

# 1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club (“CKASC”) Bylaws.

- **“Casino Coordinator”** - A Parent volunteer responsible for coordinating with Alberta Gaming and Liquor Commission to ensure that CKASC casino obligations are met.
- **“Fundraising Commitment”** - A minimum fundraising amount, which Members will be mandated to raise for club operations, will be set by the Board of Directors at the beginning of each swim season.
- **“Volunteer Commitment”** - The minimum number of hours a Member must complete (per family) as part of their enrolment in CKASC Programming. This minimum is set out in the registration package at the start of the year.
- **“Programming”** - Any camp, team, or other artistic swimming related activity offered to athletes by CKASC.
- **“Parent”** - Parent and/or legal guardian.
- **“Member”** - Any person (typically a parent/guardian) who is undertaking the financial and volunteer obligations for the athlete.

# 2. Purpose

This document outlines the fundraising and volunteer commitments of Members related to CKASC Programming. Members are responsible for delivering on the commitments outlined in this document.

# 3. Change History

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
0.1	June 9,	C Foster	Updates to capitalization, and adjustments to

	2019		centralize the commitments into the registration package such that this document stands whole year after year.
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors
1.1	Dec 9, 2019	C Dilger	Clarification of terms (Members, Swimmers, Parent, Guardian)
1.2	June, 2021	C Dilger	Reference to early withdrawals added (Section 7)
1.3	March, 2022	C. Dilger	Modification to Board volunteering requirements
1.4	April 2022	C. Dilger	Clarified that volunteer obligations for meets we host are one shift per family per day
1.5	May 2023	N. Newman	Update for volunteer commitments and fundraising for 2023/2024 competitive season.
1.6	Nov 2023	S. Burkholder	Clarification of Casino shift assignment procedure.
1.7	June 2024	S. Burkholder	Removal of volunteer committees, tiered volunteer commitment levels, and addition of signup genius.

## 4. Application of this Policy

This policy applies specifically to pre-competitive and competitive athletes within CKASC. In addition to any Fees and Expenses incurred, each Member is responsible for delivering on both their Volunteer Commitment and Fundraising Commitment.

## 5. Volunteering

In accordance with Alberta Artistic Swimming (AAS) policies and CKASC Screening policies, volunteer positions that have direct contact with the athletes require an Alberta Artistic Swimming membership and a criminal records check at the Member's expense. CKASC will not reimburse Members for AAS membership or criminal records checks. The Club will let Members know if a membership is required and provide direction to parents on how to obtain a criminal records check.

## 5.1. Volunteer Activities

CKASC has an expectation that Members will volunteer for key roles in the club or on the Board of Directors. These roles are usually selected and finalized at the Spring General Meeting held at the end of the season, with an additional opportunity for Members to sign up for vacant roles at the Annual General Meeting in the fall. A signup genius will also be made available for Members to sign up for specific pre-identified volunteer roles. Additional volunteer roles may become available throughout the season and will be advertised in the Wave.

Over the course of the season, Members shall volunteer a minimum number of hours. Precompetitive and adapted competitive Members must volunteer at least 10 hours, and Members of all other teams must volunteer at least 30 hours. There is no volunteering commitment required for AquaGo or adapted pre-competitive Members.

The number of volunteer hours per family will be determined by submissions by the Member to the Volunteers and Events Director.

## 5.2. Volunteer Deposit

Volunteer hours are not transferable between families. If a family has accumulated more hours than required by the sum of the Volunteer Commitment, they may not give these hours to another family. If a family is having difficulty meeting the required Volunteer Commitment, they are encouraged to contact the Volunteers and Events Director as soon as possible to discuss ways the commitment can be met.

At the end of the season, Members will be required to pay the Club for any volunteer hours that were not completed. A 10 hour volunteer commitment that is not met will incur a \$150 charge. A 30 hour volunteer commitment that is not met will incur a \$500 charge.

The penalty, if applicable, will be deducted from the Team Deposit. If there are not sufficient funds available in the Team Deposit, the Member will be invoiced for the penalty noted above.

