

Vernon Kokanee Swim Club Service Requirements

Approved By: VKSC Board of Directors

Date of Approval: 15 July 2026

Next Review: Annually



The club requires volunteers, and this policy was written with the intent of fairness and sustainability. Thank you for your understanding and participation.

In this document "Organization or Club" refers to the Vernon Kokanee Swim Club

1. Volunteer Requirements Background

- a. The Vernon Kokanee Swim Club (VKSC) hosts approx. three swim-meet weekends per year (invitational meets and jamborees), one in fall, one in the winter and one in spring. These meets provide racing and qualifying opportunities for our swimmers and are a source of revenue for the Club. Swim meets account for a significant amount of Club revenue, which helps to keep our fees down. As we are a volunteer-based, youth sports society, members are asked to contribute through volunteer hours; members unable to do so will be required to make additional financial contributions.
- b. Each meet has 3-6 sessions, with each session requiring upwards of 50 volunteers to fill positions and make the meet run smoothly. This means we need trained, qualified volunteers at the meet and that training is a requirement of your VKSC membership.

2. Application of this Policy

This volunteer policy applies to all member families with Tier-level (competitive and Jamboree level), Grassroot and PARA swimmers.

3. VKSC Volunteer Commitment Policy

- o Every VKSC family is required to volunteer at VKSC hosted swim meets and meet their family volunteer obligation for the season
- o Families with multiple swimmers are committed to the volunteer requirement for their highest-level swimmer at 100% + 50% of the required credits for each additional swimmer based on each swimmers tier.
- o Families whose highest-level swimmer moves up a level during the year will be expected to meet their swimmers' new tier level of volunteering at the remaining seasonal meet(s) based on the new tier level commitment.
- o Families who join VKSC part way through the year will have their commitment prorated based on the number of swim meets remaining in the year.
- o Swimmers 14 years and older may complete their Level 1 training and volunteer when able
- o Each VKSC family is expected to have one family member who is committed to progressing as a swim official
- o Failure to meet your family's volunteer commitment will result in charges as follows
 - Fall meet - \$200 for the first swimmer (\$100 fee applied for each swimmer after that)
 - Winter meet - \$100 for the first swimmer (\$50 fee applied for each swimmer after that)
 - Spring meet - \$200 for the swimmer (fee applied for each swimmer after that)
 - Additional Meets - added (not yet on the schedule) \$200 per family - ** not inclusive of Divisionals or Provincials unless your swimmer is participating).
- o Any additional meet requirements will be based on the same length/format.

Penalty Levied - The volunteer requirement applies whether you have a swimmer in the meet or not. If you do not meet your commitment as described below the fees will be pro-rated with a minimum 25% fee charged (ex. requirement 4 credits and 3.5 credits are earned, the fee charged will be \$50. OR. If 1 credit is earned when requiring 4 credits a pro-rated amount, leaving the family owing 75% x \$200 = \$150.

4. Volunteering at Club-hosted Swim Meets:

Family Volunteer Commitment is based on service equivalents (points), rather than hours volunteered. Appendix A contains a chart which shows the service equivalents. Appendix B shows the swim meets we are planning on hosting to assist you with calculating how you can fulfill your service commitment for your swimmer(s).

Each member-family is required to commit to the following volunteering for the swim season (September-June) based on your swimmer's level at the time of the meet, regardless of whether or not your swimmer is participating in the current meet.

To provide more flexibility, volunteer requirements can be achieved by volunteering at the club hosted main meet and/or the Jamboree regardless of the level in which your swimmer(s) are registered to compete.

Meet	All Performance Tiers and Development**	Junior Development and Para**
Fall Meet	4 credits	3 credits
***Winter Meet	2 credits	1.5 credit
Spring Meet	4 credits	3 credits
Divisionals/ Provincials		

**All main meet swimmers, including PARA-athletes (those who have a sub 4 min 200 IM)

Please see addendum for the 2025/2026 Year VKSC Hosted Meets and Volunteer Requirements

**Jamboree is defined as all meet swimmers without a sub 4 min 200IM.*

Meet	Junior Development and Grassroots
Fall Jamboree*	1.5 credits
Winter Jamboree	1.5 credits
Spring Jamboree*	1.5 credits

Grassroots swimmers are eligible to participate in 1 home meet - at that meet, volunteer requirements are in effect, there is no volunteer requirement for Grassroots families if their swimmer is not participating in the home meet.

