

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 and agrees to undertake other obligations that are assessed by the Board.

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, 2019	C Foster	Updates to capitalization, and adjustments to 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.
1.8	Sept 2024	S. Burkholder	Update Pre-Comp fundraising requirements
1.9	Mar 2025	D. Hoynick S. Burkholder M. D’Ippolito	Clarify Volunteer hours, judging hours, casino, and meet hosting requirements and penalties. Updated Adaptive wording.

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. The SignUp Genius will specify the approximate hour commitment required for each role. The approximate hours do not automatically fulfill the volunteering commitment. The Member will still be required to track the hours that were volunteered and submit to the Volunteers and Events Director.

Over the course of the season, Members shall volunteer a minimum number of hours. Pre-competitive and adaptive 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 adaptive pre-competitive Members.

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

5.2. Volunteer Hours

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 a penalty to the Club if their hourly commitment has not been 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 APPLY	Hours that DON'T APPLY
<ul style="list-style-type: none"> • Volunteer Roles on Signup Genius • Additional Volunteer Roles that become available throughout the season, as advertised in the Wave 	
<ul style="list-style-type: none"> • Team Parent • Chaperoning • Attending mandatory club meetings, such as the Spring General Meeting and Fall AGM • Judging 	<ul style="list-style-type: none"> • Planning team parties or events • Attending team meetings • Preparing for meets • Chaperone preparation • Judging courses
<ul style="list-style-type: none"> • Extra competition shifts at CKASC-hosted meets, over and above the mandatory shift obligation. • Competition shifts at competitions hosted by other clubs 	<ul style="list-style-type: none"> • Required competition shifts at CKASC-hosted meets
<ul style="list-style-type: none"> • Extra casino shifts 	<ul style="list-style-type: none"> • Required casino shift

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 adaptive competitive Member is required to volunteer for one (1) shift per meet. AquaGo and adaptive 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.

If a Member does not fulfill their entire meet hosting requirements as set out by the Club, an invoice of \$300 for competitive families, or \$150 for pre-competitive and adaptive competitive families will be issued for immediate payment.

5.5. Judging

Judges will keep track of and report volunteer hours to the Volunteers and Events Director. Fully qualified judges receive full credit for every hour of judging they volunteer (i.e., if they judge for 8 hours, they will have met 8 hours of their volunteer commitment).

Practice judges, or judges-in-training, are responsible for their own training; any courses and time spent during the courses will not be reimbursed and does not qualify towards the annual volunteering commitment. When shadow judging (practicing and learning at meets), judges-in-training receive half credit for every hour of judging they volunteer (i.e., if they practice judge for 8 hours, they will have met 4 hours of their volunteer commitment).

Judges may earn hours towards their annual 10- or 30-hour commitment by judging during meets. However, their family must also fulfill the mandatory shift(s) as outlined in section 5.4 above and are not exempt from these mandatory shift(s).

5.6. 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 who did not work a shift, or signed up for an on-call shift but were not called in to work, during the previous casino. Any shifts not filled through this initial 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. The Casino Coordinator will then make a second shift available for sign-up, including the remaining actual shifts and all on-call shifts, to the remaining competitive families.

After all casino shifts are filled by initial volunteer sign-up, assignment of shifts, and the second volunteer sign-up including on-call shifts, there may be Members who will not work a casino shift this time. As noted above, those Members will be required to sign up for an actual (not on-call) shift for the next casino, or they will be invoiced \$1000 at the time of shift sign-up for the next casino. In addition, those Members who signed up for an on-call shift but were not called in to work will be required to sign up for an actual (not on-call) shift for the next casino, or they will be invoiced \$1000 at the time of shift sign-up for the next casino.

Once a Member signs up for a shift, or 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 annual volunteer hour commitment. 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 adaptive athletes, are exempt from the casino obligation, however if they choose to work a casino shift, the time may be claimed toward their annual volunteer hour commitment.

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. Any fundraising raised by non-paying Members will benefit the Club at large.

6.1. Fundraising Deposit

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

Members may choose to opt out of fundraising efforts by selecting the Fundraising Buyout Fee at registration. For all Competitive streams the fundraising buyout is \$500 and for the Pre-competitive stream it is \$200. 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 fundraising buyout will not be refunded if the Member subsequently chooses to participate in fundraising activities. If a Member does not participate in any fundraising at all throughout the season, it will be considered equivalent to opting out of fundraising at registration, and they will be invoiced the Fundraising Buyout Fee of \$500 for Competitive streams or \$200 for the



Pre-competitive stream at the end of the season, rather than being charged the remaining required fundraising credit commitment amount.

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.

Appendix A: Fundraising Requirements

Program	Fundraising Commitment
AquaGO! Adapted	No commitment
Pre-competitive	150 credits
Provincial Stream	350 credits
National Stream	400 credits