Membership Participation Points Policy

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REVISION:

Section Name:	Section Number:	Date Updated:	Updated By:	Comments:

Membership Participation Points Policy

1 Purpose

The Olympian Swim Club (OSC) relies on the active participation of all member families to operate efficiently and deliver successful swim programs and events. To ensure fair and balanced contributions, OSC uses the Membership Participation Points (MPP) system. This system distributes the workload of running the club across all families based on the time commitment, responsibility, and impact of each role. Volunteer roles requiring higher responsibility, specialized skills, or longer time commitments earn more points, while volunteer roles with lower effort or shorter duration earn fewer points. The MPP system ensures that every family contributes proportionately to the success and sustainability of OSC programs, meets, and initiatives throughout the year.

Note: Terms used in this policy have the same meaning as in the OSC Financial Policy.

2 Membership Participation Point System

2.1 Overview

- 2.1.1 MPP requirements are based on swimmer program levels, and maximum MPP commitments are set in the current OSC Fee Schedule.
- 2.1.2 In families with multiple swimmers:
  - 2.1.2.1 Members are responsible for fulfilling the full MPP commitment for the swimmer at the highest program level.
  - 2.1.2.2 Members earn half (½) the points for other swimmers, up to a family maximum. Refer to the Multiple Swimmer Family Discount, in the OSC Fee Schedule, that can be found under the competitive tab of the OSC Website – Fees & Commitments.
  - 2.1.2.3 MPP requirements apply only to the swimmer at the highest level.
- 2.1.3 OSC Family Discount and MPP Commitment:
  - 2.1.3.1 OSC Family Discount: Families with multiple swimmers will pay full fees and have full MPP commitment for the swimmer at the highest program level. For additional swimmers, families receive a 50% discount on:
    - 2.1.3.1.1 Monthly program fees
    - 2.1.3.1.2 MPP requirements (with a maximum of the point requirement of the Performance groups per family, regardless of the number of swimmers)

2.1.3.1.3 Annual Financial Commitment (AFC) shift requirement. For families with multiple swimmers, the full AFC shift requirement applies to the swimmer in the highest program level. A 50% reduction in AFC shift requirements will be applied to the additional swimmer(s), beginning with the swimmer(s) registered in the lowest program level.

2.1.3.2 MPP Commitment:

2.1.3.2.1 Points for each volunteer role or position are outlined in the Unified Financial Policy and MPP Cheat Sheet.

2.1.3.2.2 Volunteer roles not listed may be assigned points at the discretion of the Board, based on the nature of the shift and other relevant factors.

2.1.3.2.3 Fines are assessed at $25 per unfulfilled point at the end of the quarters as set out in the fee schedule.

2.1.4 All points must be earned by the end of each quarter. Additional considerations and arrangements must be applied for in writing and approved by the Board of Directors.

2.1.5 Points cannot be carried over, banked, or transferred between families.

2.1.5.1 **Transfers** may only occur under exceptional circumstances and must be requested prior to the meet. All transfer requests require approval from both the Office Administrator and the Competitions Director. Transfers requested after a meet has taken place will not be considered.

2.1.6 Third-party or non-member volunteers may earn points on behalf of a member family.

2.2 Signing Up for Participation Opportunities

2.2.1 Opportunities for volunteers and officials will be announced via OSC communication channels, email.

2.2.2 Sign-ups are completed online through the OSC website. Sign-ups can be found under the Events tab.

2.2.3 Some volunteer roles are year-long commitments, while others are event-specific.

2.2.4 The Board reserves the right to assign MPP to volunteer roles not identified in this policy or on the MPP Cheat Sheet, based on operational needs.

