

# DCSC Participaion Commitment Program

DCSC is a “parent participation” club. We encourage family participation and we reduce program costs through a Credit program for volunteer time with the club. To illustrate, DCSC hosts up to four meets throughout the year. These hosted meets require a lot of volunteers, but they are responsible for generating \$1000s per year in club revenue. This money directly reduces EVERY MEMBER’S cost to swim. Therefore all DCSC families must participate in the participation program.

The fee structure and required volunteer points are assigned by your swimmer’s Squad; they are calculated to match the opportunities to volunteer with the swimmer’s level. In September at registration, each family is assigned a number of points to be earned. For families with more than one swimmer this is calculated by adding the points required for each swimmer. Once a family has been assigned points at registration, this quota does not change if a swimmer is advanced to a higher-level group during the season. Every point earned by volunteering equals 1 credit toward the family’s maximum point fee. No credits are given over and above the number of assigned points.

At season end, points are converted to \$ value at 1pt = \$1. Once your point maximum has been reached your volunteer credit cheque will be returned to you. Should you not reach the required point level you will be assessed a penalty of \$1 per point against your participation program deposit cheque.

For swim families registering after September, the number of credit/participation points will be assigned by the Participation Program Coordinator based not only on the swimmer’s Group, but also pro-rated by the month of registration and thus, the remaining opportunities to volunteer.

As part of September registration, each family has the opportunity to sign up for “administration and support” duties. Requests for participation for swim meets will come before each meet. For duties at DCSC-hosted swim meets, sign-up will be on a “first come, first-serve” basis. Families who volunteer beforehand must still sign-in with the meet manager/designated official representative prior to the start of the session. Families who volunteer, but do not sign-in, and then are not needed won’t be awarded credit points.

To keep your account up-to-date, your volunteer points must be submitted to our Participation Program Coordinator three times per year, at the end of December, the end of March, and the end of May. It is each family’s responsibility to record their volunteer service and to submit to the Participation Program Coordinator.

# Calculation of Points & Fees

Calculate the fee based on the number of swimmers you have and the level at which the children are swimming. Credits will be applied and reconciled at the end of the season. Credits in excess of the annual amounts do not carry over to next season. This fee is revenue neutral should family point commitments be met. The fee will be treated like a uniform deposit with a post dated cheque collected at the beginning of the year. This cheque will be returned should your volunteer commitment be met.

Note that 1<sup>st</sup> year bronze swimmers do not have a participation commitment. First year families entering higher groups assume responsibility for ½ the volunteer points for each swimmer during the family's first season with the club. Summer and non-competitive swimmers also need to earn ½ the volunteer points for each swimmer.

The fee is calculated on a dollar per point basis as above and the post dated cheque is returned at season end if the participation commitment is met. If the participation commitment is partially met the portion met will be refunded on a \$1.00 per point accumulated basis.

The points & fees assigned by swimmer squad for 2009-10 are:

Squad	Participation Points Required	Fee
National	200	\$ 200
Tag	200	\$ 200
Gold	100	\$ 100
Silver	100	\$ 100
Bronze	60	\$ 60
1 <sup>st</sup> year Bronze	0	0
1 <sup>st</sup> year in other squads, summer and non-competitive	½ points	50 % fee

## DCSC Participation Commitment Program Job Descriptions

**Board of Directors:** (must attend 80% of scheduled Board meetings)

<b>Duty</b>	<b>Description</b>	<b>Points</b>
<b>President</b> <i>Executive Position</i>	<b>Chief Executive Officer of DCSC; presides over all meetings. Official DCSC spokesperson and representative. Liaise between Board and Head Coach. Attend SNS Fall President's Meeting.</b>	<b>200 pts</b>
<b>Vice President Competitions</b> <i>Executive Position</i>	<b>Oversee DCSC sponsored meets and coordinate their meet management. Obtain SNS sanction for DCSC time trials and ensure sufficient officials. With Head Coach and Board, participate in SNS meet bid process to secure DCSC-hosted meets. With Head Coach, before start of season, identify meets that DCSC will participate in during the year. Ensure sufficient DCSC officials for away-meets.</b>	<b>150 pts</b>
<b>Vice President Finance</b> <i>Executive Position</i>	<b>Make all financial arrangements for the Society as directed by the Board and oversee the integrity of the financial records as prepared by the Society's accountant. File with the Registrar of Companies of Nova Scotia within 14 days of AGM.</b>	<b>200 pts</b>
<b>Vice President Administration</b> <i>Executive Position</i>	<b>Look after administrative responsibilities of the club including promotion of the club and act as a publicity and media liaison. Coordinate other administrative duties at the direction of the executive including: registration materials, Big Splash, website, team pictures, display case, Club Records, etc.</b>	<b>150 pts</b>
<b>Treasurer</b> <i>Executive Position</i>	<b>Look after all account deposits and account balances, and report these to VP Finance and Board. Make monthly deposits of post-dated cheques.</b>	<b>150 pts</b>
<b>Secretary</b> <i>Executive Position</i>	<b>Produce and distribute minutes for Board meetings and Annual General Meeting. Coordinate all room bookings with Sportsplex. Collect all Board directed correspondence &amp; keep files. Ensure distribution of Registration info to members in September.</b>	<b>150 pts</b>
<b>Registrar</b>	<b>Organize, review, and update information for new members for September. Ensure DCSC swimmers are registered with SNS. Arrange swimmer transfers with SNS and clubs. Maintain up-to-date squad listings for Head Coach, Finance and Web site. Handle yearly Swim News subscriptions.</b>	<b>150 pts</b>
<b>Chair of Officials</b>	<b>Encourage DCSC parent participation as officials and promote advancement to higher Official levels. Organize officials' courses as needed. Co-ordinate senior officials for DCSC sponsored meets.</b>	<b>150 pts</b>
<b>Team Manager</b>	<b>With Head Coach, book or block accommodations for away meets; coordinate vehicles or other travel arrangements. Coordinate billets, arrange chaperones, cost out fees, develop itineraries, ensure necessary DCSC forms, (conduct, consent, medical, etc.) are filled out.</b>	<b>75 pts</b>
<b>Fundraiser/ Team Sponsorship Coordinator</b>	<b>Establish/ work with committee to solicit team sponsors, including sponsors for annual swim meet; develop advertising guidelines/strategies.</b>	<b>100 pts</b>

