeing all timers on the pool deck and any concerns that may arise with them. Liaison between Timers and the Referee/Electronics officials. If required, brief, instruct and organize the timers and the equipment before the meet. Reports to the Referee. Job qualification: must completed taken the Chief Timekeeper Clinic or have training at prior meets as a Shadow.

Club Officials Administrator (COA): Arranges clinics; attends LMR meetings and liaises with Regional Official Director (ROD). Maintains a volunteer database, liaises with the Meet Manager for volunteer requirements and assists with obtaining volunteer officials for hosted meets. Works with Volunteer Coordinator. Liaises with other swim club COAs to coordinate visiting volunteers (at KCS meets) and volunteer official requests (for away meets). May require a criminal record check.

Committee Work: Act as a committee member on one of the Governance or Operational committees, bringing skills to the Club. Committees include (but are not limited to) Finance, Policy & Governance, and Human Resources. Scope of work and time commitment vary by committee. Job qualification: entry level job, some experience required.

Coordinators: Are the point person for the specific role. They are encouraged to mentor members in a shadow role. They have skills or knowledge consistent with the position. Report to the Board of Directors, as well as liaise with the Head Coach and Operations Manager as required.

Electronics: Must be familiar with the software. Responsible for all aspects of the electronic timing system. Responsible for set-up, tear-down, organizing and repair of the equipment before, after and during the meet. Monitors computers and software during the meet and deals with trouble shooting during the meet. Collaborate with the MM. Job qualification: must have completed the Recorder Clinic or have training at prior meets as a Shadow.

Electronics – Chief Judge of Electronics / Chief Recorder: Ensures manual and electronic results are consistent. Works with the Meet Manager to resolve any inconsistencies in the results. Use the computerized swimming competition Meet Manager software (Hy-Tek or Splash) to record and post results, set-up swim-off and official split events, score an event, know if a record time is set, re-seed heats and events (if requested by Referee and/or Meet Manager). Job qualification: must have completed the CJE/Chief Recorder Clinic(s) or have training at prior meets as a Shadow.

Event Helper: Social or team event volunteer. Jobs vary by event. Job qualification: entry level job, no experience required.

Fundraising Coordinator: Responsible for all aspects of the fundraising program. Communicates with parents during the program. Liaises with the Head Coach/Operations Manager and collaborates with the Sponsorship Coordinator. Organizes receipts, awards, and administration. May require a criminal record check.

Group-Coach Liaison: Act a liaison between the coach and the swimming group to help with communications regarding meetings, swim meets, training/volunteer opportunities, and other Club

related matters. Organization and communication an asset. Job qualification: entry level job, some experience required.

Heat Sheet Sales: Sells heat sheets to patrons at the meet and throughout the venue. Greets and directs the public. Job qualification: entry level job, no experience required.

Hospitality Coordinator: Responsible for feeding the volunteers at KAC hosted meets and events. Manage personnel, materials, supplies, equipment, and menu based on the meet/event requirements, budget allotted and the skill of the team. May include shopping and set-up prior to the meet. Reports to the Volunteer Coordinator & Meet Management. Job qualification: Food Safe certification required.

Hospitality Room Lead: Food preparation and delivery to on-deck officials and volunteers. May include shopping and set-up prior to the meet. Reports to and collaborates with the Hospitality Coordinator. Leads the Hospitality Room Workers. Job qualification: Food Safe certification required.

Hospitality Room Worker: Food preparation and delivery to on-deck officials and volunteers. to Lead. Job qualification: entry level job, no experience required.

Inspector of Turns: Judge standards of strokes and/or turns during the meet. Responsible for observing execution of swim during race, judging legality of turns & report infractions to the referee, final timing plunge, providing a fair, impartial race to all swimmers. Reports to the Referee. Job qualification: must have completed the Inspector of Turns Clinic.

Judge of Stroke: Responsible for observing the execution of the swim by the athletes during the race, judging legality of stroke & report infractions to the referee & provide a fair and impartial race to all swimmers. Reports to the Referee. Job qualification: must have completed the Judge of Stroke Clinic.