2.2.5 Volunteer roles and points are generally allocated according to the MPP Cheat Sheet, which provides a breakdown of points per quarter, per session, or per activity, including:

2.2.5.1 Executive & Governance Roles (Annual Points) – e.g., Board of Directors, Committee Chairs, Fundraising Leads.
2.2.5.2 Meet Roles (Per Session Points) – e.g., Meet Manager, Officials Chair, Admin Desk, Timers, Marshaling, Safety Marshal, Hospitality.
2.2.5.3 Camps & Special Programs – e.g., Summer Camp Helpers, Rookie Camp Helpers.
2.2.5.4 Awards & Office Roles – e.g., Awards Staff, Meet Office Lead/Support.
2.2.5.5 Penalties – Points may be deducted or financial penalties applied for missed shifts or uncompleted MPP, as outlined in the Financial Policy.

2.2.6 Members should consult the current MPP Cheat Sheet for detailed point allocations for each role. Points earned are tracked and recorded by the OSC Office Administrator and Officials Coordinator.

2.3 Cancellation and Non-Attendance

2.3.1 To cancel a sign-up, members must notify the OSC Office Administrator and the event coordinator (either Bingo Coordinator or Officials Coordinator) at least 72 hours before the scheduled event.

2.3.2 If a member:
2.3.2.1 Cancels late, or
2.3.2.2 fails to show up for their scheduled position, or
2.3.2.3 Does not participate for the full duration of their scheduled position (ie. arrives late or leaves early)
Then the MPP value of that position will be added to the family's overall MPP commitment as a penalty.

2.4 Earning and Recording Points

2.4.1 Members are responsible for signing in clearly and legibly at every event where they participate, including bringing food, helping, or officiating.

2.4.2 For meets hosted by other clubs, the host meet manager or host official's coordinator will provide volunteer records to OSC's Officials Coordinator.

2.4.3 Records of earned points are maintained by the OSC Office Administrator and OSC Officials Coordinator.

2.4.4 Volunteer Tracking and Reporting:
2.4.4.1 Members can verify their earned MPP points by accessing their account through the OSC online portal. This ensures transparency and allows families to monitor their progress toward fulfilling their MPP commitment.

2.5 Insufficient Points

2.5.1 MPP commitments are part of the OSC program fees.

2.5.2 Families that do not meet their MPP commitment by the end of each quarter will be fined according to the Financial Policy. One MPP is equivalent to a $25.00 fine.

3 Membership Participation Point Commitment

3.1 Point commitments are defined by program level in the OSC Fee Schedule.

3.2 Unmet points by the end of the swim season will incur a $25 per point fine.

3.3 Members are encouraged to continue volunteering even after reaching their MPP commitments.

3.4 Schedule:

3.4.1 Q1: September 1 – December 31

3.4.2 Q2: January 1 – March 31

3.4.3 Q3: April 1 – June 30

3.5 Total number of MPP per group as per the OSC Fee Schedule:

Group	Membership Participation Points (MPP)*		
	Q1	Q2	Q3
National (NAT)	45	60	55
Sr. Provincial (S. PRO)	45	60	55
Provincial (PRO)	45	60	55
Regional (REG)	45	60	55
Sr. Competitive (S. COMP)	45	60	55
Junior Age Group (JAG)	40	50	45
Olympic Way (OW)	35	40	35
Junior Olympic Way (JOW)	25	30	25
Age Group Development - Competitive (AGD-C)	25	30	25
Age Group Development - Non-Competitive (AGD-NC)	0	0	0

Note: Capped at the point requirement at the Performance level per family, regardless of the number of swimmers

4 OSC-Hosted Swim Meets

4.1 Member families are expected to support all OSC-hosted meets, including Home Opener, 12&Under series, JP Fiset, and Blue & White.
4.2 Participation can include officiating (timing, stroke & turn judging) or other volunteer support roles.
4.3 Revenue from meets benefits the entire club.
4.4 Families should volunteer even if their swimmer is not attending, as this supports the broader club community.

5 Non-OSC Hosted Swim Meets

5.1 Member families are encouraged to volunteer at meets hosted by other clubs attended by their swimmers.
5.2 Points earned are equivalent to those awarded at OSC-hosted meets.
5.3 This reciprocity helps OSC meet staffing needs while supporting other clubs in the swimming community.

