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WGB Board of Directors

# VOLUNTEER & OFFICIATING POLICY

## 1. POLICY STATEMENT

The Whitehorse Glacier Bears Swim Club is a non-profit organization that depends on the support and involvement of its members to operate successfully. Volunteering is a vital component of our programming; it helps keep costs affordable, ensures smooth operations, and builds a strong, connected community.

Parental involvement plays a meaningful role in an athlete's development. When families actively participate, it demonstrates to swimmers that their hard work is valued and supported. The Volunteer & Officiating Requirement Program is designed to encourage engagement from all members, recognizing that the success of WGB is a shared responsibility.

By clearly outlining expectations and providing opportunities for participation, this program promotes fairness in distributing responsibilities and celebrates those who go above and beyond in service to WGB.

Participation in any aspect of WGB programming (e.g., dryland or in-water training) constitutes agreement to the terms outlined in the Volunteer & Officiating Requirement Program.

## 2. PURPOSE

The purpose of the Volunteer & Officiating Requirement Program is to cultivate a collaborative, community-focused culture that supports the success of the Whitehorse Glacier Bears Swim Club and its athletes. The program aims to:

- Ensure volunteer and officiating responsibilities are shared equitably across all members
- Encourage meaningful family involvement in the swimming experience
- Recognize and reward exceptional contributions to the WGB's operations
- Maintain high-quality, cost-effective programming through collective effort

By setting clear guidelines and expectations, this program strengthens WGB operations, enhances the swimmer experience, and upholds our core values of community, commitment, and excellence.

## 3. RELATED DOCUMENTS

This policy should be read in conjunction with the following:

- a. Refund Policy
- b. Account Credits Policy
- c. Arrears Policy

## 4. SCOPE OF PROGRAM

This policy applies to all registered members of the Whitehorse Glacier Bears Swim Club.

## 5. DEFINITIONS

**Season:** The full annual swim calendar as defined by WGB, which may comprise one or more sessions depending on the athlete's roster group. A season typically spans early fall to late spring or early summer.

**Session:** A defined period of swim programming within the overall swim season, typically lasting 9 to 40 weeks, depending on the roster group. Volunteer and Officiating obligations are assigned on a per-session basis for most groups.

**Member:** Either the athlete who has paid their membership fees or the parents or guardians of athletes who have paid their membership fees where those athletes are below the age of majority in the Yukon.

## 6. VOLUNTEER & OFFICIATING REQUIREMENTS BY ROSTER

All members must complete a minimum number of volunteer hours per session each season, including officiating at meets or time trials, based on the athlete's group.

**One hour of volunteer service equals \$30.00 CAD.**

Roster Group	Group	# Sessions per Season	Hours per Session	Dollar Value	Officiating Level
<b>Pre-competitive</b>	Gummy Bears	3	0	\$00.00	Optional Level 1
	Teddy Bears	3	1	\$30.00	Optional Level 1
	Cubs	3	2	\$60.00	Optional Level 1
<b>Non-competitive</b>	Grizzlies	3	1	\$30.00	Optional Level 1
<b>Junior Competitive</b>	Panda Bears	2	8	240.00	Level 1
	Black Bears	2	10	\$300.00	Level 1 / Optional Level 2
	Brown Bears	2	12	\$360.00	Level 2
<b>Competitive</b>	Polar Bears	1	28	\$840.00	Level 2 / Optional Level 3
	Kodiaks	1	32	\$960.00	Level 3
	Silvertips	1	36	\$1080.00	Level 3

## 7. HOURS IN EXCESS

Members that exceed their volunteer hours in the swim season cannot be compensated in excess.

Members who exceed their required points by 20% or more will receive special recognition at the end-of-season awards celebration, including an entry into a raffle for a prize.

## 8. TRANSFERRING OF HOURS EARNED

Volunteer hours may not be transferred between seasons.

For groups with multiple sessions in a season, volunteer hour credits may be carried forward within the same season; however, the minimum obligation for each session must still be met by the end of that session.

## 9. MULTIPLE SESSIONS

Athletes who are registered for a single session are expected to meet their full volunteer hours by the end of that session.

For athletes participating in multiple sessions within a season, any volunteer hours completed during earlier sessions may be carried forward to meet the cumulative requirement for the year.

Hours earned through volunteering in one session can also be applied to future fundraising targets within the same swim season.

## 10. ALTERNATIVE VOLUNTEER REPRESENTATION

Family and friends may volunteer on behalf of a member. To ensure volunteer hours are properly credited, the member must sign up the representative through WGB's online event sign-up system and include the following information:

- a. Representative's full name
- b. Affiliated member account name
- c. Role or position to be performed

Volunteer hours will not be credited if the affiliated account is not properly identified.

## 11. MULTIPLE ATHLETES OBLIGATIONS

For members that have multiple athletes, the athlete in the group with the most rigorous requirements must satisfy 100% of the volunteer requirements and corresponding officiating level. For the second athlete, members must satisfy 60% of the volunteer requirements and adhere to the officiating requirements for the first athlete. For every athlete following, no additional requirements.

