

Kamloops Aquatics Club

Title: Volunteer Policy for 2026/27 Season

Section: KAC Operational Policies

Adopted: June 29, 2026

Approved by: KAC Board of Directors

Next Review: September 2026

- Every KAC family is required to volunteer at KAC hosted swim meets and meet their family volunteer obligation for the season
- Every KAC swimmer 14 years old and older is required to volunteer at KAC hosted Divisionals/Provincials
- Each KAC family is expected to have one family member who is committed to progressing as a swim official
- Failure to meet your family's volunteer commitment will result in a \$500 charge
- Exceeding your family's volunteer commitment will be recognized through our over and above recognition

Family Volunteer Commitment

- Volunteer commitment is based on service equivalents for each group, assigned in the following table:

Swim Program	Service Equivalents Requirement
Junior	8
Age Group (Competitive)	12
Regional - Provincial - National	21

- Families with multiple swimmers are committed to the volunteer requirement for their highest-level swimmer.
- Families whose highest-level swimmer moves up a group during the year will have their volunteer commitment increased by a prorated amount based on the number of remaining swim meets
- Families who join KAC part way through the year will have their commitment prorated based on the number of swim meets remaining in the year
- **Appendix A** contains a chart which shows the service equivalents per volunteer position.
- **Appendix B** shows the swim meets we are planning on hosting to assist you with planning how you will fulfill your service commitment

Swimmer Volunteer Commitment

- The 14 years old and older swimmer commitment does not count as part of the family commitment. It is on top of your family requirement in the years when we host Divisionals/Provincials
- Swimmers 14 years old and older must complete 3 volunteer shifts as timers or IT at KAC hosted Divisionals/Provincials

Officials Certification Progression

- Families in their first year with the club must complete Level 1 certification – Safety Marshal and Intro to Swimming (timing) clinics
- Families in their second year with the club must complete Inspector of Turns certification (clinic & 2 deck evaluations), and Judge of Stroke clinic.
- Families in their third year or more must have at least one additional certification (judge of stroke, starter, chief timer, admin desk, etc.) or food safety course
- Pathway to certification is laid out in the KAC Officials Policy

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 KAC super volunteer t-shirt. These will be handed out at the end of the 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 KAC 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 31, 2026. We do have some community volunteers who do not need to earn service hours; we take their earned hours and combine them into a pool of service equivalents for those who honestly cannot fulfill their volunteer commitment. KAC 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 KAC family agrees to an automatic charge to their credit card of \$500 on July 15, 2027. 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, 2027.

Volunteer Policy Acknowledgement

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

I have read and understood the KAC 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

APPENDIX A - VOLUNTEER SHIFT EQUIVALENTS

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 on-deck official positions and their shift equivalent:

	Position	Time Commitment	Service Equivalent
1	Safety Marshall	1 hour	0.25
2	Timer	Full session	1
3	Judge of Stroke (JoS)	Full session	1.25
4	Inspector of Turns (IT)	Full session	1.25
5	Starter	Full session	1.5
6	Chief Timer	Full session	1.25
7	Electronics (Recorder - Quantum/Hytek)	Full session	1.25
8	Admin Desk	Full session	1.5
9	Chief Judge Electronics (CJE)	Full session	2
10	Session Referee	Full session	3
11	Meet Referee	Full meet commitment	3
12	Meet Manager	Full meet commitment	3
13	Meet Manager - Entries	Full meet commitment	2
14	Meet Manager - On Deck	Full session	2

Besides on-deck officials we need the following volunteers for hosted meets. These positions also earn shift equivalents:

	Position	Time Commitment	Service Equivalent
15	Electronics Set-up and Take Down	2 hours	0.5
16	Hospitality Lead	Full meet commitment	3
17	Food Prep and Serving	4 hours	1.0
18	Award Prep	1 - 2 hours	0.5
19	Awards Presentation	4 hours at finals	1.0
20	Meet Runner	Full session	1.0
21	Fundraising Assistant (50/50, raffle tickets)	Full session	1.0

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 designated away swim meets. Below are additional ways to earn shift equivalents:

	Position	Time Commitment	Service Equivalent
22	Swim Meet Chaperone (Away Meets)	Full swim meet	3.0 / day
23	Year End Banquet Coordinator		3
24	Volunteer at a social club event	1 hour	0.25

Please note that while we would love to recognize those who volunteer for the Board or our other committees with service equivalents, this practice may conflict with grant opportunities and eligibility.

For every course certification completed and submitted to the volunteer coordinator, you will receive 0.5 shift equivalents.

APPENDIX B - KAC HOSTED SWIM MEETS

KAC usually hosts 5 to 6 swim meets per year. Below is a tentative schedule for planning purposes:

MEET NAME	DATES	SESSIONS	FORMAT
Fall Festival	End of Oct	1	SC
MJB Winter Classic	Dec	6	SC, Double Ended
SC Time Trial	TBA Jan	1	SC, Time Trial
SD73 Elementary School Meet	Wed in Mid April	1	SC, Single Ended
Pratt's Spring Fever	End of April	1	LC, Double Ended
LC Time Trial	End May	1	LC, Time Trial
June Classic	Mid June	6	LC, Double Ended

- Each swim meet varies in length (e.g., 1 day 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