Meet Management - Meet Manager: The Meet Manager is the driving force for getting what needs to be done on time. The following are some of the Meet Manager's responsibilities: organizing all tasks and delegating the various jobs to the appropriate people, ensuring a Meet Ref is scheduled for all meets, writing and sanctioning the meet package together with the head coach, organizing "on deck" Meet Managers for meets. Job qualification: must have completed the Meet Manager Clinic or have training at prior meets as a Shadow.

Meet Management - Event Planner: This role is responsible for the event planning aspects of Meet Management and other tasks delegated by the Meet Manager. This role requires timely and direct communication with the Meet Manager to ensure all issues are dealt with efficiently by the start of the meet. Job qualification: must have completed the Meet Manager Clinic or have training at prior meets as a Shadow.

Meet Management - Entries Coordinator: This role manages Hy-tek setup for meets by extracting information from the meet package and entering it into Hy-tek. Key tasks include: creating the meet shell and event file, importing entry files from Swim Canada's REMS, providing Hy-tek support during the meet, and uploading final results to REMS. The role requires clinic completion and advanced knowledge of Hytek Meet Manager software. Responsibilities also involve processing entries from SNC, resolving discrepancies with coaches, handling scratches, pre-meet seeding, maintaining meet records, preparing accurate meet packages, and submitting completed results to SNC. Job qualification: must have completed the Meet Manager Clinic or have training at prior meets as a Shadow.

Officiating Clinic Instructor: Organizes and instructs officiating clinics (usually level 1 and level 2) for the members of the club. He/she is responsible to collect the participants' data and to forward the information to the COA who will update the club's database. Reports to the COA.

On Deck Meet Manager: Collaborates with the Meet Referee to ensure efficient meet operations. This role can be shared by qualified personnel with prior senior experience on the Admin Desk, Electronics, or Deck Officiating teams, and requires a solid understanding of all aspects of swim meets.

PVR Coordinator: Creates and maintains a membership list of all volunteer jobs and points accumulated by member families throughout both SC & LC seasons. Liaise with Board of Directors on policy review and advises regarding any revisions and enhancements as deemed necessary. Responsible for communication with membership regarding changes, shortfalls and deadlines; work with COA and Event/Volunteer Coordinators to track and ensure accuracy of completed volunteer jobs. Communicates with the Head Coach/Operations Manager regarding account credits/charges/awards for the season. May require a criminal record check.

Referee: Full control and authority of all the officials, approves assignments, instructs officials, and ensures all regulation for sanctioned meet are followed. Responsible for the Official Running of the meet and all that occurs with respect to what happens in the water. All officials report to the Referee. Must have completed the Referee Clinic, have training at prior meets as a Shadow and be certified as a minimum Level 3 Official.

Runner: A position requiring the ability to walk all day around the pool assisting the Referee(s) and Admin Desk with meet results, disqualifications and any and all basic tasks to help the meet run smoothly. Excellent communication skills and a good attitude required. Job qualification: entry level job, no experience required.

Safety Marshall: Individuals are responsible for ensuring the warm-up is run in a safe manner, following SNC Warm-Up procedures. Job qualification: must have completed the Safety Marshal Clinic.

Set Up/Tear Down: Assist with facility and equipment set up prior to (sometimes the night before) the meet and tear down and clean up afterward. A great way to earn easy points and give the people who've been working all day a chance to go home early and get some rest. Some lifting required. Job qualification: entry level job, no experience required.

Signup Table: Responsible for timer and official volunteer check in, sign ups and assignments. Work with event Volunteer Coordinator & Meet Management to recruit eligible volunteers for any jobs with a shortage of volunteers. Job qualification: entry level job, some experience required.

Social/Team Event Coordinator: Responsible for organizing all aspects of the event; manage personnel, materials, supplies, equipment, menu, and budget allotted; lead the Event Team. Job qualification: Food Safe certification required if event involves preparing/serving food.

Sponsorship Coordinator: The Club salesman. Improves and develops relationships in the community that result in positive investment in Kamloops Aquatic Club and our hosted events. Liaises with the Head Coach, Operations Manager and Board of Directors. Collaborates with all social event coordinators. Reports to the President. May require a criminal record check.

