

PCS CLUB COMMITMENT POLICY 2025/26

AMENDED OCTOBER 15 2025

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Summary:

This is a club commitment for all swim families to ensure that PCS hosted swim meets are run fairly and that your child's swimming success is optimized. ***If your child is swimming at a PCS hosted swim meet, it is expected that you will help out at the swim meet.*** There are lots of opportunities in different roles that require no prior training or understanding of swim meets. There are both incentives for those who go above-and-beyond and consequences for those not assisting the club.

Introduction:

Our club relies on the dedication and support of volunteers to provide our athletes with opportunities for competition, and ensure the success of our swim meets. This policy outlines the expectations and requirements for all PCS competitive program members (Development, Provincial, Senior and National Groups) regarding volunteer commitments. This policy is agreed to as part of the registration terms and conditions.

Volunteer Commitment:

Each family with a swimmer in the competitive program of PCS (Development, Provincial, Senior, National Groups) is required to contribute a minimum number of volunteer credits. There are separate volunteer credit requirements for each of these three categories:

- (1) **Term 1 PCS hosted meets:** September 1st to January 31st
- (2) **Term 2 PCS hosted meets:** February 1st to July 31st

- (3) **Special meets hosted by PCS** (will vary by season which ones are hosted by PCS, e.g., VI Regionals, Provincials, Canadian Trials, USport)

The volunteer credit **MINIMUM** requirements for the 2025/2026 season are listed in Figure 1 below.

Group Level	Required Minimum Volunteer Credits		
	Term 1: Sept-Jan	Term 2: Feb-July	Special Meets
D evelopment 1	2	2	2
D evelopment 2	3	3	2
D evelopment 3	4	4	3
P rovincial 1	3	3	3
P rovincial 2	4	4	3
P rovincial 3	4	5	3
S enior 1	4	4	3
S enior 2	4	5	3
N ational 1	4	5	4
N ational 2	4	5	4

Figure 1: Required Volunteer Credits

Earning Volunteer Credits:

There are two ways to earn your volunteer credits: (1) **Volunteering at swim meets**, and (2) **Completing training courses**.

(1) Volunteering At Swim Meets

The club relies on volunteers for essential roles during PCS hosted swim meets. Most volunteer positions are worth one credit per session (a swim meet session typically lasts ~4-5 hours), with some exceptions which you will see noted on the sign-up page. You can expect to see regular communications from the club on how to sign-up for volunteer positions.

(2) Completing Training Courses

Some swim meet jobs require brief training sessions to ensure everyone feels confident in their responsibilities. To encourage the training, you will be credited with volunteer credits for each course you complete. These credits range from 1-2 credits per course. This will be credited to your account according to the date of course completion and after you have completed one volunteer session at a Term 1 or 2 PCS hosted swim meet in that newly trained job. Training credits will not be awarded at Special Meets. See Figure 2 below for training course credit amounts.

Swim Meet Roles and Associated Training:

To complete training, you must be registered with Swimming Canada and have your course completion recorded by the PCS Officials Director. All of the training is free and many courses are offered online.

At any time in the year you may contact the PCS Officials Director for information on how to take training. You can also expect to see regular communications from the PCS Officials Director with your Swimming Canada log-in information and upcoming training sessions.

As your swimmer progresses, your volunteer training should also advance to more senior roles. It is expected that families volunteer for the most senior positions that they are qualified to fill. This provides opportunities for newer less experienced families to fulfill their club commitment.

Position	Training Required	Recommended for Families of Swimmers in these Groups	VOLUNTEER Credits for Completing Training Course
Timer	No Training Required to volunteer but it is recommended to take "Introduction to Swimming Officiating" course	All groups	1
Safety Marshal	No Training Required to volunteer but it is recommended to take "Safety Marshal" course	All Groups	0.5
Meet Set-Up and Clean-Up	No training required to volunteer	All Groups	N/A
Hospitality/Food Service	No training required to volunteer	All Groups	N/A
Awards/Ribbons	No training required to volunteer	All Groups	N/A
Decoration Set	No training required to volunteer	All Groups	N/A

Up/Take Down			
Inspector of Turns (Turn Judge)	"Inspector of Turns" course required	All groups	2
Judge of Stroke (Stroke Judge)	"Judge of Stroke" course required	All groups	2
Administration Desk (Clerk of Course)	"Administration Desk" course required	All groups	2
Hytek	"Recorder" course required and one session of on the job training at a swim meet session	All groups	2
Quantum	One session of on the job training at a swim meet session	All groups	2
Starter	"Starter" course required	All groups	2
Meet Manager	"Meet Manager" course required	P, S, N	2

Figure 2: Volunteer Positions

Communication:

This policy is agreed to as part of the registration terms and conditions. In addition, volunteer opportunities, requirements, and updates will be communicated via email, group meetings, and our club website. It is important for families to stay informed and engaged in order to fulfill their volunteer commitments.

Recognition and Appreciation:

Volunteers are essential to the success of our club, and their time and effort is deeply appreciated. Although all families have a minimum commitment, there are some club members who go above and beyond with volunteer contributions to the club. Families that meet their full credits for all three terms will receive:

- (1) Free off-season "Maintenance" swim sessions in August (where and when offered).
- (2) Recognition at the Fall PCS Awards Ceremony

Consequences for Non-Compliance:

Failure to fulfill volunteer commitments will result in a fine of up to \$250 per term (two terms per year) being charged to the swimmer's account. Failure to fulfill the Special Meet volunteer commitments will result in a fine of up to \$250 being charged to the swimmer's account at the end of the year.

