



OLYMPIAN SWIM CLUB

UNIFIED FINANCIAL POLICY

UFP-200 – Fundraising, AFC & Volunteer Participation

Document Control:

Document: UFP-200 – Fundraising, AFC & Volunteer Participation
Organization: Olympian Swim Club
Document Owner: Board of Directors
Responsible Officer: Treasurer
Original Approval Date: 01 June 2026
Current Version: 1.0
Effective Date: 01 September 2026
Review Cycle: Annual or as required

Amendment / Revision History:

Version:	Section:	Date Updated:	Updated By:	Comments:
1.0	UFP-200	01 June 2026	Board	Initial

Table of Contents:

1.	Purpose	2
2.	Scope	2
3.	Annual Financial Commitment	2
4.	Fundraising Activities	3
5.	Membership Participation Points	5
6.	Family-Level Limits	6
7.	Transferability	6
8.	Member Account Credit	7
9.	Deadlines & Compliance	7
10.	Financial Responsibility Principle	7
11.	Relationship to Other Policies	7
12.	Authority	8

Fundraising, AFC & Volunteer Participation

1. Purpose

This policy establishes the framework for the Annual Financial Commitment (AFC) and Membership Participation Points (MPP), including how these obligations are fulfilled, tracked, and enforced.

The objective is to ensure that all members contribute fairly to the financial sustainability and operational support of Olympian Swim Club (OSC).

2. Scope

This policy applies to all members and governs:

- AFC obligations and fulfillment options
- Fundraising participation and credit allocation
- Participation requirements (MPP)

Specific values, requirements, deadlines, and credit rates are set out in the Financial Schedules Manual.

3. Annual Financial Commitment (AFC)

The AFC is a **mandatory financial obligation** assigned to each Member Account. It represents a required commitment toward the Club's funding needs beyond Program Fees. AFC may be fulfilled through approved fundraising activities or direct payment, as defined in the Financial Schedules Manual.

3.1 Fulfillment Options

Members may fulfill their AFC through:

- Participation in approved fundraising activities;
- Assigned revenue-generating opportunities; or
- Direct payment of any unfulfilled balance.

Although the Club will strive to provide ample opportunities to fulfill AFC requirements, OSC does not guarantee the availability, timing, or quantity of fundraising opportunities required to fully satisfy AFC obligations.

3.2 Tracking and Responsibility

All AFC activity and progress is tracked at the Member Account level. Credits earned toward AFC are applied in accordance with the Financial Schedules Manual.

Members are responsible for:

- Monitoring their AFC progress
- Ensuring completion within required timelines

OSC will maintain records of AFC fulfillment for administrative purposes; however, ultimate responsibility for monitoring and completion remains with the Member.

Obligations may be prorated or adjusted in cases of approved medical leave in accordance with UFP-400.

3.3 Non-Completion

Unfulfilled AFC balances:

- Will be invoiced as a financial charge;
- Will be treated as Accounts Receivable; and
- Are subject to enforcement under UFP-300.

Failure to meet AFC requirements may result in:

- Restrictions on participation; and/or
- Limitations of future registration

4. Fundraising Activities

4.1 Structure

Fundraising activities are organized or approved by OSC and may include:

- Club-organized initiatives
- Event-based fundraising
- Board-approved individual or group initiatives

All fundraising activities must comply with applicable regulations and Club requirements.

OSC may designate specific roles and responsibilities, including but not limited to meet management, chaperoning, and other critical Club functions, as eligible for AFC credit. Eligible roles and associated credit values are defined in the Financial Schedules Manual and are subject to Board approval.

4.2 Credit Allocation

Credits earned through fundraising:

- Are applied toward AFC fulfillment; or

- May be converted to Member Account Credit (MAC), where applicable

Credit values, formulas, and eligibility are defined in the Financial Schedules Manual

4.3 Administration

OSC oversees fundraising governance and compliance and maintains records of participation and credit allocation.

Members are responsible for:

- Complying with fundraising rules and requirements
- Ensuring proper designation of credits prior to participation
- Meeting any reporting or administrative requirements

Where a Member is designated to lead a fundraising activity:

- They will be compensated with MPP in accordance with the Financial Schedules Manual, commensurate with time commitment and complexity;
- They will not receive a share of fundraising profit beyond and AFC credit otherwise provided under this policy;
- Out-of-pocket expenses incurred in their role may be submitted for reimbursement, subject to Board approval.

Members who initiate individual or group fundraising activities must obtain prior Board approval and assume full responsibility for planning, administration, regulatory compliance, and financial reporting to the Board.

4.4 Shift-Based Fundraising

OSC may offer designated shift-based fundraising opportunities (including bingo, concession, and casino shifts) through which Members may fulfill AFC obligations or earn Member Account Credits (MAC).

Sign-up for available shifts will be posted in advance through OSC's member portal. Members are responsible for their own sign-up and for ensuring that any designate working on their behalf is identified prior to the shift.