Starter: Will be working closely with referee and starting the races once the referee has given the go ahead. Their job is to ensure that each swimmer receives a fair and equal start. Reports to the referee. Job qualification: must have completed the Starter Clinic and be certified.

Timer: Time swimmers. A fun, yet very important job at the meet. Timers are responsible for ensuring that swimmers get a valid time by marking splits & observing touches/finishes for a race. They are also responsible for ringing the final lap bell on longer races. Reports to the Chief Timer. Job qualification: entry level job, preference to those who have taken the Intro to Swim Officiating Clinic.

Volunteer Coordinator: Assists Meet Manager and Referees with coordinating all meet volunteers, ensuring volunteers are certified and trained for positions. Work to recruit eligible volunteers for any jobs with a shortage of volunteers.

7.0 Kamloops Aquatic PVR Points Guideline

The tables below provide general guidelines for PVR points awarded for jobs at a regular session (more than 2 hours in length). The Meet Manager and/or Volunteer Coordinator may adjust the points credited depending upon the session length.

PVR Points Guideline Per Session, Meet, Season:

COMPETITION JOBS	POINTS PER SESSION
Administration Desk	3
Announcer	2
Awards - Finals Presentation	2
Awards - Ribbons	1
Chief Timekeeper	3
Electronics	2
Electronics - CJE/Chief Recorder	3
Heat Sheet Sales	1
Hospitality Room Lead	2
Hospitality Room Worker	1
Inspectors of Turns	3
Judge of Stroke	3
Meet Runner	2
National Anthem Singer	1
On Deck Meet Manager	3
Safety Marshal	1
Session Referee	4
Setup/Teardown	1
Signup Table	1
Starter	4
Timer	2

COMPETITION JOBS	POINTS PER MEET
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Fall Festival Hospitality Coordinator	4
Fall Festival Meet Manager	5
Fall Festival Entries Coordinator	5
Fall Festival Event Planner	3
Fall Festival Meet Referee	4
Fall Festival Volunteer Coordinator	3
MJB Law Classic Hospitality Coordinator	15
MJB Law Classic Meet Manager	20
MJB Law Classic Entries Coordinator	15
MJB Law Classic Event Planner	7
MJB Law Classic Meet Referee	15
MJB Law Classic Volunteer Coordinator	20
Pratt's Spring Fever Hospitality Coordinator	4
Pratt's Spring Fever Meet Manager	5
Pratt's Spring Fever Entries Coordinator	5
Pratt's Spring Fever Event Planner	3
Pratt's Spring Fever Meet Referee	4
Pratt's Spring Fever Volunteer Coordinator	3
June Classic Hospitality Coordinator	15
June Classic Meet Manager	20
June Classic Entries Coordinator	20
June Classic Event Planner	5
June Classic Meet Referee	15
June Classic Volunteer Coordinator	15

NON-COMPETITION JOBS	POINTS PER SEASON
Away Meet Official	2
Away Team Manager	20
Board of Directors - Member at Large	10
Board of Directors - Executive	15
Club Officials Administrator	15
Committee Work	TBD By Board
Event Helper	2
Fundraising Coordinator	TBD By Board
Group-Coach Liaison	TBD By Board
Officiating Clinic Instructor	2
PVR Coordinator	15
Social/Team Event Coordinator	TBD By Board
Sponsorship Coordinator	TBD By Board

8.0 KCS Hosted Meets – 2025-26 Season

The following is a list of scheduled meets that will be hosted by KCS in the 2025-26 season.

MEET NAME	DATES	SESSIONS	FORMAT
Fall Festival	Oct 25, 2025	1	SC
MJB Winter Classic	Dec 12-14, 2025	6	SC, Double Ended

SC Time Trial	TBA	1	SC, Time Trial
SD73 Elementary School Meet	April 15, 2026	1	SC, Single Ended
Pratt's Spring Fever	April 25, 2026	1	LC, Double Ended
June Classic	June 12-14, 2026	6	LC, Double Ended
Distance Time Trial	TBA	1	LC, Time Trial
LC Time Trial	TBA	1	LC, Time Trial
Summer Provincials	July 16-19, 2026	8	LC, Single Ended