6 Swim Alberta and Swim Canada Hosted Meets (including JP Fiset Meet)

6.1 Mandatory Shifts
When OSC is designated by Swim Alberta or Swim Canada as the host club, special minimum shift requirements apply:

- 6.1.1 Swim Alberta Meets:
  3 shifts if the member has a swimmer entered
  2 shifts if the member does not have a swimmer entered
- 6.1.2 Swim Canada Meets:
  4 shifts if the member has a swimmer entered
  2 shifts if the member does not have a swimmer entered
- 6.1.3 JP Fiset Meet:
  3 shifts if the member has a swimmer entered
  2 shifts if the member does not have a swimmer entered

6.2 Delegation of Duties
Members may have another family member, friend, or third party complete these shifts on their behalf, provided that person is properly trained for the role.

6.3 Points Earned

Points earned at Swim Alberta or Swim Canada hosted meets count toward the family's annual MPP commitment.

7 Officials

Officials are essential to the successful operation of all swim meets. Each role contributes to ensuring fair, safe, and efficient competition. The following are common officiating positions that may earn Membership Participation Points (MPP):

7.1 Referee – The highest authority on the pool deck, responsible for all swimmers and officials, ensuring compliance with all swimming and competition rules.
7.2 Starter – Works closely with the Referee to ensure a fair start for each race and is responsible for giving the starting signal.
7.3 Stroke & Turn Judge – Monitors swimmers' technique during each stroke and turn to ensure adherence to the rules. They may disqualify swimmers for rule infractions.
7.4 Chief Judge Electronics – Oversees the timing system and verifies the accuracy of official times, results, and placings. Ensures manual times align with electronic timing systems when applicable.
7.5 Admin Desk – Organizes swimmers on the pool deck, ensuring all competitors are in the correct heats and lanes.
7.6 Recorder/Scorer – Compiles times and prepares official results using specialized swimming software.
7.7 Meet Manager – Acts as the general manager of the competition, overseeing meet operations before, during, and after the event, often supported by an administrative team.
7.8 Chief Timer – Supervises all lane timers and provides backup support when needed.
7.9 Timer – Identifies swimmers in their assigned lane and records race times, often using a stopwatch as a backup to the electronic timing system.
7.10 Safety Marshal – Monitors the warm-up and cool-down areas to ensure swimmer safety and enforces safety rules, including proper entry procedures.
7.11 Officials Coordinator - Responsible for organizing and assigning officials for all OSC-hosted meets. Duties include communicating with officials, ensuring all required positions are filled, supporting officials' development, and coordinating with Swim Alberta and other clubs as needed. Maintains records of officiating participation for MPP tracking
7.12 Officials Coordinator Support - Assists the Officials Coordinator with assigning officials, handling communication, tracking sign-ups, and helping manage on-deck officials during meets. May act on behalf of the Officials Coordinator when required.

7.13 Meet Office lead - Oversees the Meet Office during competitions. Responsible for managing the processing of times, verifying results, coordinating with electronics staff, and ensuring accurate posting of results. Provides direction to the Meet Office support team. Prepares and organizes award labels, ribbons, and medals based on finalized results.

7.14 Meet Office support - Assists the Meet Office Lead with printing paperwork, distributing results, and performing other administrative tasks required for efficient meet operations.

7.15 Meet Facility Set-Up / take Down - Supports physical preparation and clean-up of the competition environment. Duties include assisting with equipment setup (chairs, tables, signage, and hospitality areas) before the meet and returning all items to storage afterward.

7.16 Marshalling Lead - Supervises marshaling operations to ensure swimmers are organized, lined up correctly, and prepared for their events. Provides direction to marshaling volunteers and communicates with the Meet Manager and officials as needed.