<b>Member Requirements:</b>	<b>Volunteer Hours</b>	<b>Officiating Obligation</b>
<b>Athlete 1:</b> <i>in the group with the most rigorous requirements</i>	100% of volunteer requirements corresponding to their group	Required for that group
<b>Athlete 2:</b> <i>in the group with the second most rigorous requirements</i>	60% of volunteer requirements corresponding to their group	Same as first athlete
<b>Athlete 3+:</b> <i>All additional athletes</i>	No additional hours	Same as first athlete

### a. Multiple Athletes Example:

A family has three swimmers: one in Silvertips, one in Polar Bears, and one in Black Bears (registering for 2 of 2 sessions). Their volunteer and officiating requirements are:

- i. Silvertips (highest group): 36 hours (\$1080.00) and Level 3 officiating
- ii. Polar Bears (second athlete): 60% of 28 hours = 16.8 hours (\$504.00)
- iii. Black Bears (third athlete): No additional requirement

Total: 52.8 volunteer hours (\$1584.00) for the season and Level 3 officiating at all swim meets.

## 12. PENALTIES

WGB would rather members volunteer their time than to have their money. However, in the event that volunteer commitments are not satisfied within the season, the following will be applied:

1. Earning  $\geq 75\%$  of obligated hours: Pay the remaining balance of their volunteer obligation.
2. Earning  $< 75\%$  of the obligated hours: Pay the remaining balance of their volunteer obligation and an additional amount equal to the full obligation for their athlete's group as a penalty.

At the end of each session (or at the end of the season for multi-session participants), WGB will review all member accounts to determine whether volunteer & officiating obligations have been met. If a family has not met the required fundraising amount by the applicable deadline:

1. The outstanding balance will be invoiced directly to the member's account.
2. The account holder will have 14 days from the date of the invoice to remit payment.
3. The invoiced amount will equal the sum based on parameters set in 12.1 or 12.2.
4. Outstanding balances are treated as a financial commitment to WGB and must be paid in full to maintain good standing. Failure to resolve outstanding amounts may result in administrative actions, as described in *WGB's Arrears Policy*, and includes:
  - a. Suspension of access to future program registration.
  - b. Ineligibility for participating in practices, swim meets, and club organized events
  - c. Withholding of account credits.

**a. Example 1: One Athlete  $\geq 75\%$**

Group: Black Bears  
Sessions: 1 of 2  
Obligation: 10 hours (\$300.00)  
Completed: 8 hours (\$240.00)  $\rightarrow 80\%$   
Amount Owing: \$60.00

**b. Example 2: Multiple Athletes  $\geq 75\%$**

Groups: Brown Bears & Cubs  
Sessions: 2 of 2 & 3 of 3  
Multiple-athlete Discount: 100% of obligation and 60% of obligation (3 hours x 60%)  
Total Obligation: 24 hours (\$360.00) + 1.8 hours (\$54.00)  
Total Obligation: 25.8 hours (\$774.00)  
Completed: 19.35 hours (\$580.50)  
Amount Owing: \$193.50

**c. Example 3: One Athlete  $< 75\%$**

Group: Teddy Bears  
Sessions: 2 of 3  
Obligation: 2 hours (\$60.00)  
Completed: 0.5 hours (\$15.00)  $\rightarrow 25\%$   
Amount Owing:  
Remaining: \$45.00  
Penalty (full obligation): \$60.00  
Total Due: \$105.00

**d. Example 4: Multiple Athletes < 75%**

Groups: Polar Bears (24 hrs) & Gummies (3 hrs × 60% = 1.8 hrs)

Sessions: 1 of 1 & 3 of 3

Multiple-athlete Discount: 100% of obligation and 60% of obligation (3 hours x 60%)

Total Obligation: 28 hours (\$840.00) + 1.8 hours (\$54.00)

Total Obligation: 29.8 hours (\$894.00)

Completed: 10 hours (\$300.0)

Amount Owing:

Remaining: \$594.00

Penalty (full obligation): \$894.00

Total Due: \$1,488.00

### **13. EXEMPTIONS, ACCOMMODATIONS AND CONSIDERATIONS**

The Whitehorse Glacier Bears Swim Club (WGB) recognizes that some families may face extenuating circumstances or medical limitations that make fulfilling volunteer requirements difficult. In alignment with our values of inclusion, fairness, and accessibility, members may request a partial exemption, accommodation, or alternative arrangement.

Requests will be reviewed on a case-by-case basis by the WGB Board of Directors in consultation with the Executive Director, in accordance with applicable laws, including the Accessible Canada Act, Canadian Human Rights Act, and Yukon Human Rights Act.

#### **How to Submit a Request**

To request an exemption, accommodation, or alternative arrangement, please email [board@whitehorseglacierbears.ca](mailto:board@whitehorseglacierbears.ca) and include the following information:

- a. Name of the swimmer and parent/guardian requesting the exemption.
- b. A brief explanation of the reason for the request.
- c. Supporting documentation from a licensed medical, health, or support professional that outlines:
  - i. The functional limitations or restrictions that impact your ability to meet volunteer obligations.
  - ii. Any potential accommodations that may support partial or modified participation, if applicable.