Each volunteer must declare during the volunteer signup process which athlete their volunteer credits for each session will be going toward. NOTE: the club will not be accepting changes during or post meet as it is administratively intensive.

5. Official Volunteer Positions Taken Based on Volunteer Certification Level

If you attempt to sign up for a volunteer position for which you are certified for such as Stroke & Turn or Chief Timer, but those positions are already fulfilled, and you have instead signed up for a 1 credit position or greater, please make the Meet Volunteer Manager aware so we can review and provide you with 2 credits.

6. Inability to Fulfill Volunteer Commitment:

If you know that your family representatives will be unable to fulfill your volunteer commitment due to exceptional or extraordinary circumstances, you may make a written application to the President at president@kokaneeswimclub.ca at least 14 days prior to the start of the meet.

If you have been unable to fulfill your commitment at short notice, you may apply to the Board within 14 days of the completion of the meet in the same manner. We strongly encourage you to work cooperatively with other club members to cover volunteer commitments for one another if you are unable to manage.

VKSC Board reserves the right to review any requests from families regarding their volunteer requirements. Please note only those requests that are of exceptional and extraordinary circumstances outside the defined will be given serious consideration. We cannot consider family vacations or other sporting commitments as examples of an exception to this policy.

7. Other Volunteer Opportunities:

Throughout the year the Club may ask for volunteers for other duties such as serving on the Board, chaperoning team travel, committee work, meet set up and take down, and assisting with fundraising events. We also run time trials and in-club swimming events throughout the year which require volunteer support. These other volunteer opportunities benefit our swimmers in many ways and we encourage you to participate and support the swimmers through volunteering for these additional events.

Please note, however, that these additional commitments do not go towards fulfilling your volunteer meet commitments outlined in this policy. The rationale for this is that we need all of our swim families to commit to volunteering at our meets, due to the significant volume of work and people required to run a swim meet and without club support, we will not be able to run the meets.

All swimmers benefit from meet profits, regardless of their participation in the meet.

APPENDIX A

Volunteer Service Equivalents & Position Descriptions

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 positions and their shift equivalent. The shift equivalent will be noted in the job sign-up. Please note that positions available vary from meet to meet, depending on meet length and format.

	Position	Certification	Time Commitment (Approx.)	Points per session
1	Safety Marshall Reports to the referee; Responsible for ensuring safety procedures are followed during warm-up	Safety Marshal clinic *	1 hour This position can be combined with timer or stroke and turn judge	0.5
2	Timers Ensure correct swimmer in lane and heat, responsible for timing swimmer in your lane	Introduction to Swimming Officiating clinic *	Full session (usually 4 to 5 hours)	1
3	Judge of Stroke Judges swimmers' strokes from the side of the pool. Responsible for ensuring legality of the swimmer's stroke	Judge of Stroke/ Inspector of Turns clinic *	Full session (usually 4 to 5 hours)	2.0
4	Inspector of Turn Judge swimmers' turn and finishes from the end of the pool. Responsible for ensuring legality of the swimmer's turn and finishes as well as relay takeovers	Judge of Stroke/ Inspector of Turns clinic *	Full session (usually 4 to 5 hours)	2
5	Starter Starts races	Level 1 + Starter Course	Full session (usually 4 to 5 hours)	2.0
6	Chief Timer Assigns all timekeepers to their lanes. Assists timers. Liaison between referee and times.	Level 1 + Chief Timekeeper Course	Full session (usually 4 to 5 hours)	2

7	Admin Desk Responsible for preparing heat sheets for official, updating official's heat sheets with scratches and deck entries, coordinating with meet manager on changes, collecting relay entries	Level 1 + Admin Desk Clinic	Full session (usually 4 to 5 hours)	2
8	Chief Finish Judge or Chief Judge of Electronics Determines the official time for each swim	Level 1 + Chief Finish Judge clinic	Full session (usually 4 to 5 hours)	2
9	Electronics Recorder/Scorer Working in electronics, entering times for each swimmer into the computer program	Level 2 + Recorder/Scorer clinic	Full session (usually 4 to 5 hours)	2
10	Session Referee Approves assignments, instructs officials, ensures all regulations for a sanctioned meet is followed	Referee course + experience in all positions + successful deck evaluations	Full session (usually 4 to 5 hours)	3
111	Meet Referee Full control and authority of all the officials, approves assignments, instructs officials, ensures all regulation for sanctioned meet are followed	Referee + experience in all positions	Full meet commitment	Full meet credits
12	Meet Manager Prepare meet package and coordinate sanction approval; compile meet entries and prepare meet heat sheets, issue official results, manage swim meet office	Meet Manager + experience in Clerk of Course and Electronics	Full meet commitment with advance prep	Full meet credits
13	Volunteer Coordinator Assists Meet Manager and Referees with coordinating all volunteers, ensuring volunteers are certified and trained for positions,	Meet Manager + experience / knowledge of all the officials' positions	Full meet commitment with advance prep	Full meet credits