7.17 Hospitality Lead - Organizes and oversees hospitality services for officials, coaches, and volunteers during meets. Responsibilities include planning menus, coordinating food purchases and preparation, managing the hospitality room, and leading hospitality support volunteers.

7.18 Hospitality Support - Assists the Hospitality Lead by preparing, organizing, and serving food; maintaining the hospitality area; monitoring supplies; and supporting food delivery for coaches and officials throughout the meet.

7.19 Awards/Bell table Staff – Prepares and organizes award labels, ribbons, and medals based on finalized results, alongside the Meet Office lead. Additionally, organizes the bell heat table, rings the bell before designated bell heats, and ensures that the first swimmer in each bell heat receives their bell heat gift. Supports the smooth presentation of awards throughout the meet.

8 Volunteer Training Requirements

8.1 Mandatory Training Requirement

To ensure OSC can meet officiating and event-management obligations, at least one member from each member family must complete the following volunteer training milestones during their time with OSC:

- 8.1.1 By end of the first year with OSC:
  Level 1 – Introduction to Swimming Officiating Clinic
  Two successful on-deck evaluations
- 8.1.2 By end of the third year with OSC:
  Level 2 – Stroke & Turn Clinic
  Two successful on-deck evaluations
- 8.1.3 By end of the fourth year with OSC:
  Completion of one Category A (Appendix B or Category B (Appendix C) pathway
- 8.1.4 By the fifth year and beyond:
  Completion of one Category A or Category B requirement every second year (e.g., Years 5, 7, 9, etc.)

8.2 Points for Training

Points earned during training, mentorship, or evaluations count toward the family's annual MPP commitment.

8.3 Non-Compliance

Member families who do not complete required training milestones by August 31st will be assessed a $250 training non-compliance fine.

8.4 Monitoring Training Completion

The OSC Administrator, Officials Coordinator, and Competitions Director are responsible for monitoring the completion of all Level 1 and 2, as well as Category A and B, training requirements.

