

PCS CLUB COMMITMENT POLICY 2024/25

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Introduction:

Our swim club relies on the dedication and support of volunteers to 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** (e.g., VI Regionals, Provincials, Canadian Trials, USport)

The volunteer credit requirements for the 2024/2025 season are listed in Figure 1 below.

Group Level	Required Volunteer Credits		
	Season 1: Sept-Jan	Season 2: Feb-July	Special Meets
Development 1	2	2	2
Development 2	3	3	3
Development 3	3	3	4
Provincial 1	3	3	3
Provincial 2	4	4	4
Provincial 3	5	5	5
Senior 1	4	4	3
Senior 2	5	5	4
National (1, 2)	6	6	5

Figure 1: Required Volunteer Credits

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. Each swim meet volunteer job is assigned a credit amount and that credit amount is listed on the online volunteer sign-up page for each swim meet. Most volunteer positions will give you 1 credit for volunteering at 1 swim meet session (a swim session is approximately 4 hours). There are some common exceptions to the usual "1 credit per swim meet session":

- Safety marshal is a short shift before the racing starts and is worth only 0.5 credits.
- Weekday shifts will often have a higher credit to encourage volunteering at these times.
- The more senior roles may have a higher credit to account for the responsibility and time commitment of these roles.

It is recommended that families sign up for volunteering in advance to ensure that they will fulfill their volunteer commitments for each season. 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 shift at the pool**. 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. When possible, it is requested that families volunteer for the most senior position they are qualified for, to allow for those families newer to the club to fill timer positions.

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 Clinic	All groups	1
Safety Marshal	No Training Required to volunteer but it is recommended to take Safety Marshal Clinic	All Groups	1
Hospitality	No training required to volunteer	All Groups	N/A
Decoration Set Up/Take Down	No training required to volunteer	All Groups	N/A

Inspector of Turns (Turn Judge)	Inspector of Turns Clinic required	All groups	2
Judge of Stroke (Stroke Judge)	Judge of Stroke Clinic required	All groups	2
Administration Desk (Clerk of Course)	Administration Desk Clinic required	All groups	2
Chief Finish Judge & Chief Judge Electronics	CFJ CJE Clinic required	P, S, N	2
Quantum	On Job Training (Contact PCS Officials Director for more information)	P, S, N	2
Starter	Starter Clinic required	P, S, N	2
Meet Manager	Meet Manager Clinic 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 and ensure there are enough volunteers to run the swim meets.

Recognition and Appreciation:

Volunteers are essential to the success of our club, and their time and effort is deeply appreciated. Recognition of the swim families who complete their full commitment (Season 1, 2 and Special Meets) will be done at the Fall awards ceremony. In addition, families who complete their full commitment for the year will receive free off-season swim time and coaching throughout the month of August.

Consequences for Non-Compliance:

Failure to fulfill volunteer commitments may result in a fine of \$250 per season (two seasons per year) being charged to the swimmer's account. Failure to fulfill the Special Meet volunteer

commitments may result in a fine of \$250 being charged to the swimmer's account at the end of the year.

These fines will be billed to swimmers accounts April 1st for the first season (Sept to January 31) and August 1st for both the second season and Special Meets. Exceptions may be granted but families are encouraged to communicate any difficulties in meeting their volunteer commitment as early as possible to the coach or volunteer coordinator.

PCS-hosted Meet Schedule for 2024/25:

Figure 3 below outlines the meets that PCS will be hosting for 2024/25 where volunteer credits are available. This schedule is subject to change.

Credits are not provided for meets hosted by other clubs, school meets or Lightning Fast meets.

Event	Date	Groups Attending	Category
Distance Swim Meet	Oct 12-13, 2024	P3, S, N	Season 1
Rubber Ducky Meet 1	Nov 3, 2024	D, S, P	Season 1
Christmas Cracker	Dec 6-8, 2024	D, P, S, N	Season 1
Rubber Ducky Meet 2	Jan 12, 2025	D, S, P	Season 1
Wavemaker	Apr 18-20, 2025	D, P, S, N	Season 2
Rubber Ducky 3	May 25th, 2025	D, P	Season 2
Canadian Trials	June 6-12, 2025	Qualified Swimmers	Special Meet
Mid-Summer Madness	July 26-27, 2025	D, P, S, N	Season 2

Figure 3: Meet schedule.

FAQ's

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

A- For the 2024/25 season the PCS Volunteer Coordinators are Anna Hunt and Jaime Hilbert (parents of D and P group swimmers). They can be contacted at volunteerpcs@gmail.com or in the pool stands many days of the week. They are happy to answer questions and appreciate how overwhelming all of this information can be to new swim parents.

Q- Can anyone be a Timer?

A- Yes, anyone can be a timer with no training required. Timing is an entry level position that is perfect for starting off with. The job requires you to be attentive and polite to the swimmers and to be able to step up and down the equivalent of one step.

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

A- Anyone who volunteers can have their volunteering credited to your account. There are some eligibility requirements that must be met, including: over 12 years of age, and the ability to concentrate and be attentive for the entirety of the session. 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 linked to the swimmers' account logs in and does the sign up and enters the names of those volunteering; OR,
- (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.

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

A - You are required to meet the volunteer commitment level of the group that your highest level of swimmer is in at the end of the season (e.g., as of Jan 31st for season 1 and July 31st for season 2). Example if your D group swimmer moves to P group Jan 1st you are expected to meet P group volunteer commitments for Season 1. Exceptions will be made for families who move up in the last few weeks of a season with no opportunities available to earn the needed additional credits before the end of the season.

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

A- You only need to meet the requirement for one swimmer. Your volunteer commitment is determined by the group level of your highest level swimmer at the end of the season.

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 30th will be expected to meet the full credit requirements for Season 1, 2 and Special Meets.
- Between December 1st and April 15th will be expected to meet the full credit requirements for Season 2 and Special Meets. You are still expected to volunteer in Season 1 but are exempt from any Season 1 penalties.
- After April 15th are still expected to volunteer but are exempt from any penalties.

Q- Can I sign up for shifts now for the whole year?

A- You are encouraged to sign up early and often. If you sign up for a shift you can't make please cancel your shift or reach out to the PCS Volunteer Coordinator to do so for you.

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.