Please do not include medical diagnoses or sensitive personal health details. Only provide information necessary to support the Board's decision-making related to accessibility and reasonable accommodation.

All requests and documentation will be kept confidential and reviewed only by individuals directly responsible for policy implementation.

#### **Consideration of Unforeseen Circumstances**

We understand that unexpected life events can arise. In these situations, immediate notice must be provided to the appropriate WGB personnel (e.g., Volunteer Coordinator or Meet Manager). Alternative arrangements may be explored when possible, provided communication is prompt and clear.

#### 14. HOUR ALLOCATION PER ACTIVITY

Volunteer hours are credited based on job complexity and time. Hours are awarded only when the full task is completed. Other volunteer opportunities may arise throughout the year—such as assisting coaches during special practices that require additional timers, lap counters, or other forms of support. In these cases, volunteer hours may be awarded at the discretion and review of the Executive Director.

The following list includes examples of activities and their corresponding point values, but it is not exhaustive:

Position / Job Description	Hours	Unit
<b>Swim Meets/Time Trials Officials &amp; On-Deck Positions</b>		
Referee – Head	4 hours	Per Event Session
Referee – Shadow	3 hours	Per Event Session
Starter	3.5 hours	Per Event Session
Starter – Shadow	2.5 hours	Per Event Session
Chief of Electronics	4 hours	Per Event Session
Chief of Electronics – Shadow	3 hours	Per Event Session
Chief Timer	3.5 hours	Per Event Session
Chief Timer – Shadow	2.5 hours	Per Event Session
Chief Finish Judge	3.5 hours	Per Event Session
Chief Finish Judge – Shadow	2.5 hours	Per Event Session
Inspector of Turns	3 hours	Per Event Session
Inspector of Turn – Shadow	2 hours	Per Event Session
Judge of Strokes	3 hours	Per Event Session
Judge of Strokes - Shadow	2 hours	Per Event Session
Safety Marshal	.5 hr	Per Event Session
Recorder Scorer	3.5 hours	Per Event Session
Recorder – Shadow	2.5 hours	Per Event Session
Timer	2 hours	Per Event Session
Timer – Shadow	1 hour	Per Event Session
<b>Meet Operations</b>		
Meet Manager	30 hours	Per meet
Meet Manager – Shadow	15 hours	Per meet
Admin Desk (Clerk of Course)	2 hours	Per Event Session
Admin Desk (Clerk of Course – Shadow)	1 hour	Per Event Session
Awards / Ribbons	1 hour	Per Event Session
Apparel Stand	2 hours	Per Day at Event
Parent Helper (Marshalling Area, Group Helper)	1 hour	Per Event Session
Bleacher/block transport	4 hours	Per Event
Meet Set-Up	1 hour	Per Event Session
Meet Take Down	1 hour	Per Event Session
Food Runner	.5 hours	Per Event Session
Food Donation	.5 hours	Per Event Session
Volunteer Coordinator	1 hour	Per Event Session
<b>Administration</b>		
President	44 hours	Per Seasons
Vice-President	40 hours	Per Seasons
Secretary	38 hours	Per Seasons
Treasurer	34 hours	Per Seasons

Director at Large	22 hours	Per Seasons
Registrar	15 hours	Per Seasons
Director of Officials	15 hours	Per Seasons
<b>Additional Fundraising and Volunteer Roles</b>		
Fundraising Event Coordinator	5 hours	Per Event
Event Volunteer Coordinator	5 hours	Per Event
Event Helper	1 hour	Per Event
Team Travel Chaperone: 9 or fewer athletes	10 hours	Per Event
Team Travel Chaperone: 10 or more athletes	15 hours	Per Event
Clothing Coordinator	10 hours	Per Season
Event Photographer	1 hour	Per Event/Event Session
Door Prize Coordinator	2 hours	Per Event
Other Tasks or Activities - must be approved by Executive Director and/or Board of Directors	TBD	TBD

## 15. TRACKING AND REPORTING

The Club Manager will monitor all volunteer points and upload them into accounts throughout the season, with the final amount entered by the end of each session.

## 16. CLUB WITHDRAWAL

Athletes that leave the organization midseason will have their volunteer commitment hours and corresponding fees prorated and charged accordingly, as per WGB's Refund Policy.

## 17. NAVIGATING THE OFFICIALS PATHWAY: Learning Swim Meet Roles

At the start of the season, WGB's Officials Coordinator will activate members' official's account in the Swimming Canada system.

Members will be emailed a link and required to login and sign the Assumption of Risk waiver form to activate their account.

If a member is new to officiating, opportunities for courses will be communicated through the WGB Club Administrator at the beginning and throughout the season, when they become available. To become certified at any officiating level, shadowing requirements are mandatory. Shadowing shifts are considered a part of WGB's volunteer requirements.

Members are expected to have their own autonomy in pursuing higher officiating certifications in order to meet compliance with the requirements outlined in this program.