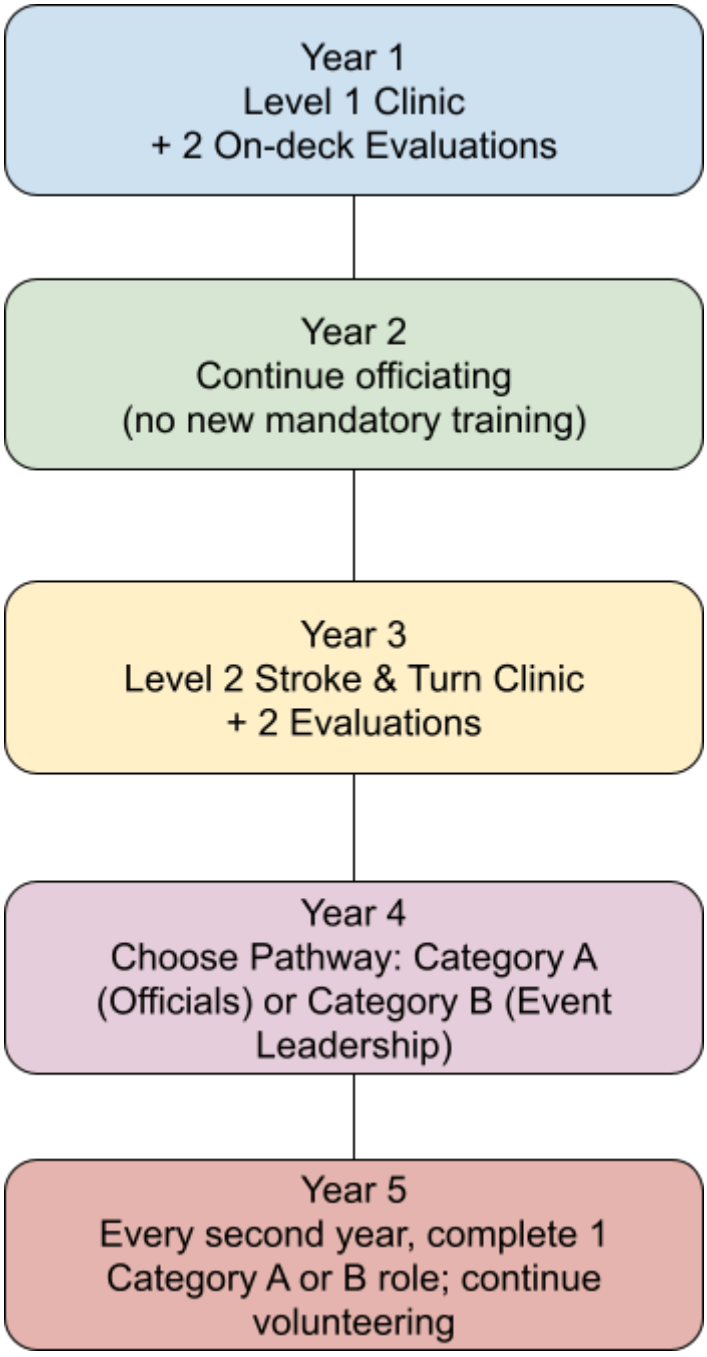
9 General Principles

9.1 Members are expected to actively participate in OSC events and volunteer opportunities, supporting a fair distribution of workload across all families.

9.2 Members must communicate clearly, sign up in advance for roles, and notify the club promptly of any cancellations or changes in availability.

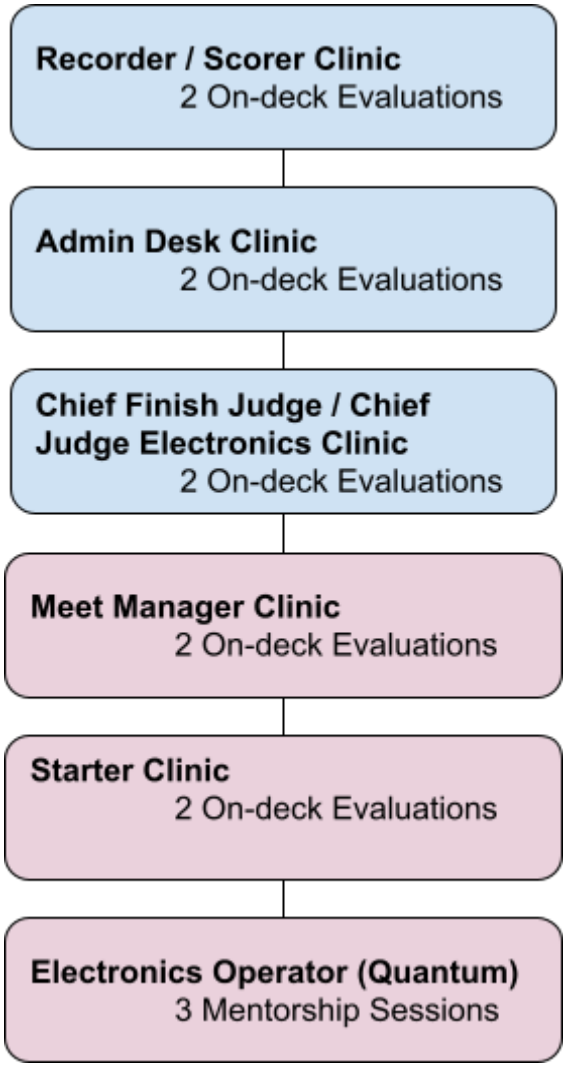
9.3 Consistent engagement and reliability help foster a positive club culture, and OSC recognizes and values all contributions as vital to the success of the club and its events.