	Position	Certification	Time Commitment	Service Equivalent
14	Food Coordinator Plans, purchases all meals for the swim meet, coordinates all the volunteers in the hospitality room		Full session with advance prep	Full meet credits
15	Food Helper Prepares and serves food to coaches and officials; hospitality room set-up and clean-up	No experience / certification required	Full Session	1
16	Award Prep Labels ribbons for distribution to clubs	No experience / certification required	1 to 2 hours – starts 2 hours after warm-up	0.5

APPENDIX B

VKSC Hosted Swim Meets

VKSC usually hosts 3 swim meets per year. Below is a tentative schedule for the 2024/25 season for planning purposes.

VKSC Hosted Meet	Dates	# of Sessions	Meet Format
VKSC Fall Meet	November	1 Session Friday PM 2 Sessions Saturday 1 Session Sunday PM Jamboree Sunday PM	TBD Annually
Winter Sprint Meet	February	1 session Sunday AM combined with Masters Jamboree Sunday PM	TBD Annually
VKSC Spring Meet	April	2 Sessions Saturday 1 Session Sunday Jamboree Sunday PM	TBD Annually

NOTE: All non-administrative positions require on deck evaluations to be certified.

- 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
- shadowing others for different roles worth 1 additional credit

APPENDIX C

Volunteer Training:

Each year at least one representative is required to support a swimmer. The representative will register and complete Officials' Clinics in-person or online. To host a swim meet, the Club is reliant on our volunteer officials to fulfill all the necessary officials' positions. Officials' Clinics will be advertised on the Club website usually within two weeks of our home meet. The intent to hold clinics close to our meets is to help use a volunteer/official's newly acquired skills for application at the meet. It will be the responsibility of each family to register and ensure successful completion of the required course in advance of the meet. To help provide supplemental learning opportunities for Officials, Swimming Canada has developed online courses for some of the Officials positions that can be completed by taking the course and quiz online via the REMS system.

It is important that our volunteers continue to learn new roles and develop their skills in order to maintain our contingent of qualified swim Officials.

We have developed a recommended path to official training that would help the club maintain the right amount of volunteers to fill all positions:

Entry level positions (Grassroots/Junior Development)

- Timing (online course)
- Chief Timer (course required)
- Safety Marshall (online course)
- Food Coordinator (no course required)
- Awards (no course required)

Tier Development & Junior Performance - By now your swimmer is looking at participating in full meets and you have had some experience with the club

- Inspector of Turn (course required)
- Stroke Judge (course required)
- Starter (course required)
- Electronics (course required and mentorship during a meet)
- Volunteer Manager
- Meet Manager

Tier Performance/Senior Performance - By now you have been with the club a while and your swimmer has had experience in many meets.

- Clerk of Course (formerly Hytek, course required)

It is your responsibility to keep the volunteer coordinator apprised of the clinics you have taken online – there will be an “event sign up” for online course completion.

APPENDIX D

Volunteering the Extra Mile:

VKSC Club Families - VKSC recognizes there are those within the Club who give more than asked. In order to reward efforts the Club has implemented the following award system.

- Official On-deck per session position - \$35 credit will be added to the swimmer's Swim Meet fee account for each 2 credits earned over and above the required volunteer commitment. This credit is non-transferable and cannot be rolled over to be used for main club fees or future swim meet fees. This is only applicable for VKSC swim meets.

Visiting Club Volunteers - VKSC recognizes there are those that give their precious time to ensure VKSC swim meets are able to run! In order to entice and recognize these very gracious efforts VKSC club would like to recognize these with the following award system.

- One Full Session (2 credit position or greater) - \$25 Gift of Recognition will be made to each out-of-town volunteer(s) during the pre-session meeting in recognition of the volunteer's time and commitment which has assisted VKSC deliver an exceptional experience for all athletes.

Visiting Club Volunteers will only be available for signup once the email from VKSC has been sent out for a regional wide call out for volunteers. First priority notification will always be given to the VKSC Club Families to fulfill their commitment to the club.