Activities that apply to volunteer hours are as follows:

Hours that <b>APPLY</b>	Hours that <b>DON'T APPLY</b>
<ul style="list-style-type: none"> <li>● Volunteer Roles on Signup Genius</li> <li>● Additional Volunteer Roles that become available throughout the season, as advertised in the Wave</li> </ul>	
<ul style="list-style-type: none"> <li>● Team Parent</li> <li>● Chaperoning</li> <li>● Attending mandatory club meetings,</li> </ul>	<ul style="list-style-type: none"> <li>● Planning team parties or events</li> <li>● Attending team meetings</li> <li>● Preparing for meets (such as gelling</li> </ul>

such as the Spring General Meeting and Fall AGM	hair) ● Chaperone preparation
<ul style="list-style-type: none"> <li>● Extra competition shifts at CKASC-hosted meets, over and above the mandatory shift obligation.</li> <li>● Competition shifts at competitions hosted by other clubs</li> </ul>	<ul style="list-style-type: none"> <li>● Required competition shifts at CKASC-hosted meets</li> </ul>
<ul style="list-style-type: none"> <li>● Extra casino shifts</li> </ul>	<ul style="list-style-type: none"> <li>● Required casino shift</li> </ul>

### 5.3. Multi-Athlete Families

Where a family has more than one athlete in the club, the Volunteer Commitment will be measured at the family level, where the actual commitment will be the largest single Volunteer Commitment of the family’s enrolled athletes.

### 5.4. Meet Hosting

The CKASC season usually consists of four to six artistic swim meets in Alberta. A local club usually hosts each meet. Each year CKASC bids to host a meet, as these meets provide an additional source of revenue for the club.

In the event that CKASC is selected as the host club, Members must help in planning and running the meet. The planning and organization of the meet is considered a key volunteer position and earns volunteer hours at the rates outlined by the Board of Directors.

In addition to the planning and organizing of the meet, there is a requirement for the host club to provide volunteers during the course of the event. These volunteers serve in various roles from coordinating athletes to selling promotional materials. The duration of the shifts will be determined by the Meet Manager with approval from the Board of Directors and will be communicated to Members ahead of the meet. Each competitive Member is required to volunteer for one (1) shift per day during the meet. Each pre-competitive and adapted competitive Member is required to volunteer for one (1) shift per meet. AquaGo and adapted pre-competitive Members are not required to volunteer for a shift. These mandatory shifts do not count towards the annual volunteering commitment. Any additional shifts filled by Members will be counted towards the Member’s Volunteer Commitment.

### 5.5. Casino

One of the major fundraisers for CKASC is participation at a casino every 18 to 24 months. It is mandatory to have a representative from each family with an athlete in the club available to

work one (1) casino shift. If a Member does not fulfill their one casino shift requirement, the Member will be invoiced \$1000 for immediate payment.

As there may be more Members than available Casino shifts, the Casino Coordinator will make an initial shift available for sign-up to each family. Any shifts not filled through the volunteer sign-up will be assigned to a Member by the Casino Coordinator. If a Member refuses to accept their assigned shift, they will be invoiced \$1000 for immediate payment. After all Casino shifts are filled by initial volunteer sign-up, and then by assignment of the remaining shifts, there may be Members who will not work a Casino shift in the current season. Those Members will be required to sign up for an actual (not on-call) shift in the following season, or they will be invoiced \$1000 the following season. Once a shift is assigned by the Casino Coordinator, the Member becomes responsible for the shift. A Member may choose to find a delegate to fulfill their casino shift, however they remain responsible for said delegate.

Mandatory volunteer hours worked during the casino shift do not contribute to a Member's volunteer hour requirements. Should a Member choose to volunteer for additional casino shifts, the additional volunteer time can be claimed.

Current board members, and families with only AquaGo, pre-competitive or adapted athletes, are exempt from the Casino obligation.

## **6. Fundraising**

Each Member will have an individual fundraising account to hold funds raised by the individual Member; funds in this account will be tracked against the Member's Fundraising Commitment.

### **6.1. Fundraising Deposit**

CKASC requires that each Member must raise a specified number of fundraising profits. If a family does not meet the Fundraising Commitment, the remaining required fundraising profits will be collected from the Team Deposit provided at registration.

Members may choose to opt out of fundraising efforts by selecting the \$500 Fundraising Buyout Fee at registration. The buyout fee will be evenly divided over the remaining team installment fees. Those Members that buyout fundraising will not be required to participate in any fundraising activities, but if they do choose to participate in fundraising throughout the season, any profits will be allocated to the athlete. Once purchased, the \$500 fundraising buyout will not be refunded if the Member subsequently chooses to participate in fundraising activities.

Details on individual fundraising requirements will be determined by the Board of Directors and communicated to all Members at the beginning of the season.



## 7. Withdrawal from Programming

The treatment of Fundraising and Volunteer commitments for early withdrawal is covered within the Fees and Financial Commitments policy.