For the 2025/26 season these fines will be billed to swimmers accounts March 1st for the first term (Sept to January 31), April 1st for Special Meets and August 1st for Term 2. Exceptions may be granted but families are encouraged to communicate any difficulties in meeting their volunteer commitment as early as possible to the volunteer coordinator.

PCS-hosted Meet Schedule for 2025/26:

Figure 3 below outlines the meets that PCS will be hosting for 2025/26 where volunteer credits are available. This schedule is subject to change.

Families are encouraged to support PCS school meets, PCS Lightning Fast meets and meets hosted by other clubs, but volunteer credits are not awarded for volunteering at these events. There may occasionally be exemptions to this policy but these would be communicated in advance to all club members.

Event	Date	Groups Likely Attending	Category
Rubber Ducky Meet 1	Nov 2, 2025	D, P1, P2, S1	Term 1
Christmas Cracker	Dec 5-7, 2025	D, P, S, N	Term 1
Rubber Ducky Meet 2	Jan 18, 2026	D, P1, P2, S1	Term 1
Winter Provincials	Mar 5-8 2026	N/A	Special Meet
Wavemaker	Apr 17-19, 2026	D, P, S, N	Term 2
Rubber Ducky 3	May 31, 2026	D, P1, P2, S1	Term 2
Mid-Summer Madness	July 25-26, 2026	D, P, S, N	Term 2

Figure 3: Tentative Meet schedule.

FAQ's

Q- Who do I contact with questions or for more information?

A- For the 2025/26 season the PCS Volunteer Coordinators are Anna Hunt and Jaime Hilbert. They can be contacted at volunteerpcs@gmail.com or in the pool stands many days of the week.

Q- Can anyone be a Timer?

A- Yes, anyone can be a timer with no training required. There are some eligibility requirements that must be met, including: the ability to concentrate and be attentive for the entirety of the session and step up and down the equivalent of one step. For the Special Meets, all volunteers must also be 14 years or older.

Q- Do the parents have to fill the volunteer position or can a swimmer, a friend or grandparent do it?

A- Anyone who volunteers can have their volunteering credited to your account. If you are unsure if your swimmer is up for it, it is suggested that you team up with them for a session, plus you both get credits. It's a great way to have your swimmer earn credits towards your family.

Q- How do I ensure my account gets credited for the volunteering of a swimmer, family member or friend who signs-up to volunteer on behalf of our family?

A- To reduce the administration of volunteer credits, and to ensure you get your credits, it is important that either:

- (1) (*PREFERRED method*) The adult member linked to the swimmers' account logs in and completes the job sign up and enters the names of those volunteering.
- (2) The friend signs themselves up (without having to log in or have a POOLQaccount) but indicates the name of the member/swimmer in the comments.

Q - How do I see how many credits I have currently on my account? And who do I contact if I think there is an error in my volunteer credit balance?

A - Sign into the registration page at pacificcoastswimming.com. Once signed in you can view your "Job Credits" summary under "My account" (a drop down on the top right). Contact the PCS Volunteer Coordinator if you have any questions/concerns about your volunteer credit balance. Noting that Term 1 credits will show in your account until Feb 1st. From Feb 1st until April 1st you will see your Special Meet Credits (provincials March 5-8th) and after April 1st you will only see Term 2 credits.

Q - What if my swimmer moves up levels during the 2025/26 year? Do I have to meet the credit commitment of the new level?

A - For Term 1 it will be based on your highest level of swimmer November 15th. For Term 2 it will be based on your highest level of swimmer April 15th. For Special Meets it will be based on your highest level of swimmer February 15th.

Q- What if I have more than one swimmer in the competitive program?

A- You only need to meet the requirement for one swimmer. For Term 1 it will be based on your highest level of swimmer November 15th. For Term 2 it will be based on your highest level of swimmer April 15th. For Special Meets it will be based on your highest level of swimmer February 15th.

Q- What if we join the competitive program part way through the year? Will our credit requirement be prorated?

A- It will be based on the time of registration, families joining the competitive program:

- Before November 15th and have a swimmer who swims in Christmas Cracker will be expected to meet the full credit requirements for Term 1, 2 and Special Meets.
- Between December 1st and April 15th will be expected to meet the full credit requirements for Term 2 and Special Meets. You are still expected to volunteer in Term 1 but are exempt from any Term 1 penalties.
- After April 1st and do not participate in Wavemaker are still expected to volunteer but are exempt from any penalties.

Q- Are there other ways other than volunteering at swim meets that I can earn my credits?

A- The purpose of this policy is to ensure PCS can host swim meets; therefore, the credits are generally all earned at the swim meets. With some of the larger PCS annual meets like Christmas Cracker and Wavemaker there is the opportunity to help out with activities that may happen before or after a meet, like decorating and awards. Where these opportunities exist, you will see them available for sign-up in the same place as the other meet positions.

You will also receive volunteer credit for completing Swimming Canada training courses. This will occur outside of swim meet times.