Appendix A: Volunteer Training Pathway by Year (Flowchart)



Appendix B:
Category A – Technical Officiating Pathway

- Recorder/Scorer Clinic + two evaluations
- Admin Desk Clinic + two evaluations
- Chief Finish Judge / Chief Judge Electronics Clinic + two evaluations
- Meet Manager Clinic + two evaluations
- Starter Clinic + two evaluations
- Electronics Operator (Quantum) – three mentorship sessions



Appendix C:

Category B – Club Event & Meet Operations Leadership Pathway

(*Some roles require two seasons to complete support/lead components*)

- Home Opener or Blue & White Event – 1 support + 1 lead
- Hospitality Lead (Small Meet) – 1 support + 2 lead
- Hospitality Lead (Large Meet) – 2 support + 1 lead
- Officials Coordinator (Small Meet) – 1 support + 2 lead
- Officials Coordinator (Large Meet) – 2 support + 1 lead
- Meet Office Lead (Small Meet) – 1 support + 2 lead
- Meet Office Lead (Large Meet) – 2 support + 1 lead
- Electronics Set-Up Lead (Small Meet) – 3 support + 1 lead
- Facility Set-Up Lead – 2 support + 1 lead
- Awards Lead (JP Fiset) – 1 support + 1 lead
- Marshalling Lead (12 & Under Series) – 1 support + 1 lead
- JP Fiset Silent Auction Lead – 1 support + 1 lead
- Chaperone – 1 training session + 2 support + 1 lead
- Sponsorship Lead – 1 support + 1 lead
- Fundraising Lead (individual events) – 1 support + 1 lead

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Appendix D:

Olympian Swim Club – AFC & MPP Cheat Sheet

1. Annual Financial Commitment (AFC) Roles

Role	AFC Value / Shift	Additional Compensation
Bingo Chairperson – Evening	1 + $25 Fundraising	
Bingo Chairperson – Late Night	1 + $25 Fundraising	
Bingo Chairperson – Virtual Late-Night	1 + $25 Fundraising	
Bingo Paymaster – Virtual Late-Night	1	
Bingo Worker – Afternoon	1	
Bingo Worker – Evening	1	
Bingo Worker – Late Night	1	
Casino Chairperson	1 + $25 Fundraising	$150 Fundraising annually
Casino Volunteer	1	
Concession Chairperson	1 + $25 Fundraising	$150 Fundraising annually
Concession Cashier	1	
Concession Kitchen Fryer	1	
Concession Kitchen Grill	1	
Concession Food Prep	1	
Concession Condiments	1	
Concession Dishwasher	1	
Concession Concert Series – Chairperson	1 + $25 Fundraising	$150 Fundraising annually
Concession Concert Series – Cashier	1	
Concession Concert Series – Kitchen Fryer	1	
Concession Concert Series – Kitchen Grill	1	
Concession Concert Series – Food Prep	1	
Concession Concert Series – Dishwasher	1	

2. Membership Participation Points (MPP) Roles

A. Executive / Governance Roles

Role	Points / Quarter
BoD – Executive Team	30
BoD – Past President & Directors at Large	25
Sponsorship Lead	15
Sponsorship Support	10
Fundraising Lead	15
Fundraising Support	10
Bingo Lead / Coordinator	15
Bingo Coordinator Support	10
Grants Lead	15
Grants Support	10
Pool Parent	10
Electronics Lead	15
Stadium Concession Lead	15
Case Manager – Code of Conduct Complaint	15–30 per case (variable, cap applied)
SafeSport Designated Person	25–50 (depending on workload/training)
Complaints Coordinator	25–50 (depending on workload/training)
Committee Member	5

B. Event-Based Roles – Meets / Sessions

Role	Points / Session
Meet Manager - Weekdays	30
Meet Manager – Sat/Sun	15
Meet Officials Coordinator – Weekdays	30
Meet Officials Coordinator – Sat/Sun	15
Meet Officials Support – Weekdays	20
Meet Officials Support – Sat/Sun	10
Meet Referee / Session Referee – Weekdays	20
Meet Referee / Session Referee – Sat/Sun	10
Meet Starter – Weekdays	20
Meet Starter – Sat/Sun	10
Meet Office Lead – Weekdays	30