Limits, priority access, and eligibility criteria for shift participation are defined in the Financial Schedules Manual.

Certain shift positions may be reserved for Members with required training or experience, at the discretion of OSC.

A Member who fails to attend a confirmed shift will forfeit the shift credit and will be subject to a financial penalty as defined in the Financial Schedule Manual.

A Member who misses two or more confirmed shifts will not be permitted to sign up for further shifts without prior written approval of the Board.

4.5 Club Fundraising Events

OSC may elect to hold designated Club fundraising events, such as a swim-a-thon or distance challenge, once per Swim Season. The format and particulars of such events are determined by the Head Coach subject to Board approval.

Net proceeds from Club fundraising events will be directed toward OSC programs, initiatives, training camps, equipment, or other purposes as approved by the Board. Proceeds raised through a Swimmer's participation in a Club fundraising event may not be applied toward Program Fees or AFC obligations.

Member participation in Club fundraising events is encouraged but not mandatory. No minimum fundraising amount is required.

5. Membership Participation Points (MPP)

MPP are a **mandatory participation requirement** assigned to each Member Account. MPP obligations must be fulfilled within the Swim Season through approved participation activities. MPP supports the operation of the Club, including:

- Swim meets and events
- Membership-dependent roles
- Administrative and operational functions

5.1 Nature of Obligation

MPP is a separate obligation from AFC and:

- Has **no cash value**
- Cannot be converted to AFC or other financial credits
- Must be completed within the defined Swim Season
- Cannot be carried forward between Swim Seasons

5.2 Completion and Tracking

Members are required to:

- Complete their assigned MPP within the Swim Season
- Participate in eligible volunteer activities as defined by the Club

MPP fulfillment is tracked at the Member Account level. Point values and eligible activities are defined in the Financial Schedules Manual. Responsibility for completion remains with the member.

MPP may be completed by a designated individual on behalf of a Member, subject to the following conditions:

- The designation must be made prior to the activity being completed;
- The designated individual must be identified to OSC before the shift or activity takes place;
- Retroactive designation or transfer of MPP is not permitted under any circumstances; and
- OSC assumed no responsibility for arranging, overseeing, or assuming liability for private arrangements between Members regarding MPP fulfillment

Obligations may be prorated or adjusted in cases of approved medical leave in accordance with UFP-400.

5.3 Non-Completion

Any unfulfilled MPP balance at the end of the Swim Season will be converted to a financial charge in accordance with the Financial Schedules Manual and applied to the Member Account. Any fees that result from unfilled MPP balances will be treated as Accounts Receivable and are subject to enforcement under UFP-300.

6. Family-Level Limits

AFC and MPP obligations for Families are subject to maximum thresholds as defined in the Financial Schedules Manual. These limits apply at the Member Account level, regardless of the number of Swimmers registered.

7. Transferability

AFC fulfillment credits may be requested for reassignment where a Swimmer is unable to continue participation due to approved circumstances, subject to OSC approval and provided that the request is made prior to the activity being completed.

MPP Obligations must be fulfilled by the Member or a designated individual identified in advance in accordance with Section 5.2 of this policy. Retroactive transfer of MPP is not permitted.

Neither MPP nor AFC fulfillment credits may be transferred between separate Member Accounts.

In cases where a Swimmer is unable to continue participation due to approved circumstances, OSC may adjust or prorate obligations at the Member Account level, any completed activities may be requested to be reassigned or credited to another Swimmer.

MAC transferability is governed separately under Section 8 of this policy. Retroactive transfers of MPP credits are not permitted.

8. Member Account Credit (MAC)

Members may earn MAC through approved activities that exceed required AFC or MPP obligations.

8.1 Application

Unless otherwise determined by OSC, MAC will be applied:

- First to outstanding account balances;
- Then to upcoming eligible charges.

MAC:

- Has no cash refund value;
- Is non refundable and non-transferable unless approved by OSC;
- May be applied to eligible charges as determined by the Club; and
- Expire at the end of the Swim Season in which they are earned, unless approved otherwise

The application of MAC is subject to the overall payment application order established in UFP-300 Section 5.

8.2 Conversion Rules

All credit values and conversion rules are defined in the Financial Schedules Manual.

9. Deadlines and Compliance

Members are required to meet all AFC and MPP deadlines and interim milestones as established in the Financial Schedules Manual. Failure to meet any interim or final requirement may result in restrictions, financial charges, or enforcement actions in accordance with this policy and UFP-300.

10. Financial Responsibility Principle

Members remain responsible for fulfilling their full AFC and MPP obligations regardless of participation in fundraising opportunities or volunteer roles.

11. Relationship to Other Policies

This policy should be read in conjunction with:

- UFP-100 – Membership & Fee Framework
- UFP-300 – Billing, Accounts Receivable & Enforcement
- UFP-400 – Withdrawals, Refunds & Credits

12. Authority

The Board of Directors has authority to approve and amend this policy and its associated schedules.