

Kamloops Aquatics Club

Title: Volunteer Policy

Section: KAC Operational Policies

Adopted: September 14, 2026

Approved by: KAC Board of Directors

Next Review:

- Every KAC family is encouraged to volunteer at KAC-hosted and KAC-supported swim meets to fulfill their family volunteer obligation for the season.
- Every KAC swimmer 14 years old and older is encouraged to take officiating clinics and officiate when they are able.
- Each KAC family is expected to have at least one family member who is committed to progressing as a swim official.
- Failure to fulfill your family's volunteer commitment will result in a fee of up to \$500, prorated based on the number of volunteer points completed.
- Exceeding your family's volunteer commitment will be recognized through our over and above recognition.

Family Volunteer Commitment

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

Swim Program	Volunteer Points
Junior	8
Age Group (Competitive)	10
Regional - Provincial - National	18

- Families with multiple swimmers are committed to the volunteer point 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 volunteer points per position.

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.
- Note: Members may move along the pathway at a faster pace. See [here](#) for the most up to date Officials Certification Pathway from Swimming Canada.

Officials Recognition Program

In recognition of the time and commitment involved in progressing up the Officials Certification Pathway, we will be rewarding those who complete their Swim Canada Level 2, 3, 4 or 5 certifications.

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.

- 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

Over and Above Club

To recognize families who contribute above and beyond their required volunteer commitment, KAC offers the following reward:

- For every 5 points on and above 20 points, 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 December 31st of the current swim season.

Families may have extended family members, friends, or other individuals volunteer on their behalf. Individuals who do not have an active swimmer registered with KAC may volunteer on behalf of a KAC family. The volunteer points earned will be credited to that family's annual volunteer commitment. Individuals with an active KAC swimmer may only earn volunteer points toward their own family's 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 of the registered year. Your credit card will only be charged if your family does not meet your volunteer requirements. Failure to fulfill your family's volunteer commitment may result in a fee of up to \$500, prorated based on the number of volunteer points completed.

If your family has not met the volunteer commitment, you will be notified before July 7 of the current swim season.

Volunteer Policy Board Oversight

The Board of Directors reserves the right to amend these rules as required for the Club to successfully staff and run KAC hosted and supported 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.

The Board of Directors has the discretion, due to unforeseen circumstances or for compassionate reasons, to forgive a family's volunteer point commitment on a season-by-season basis.

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 up to \$500 if I do not meet the volunteer requirements.

Family Name: _____

Swimmers' Name(s): _____

Signature

Date

APPENDIX A - VOLUNTEER POINTS

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 point values.

For KAC-hosted swim meets, where a session exceeds four (4) hours, as indicated on the session report, the volunteer points will be awarded at a rate of 0.25 points for each hour worked beyond four (4) hours.

The following table outlines the volunteer on-deck official positions and their point values:

	Position	Time Commitment	Volunteer Points
1	Safety Marshall	1 hour	0.25/session
2	Timer	Full session	1.0/session
3	Judge of Stroke (JoS)	Full session	1.25/session
4	Inspector of Turns (IT)	Full session	1.25/session
5	Starter	Full session	1.25/session
6	Chief Timer	Full session	1.25/session
7	Electronics (Recorder - Quantum/Hytek)	Full session	1.25/session
8	Admin Desk- Lead	Full Meet Commitment	2.0/session
9	Admin Desk- Assistant	Full Session	1.25/session
10	Chief Judge Electronics (CJE)	Full session	2.0/session
11	Session Referee	Full session	3.0/session
12	Meet Referee	Full meet commitment	3.0/session
13	Meet Manager	Full meet commitment	3.0/meet
14	Meet Manager - Entries	Full meet commitment	2.0/meet
15	Meet Manager - On Deck	Full session	1.5/session
16	Away Meet Official (any position)	Full session	1.0/session

Besides on-deck officials we need the following volunteers for local meets. These positions also earn volunteer points.

	Position	Time Commitment	Volunteer Points
17	Volunteer Coordinator- Lead	Full meet commitment	3.0/meet
18	Volunteer coordinator - On Deck	Full session	1.0/session

19	Electronics Set-up and Take Down	2 hours	0.5/session
20	Hospitality Lead	Full meet Commitment	3.0/meet
21	Food Prep and Serving	4 hours	1.0/session
22	Award Prep	1 - 2 hours	0.5/session
23	Awards Presentation	4 hours at finals	1.0/session
24	Meet Runner	Full session	1.0/session
25	Fundraising Assistant (50/50, raffle tickets)	Full session	1.0/session

Additional Volunteer Opportunities

We recognize that KAC relies on volunteers for many activities beyond on-deck swim meet duties. The following are additional opportunities for families to earn volunteer points through activities that support the club and its swimmers.

	Position	Time Commitment	Volunteer Points
26	Swim Meet Chaperone (away meets)	Full swim meet	3.0/meet
27	Volunteer at a Club Event (not swim meet)	Various	0.25/hour
28	Committee Work	Full year	3.0
29	Attending Officials Clinics	2 hours	0.5

Please note that while we would love to recognize those who volunteer for the Board with volunteer points, this practice may conflict with grant opportunities and eligibility.