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Role	Points / Session
Meet Office Lead – Sat/Sun	15
Meet Office Helper – Weekdays	20
Meet Office Helper – Sat/Sun	10
Awards Coordinator / Presenter - Weekdays	20
Awards Coordinator / Presenter – Sat/Sun	10
Admin Desk – Weekdays	20
Admin Desk – Sat/Sun	10
Electronics Chairperson – Weekdays	20
Electronics Chairperson – Sat/Sun	10
Electronics Worker – Weekdays	20
Electronics Worker – Sat/Sun	10
Meet Electronics Set-Up / Take Down – Weekdays	4
Meet Electronics Set-Up / Take Down – Sat/Sun	2
Judge of Stroke – Weekdays	18
Judge of Stroke – Sat/Sun	9
Inspector of Turns – Weekdays	14
Inspector of Turns – Sat/Sun	7
Timer – Weekdays	10
Timer – Sat/Sun	5
Meet Facility Set-Up / Take Down – Weekdays	4
Meet Facility Set-Up / Take Down – Sat/Sun	2
Marshaling Lead – Weekdays	10
Marshaling Lead – Sat/Sun	5
Safety Marshall – Weekdays	2
Safety Marshall – Sat/Sun	1
Referee, Officials Education - Level 1	15
Referee, Officials Education - Level 2	20
JP Fiset Silent Auction Lead	25
JP Fiset Silent Auction Support	5
Hospitality Lead	15
Hospitality Support	5
Hospitality Equipment Lead	10 per quarter
Hospitality – Meet Food Supply	1 point per $10 + 1 for delivery
Hospitality Organiser – All 4 12&U events	10 per quarter
Hospitality Pick Up	5

Role	Points / Session
Meet Concession Lead	15
Meet Concession Support	10
Meet Merchandise Lead	10
Meet Merchandise Support	5
Club Photo Lead	10 per event
Club Photo Support	5 per event
Social Event Lead	20
Social Event Support	5
Annual Banquet Lead	30 per event
Annual Banquet Support	10 per event
Summer Camp Helpers	1 point per hour
Rookie Camp Helpers	1 point per hour

C. General Meetings / AGM

Role	Points
OSC General Meeting	1 point per hour per family
AGM Attendance	3 points per family

3. Combined AFC + MPP Roles

Role	MPP	MAC
Travel Swim Meet Chaperone	25 per day	$150 per day
Hospitality Chairperson – JP Fiset & Provincial Meets	15 per session	$150 per day
Meet Manager – JP Fiset & Provincial Meets	15 per session	$150 per day

4. Official Certification

Official's Clinic	5 Points per clinic
Level 1: Completed all level 1 components *Clinic and Two successful deck evaluations	10 Points for level completed

*To be Certified as a Level 1 Official, members must attend a Level 1 clinic in person or complete the online course. Members are then required to obtain two successful deck evaluations in the role of **Timekeeper**. Members who complete all these steps will be awarded 10 points.*

Level 2: For each level 2 role completed *Clinic and Two successful evaluations	15 Points for each clinic & evaluation completed

*To be Certified in each Level 2 Officials' role (**Stroke Judge, Turn Judge, Admin Desk, Recorder Scorer, Chief Finish Judge/Chief Judge Electronics, Meet Manager, Starter**) members must attend each clinic in person or complete the online course. Members are then required to obtain two successful deck evaluations in that role. Members who complete all these steps will be awarded 15 points for each role completed.*

5. Penalties

Activity	**Penalty**
Uncompleted MPP	$25 per point at quarter end
Non-completion additional fine	$200
Training non-compliance fine	$250
Bingo – first missed shift	$100
Bingo – second missed shift	$250
Concession – first missed shift	$100
Concession – second missed shift	$250
MPP – first no-show/late cancellation	$100
MPP – second no-show/late cancellation	$250
MPP – late arrival/partial completion	$75