### Administrative & Support:

<b>DCSC Participation Program Coordinator</b>	<b>Administer DCSC volunteer points program. Collect Participation Commitment forms at registration; distribute jobs, tabulate points, and tabulate/forward refund amounts to V.P. Finance at year-end for refund distribution. Engage/ advise Board re: issues of non-compliance or controversy.</b>	<b>100 pts</b>
<b>AGM Attendance</b>	<b>Attend the Annual General Meeting</b>	<b>10 pts per family</b>
<b>Chaperone (non-billeted swim meets)</b>	<b>Assist in logistics and oversee DCSC swimmers (off pool deck) during away meets. Organize, buy, and prepare, as required, food for swimmers. Assist with equipment laundering. Ensure bedtime guidelines are met with the direction of Head Coach.</b>	<b>50 pts per day</b>
<b>Equipment Manager</b>	<b>Order, store and distribute team gear including collection of monies for the gear. 1 person</b>	<b>150 pts</b>
<b>Equipment Assistants</b>	<b>Assistant to aid in opening hours for the equipment box. Max. 1-2 persons</b>	<b>40 pts per person</b>
<b>Swim N.S. Rep</b>	<b>Represent Club at SNS meetings when DCSC is required to provide a rep (2–3 yr rotating cycle).</b>	<b>20 pts per meeting</b>
<b>Splash Editor</b>	<b>Work with the Coaches &amp; Exec to prepare &amp; distribute the DCSC newsletter and update web page.</b>	<b>100 pts</b>
<b>Web Master</b>	<b>Design, update and maintain Club web site</b>	<b>50 pts</b>
<b>Muffin Morning Coordinator</b>	<b>Organize food, set up and run muffin morning. Max of 2 people share job.</b>	<b>60 pts per person</b>
<b>Social Coordinator</b>	<b>Coordinate age-appropriate social events for the squads. Delegate the delivery of the individual squad events to a parent in the squad. Each squad should have 2-3 social events planned throughout the year.</b>	<b>75 pts</b>
<b>Banquet Coordinator</b>	<b>Plans, books and distributes tickets for year end banquet. Buys awards etc required for the banquet. Maximum 2 people</b>	<b>75 pts per person</b>
<b>Banquet Assistant</b>	<b>Assist the Banquet coordinator. Maximum 4 people</b>	<b>25 pts per person</b>

### Swim Meet Participation:

<b>Meet Manager</b>	<b>Organize/run DCSC-hosted swim meets.</b>	<b>100 pts per meet</b>
<b>Canteen Coordinator</b>	<b>Purchase food items, set up concession &amp; worker schedules, and solicit donations. Prepare revenue &amp; expenses for the Treasurer.</b>	<b>50 pts per meet</b>
<b>Canteen Worker</b>	<b>Assist with set-up of concession &amp; sale of items. Two people per session.</b>	<b>20 pts per session</b>
<b>Meet Hospitality Coordinator</b>	<b>Coordinate food donations &amp;/or purchases food, coordinate food prep, schedule workers to distribute to coaches &amp; officials for meet hospitality.</b>	<b>50 pts per meet</b>

<b>Meet Hospitality Worker</b>	<b>Prepare &amp; distribute food to coaches &amp; officials.</b>	<b>20 pts per session</b>
<b>Meet Office Coordinator</b>	<b>Accept meet entries, setup meet entries on computer, and coordinate meet office staff for meet (Only needed in meets not co-shared with SNS).</b>	<b>75 pts per meet</b>
<b>Meet Office Worker</b>	<b>Tabulate computer results and distribute labeled ribbons/medals.</b>	<b>20 pts per session</b>
<b>Referee</b>	<b>Most Senior official (in authority) on deck for session, referee is in charge of conduct of the swim competition Must be at least level 3 (orange) and taken referee clinic.</b>	<b>30 pts per session</b>
<b>Starter</b>	<b>The starter's role is to ensure a fair start for all swimmers. May be asked to judge turns and relays in the start-end of the pool.</b>	<b>30 pts per session</b>
<b>Stroke &amp; Turn Judge</b>	<b>Judges of Stroke (walks along the pool length) and Judges of Turn (at both ends of the pool) ensure swimmers follow the rules for each swim stroke and turn.</b>	<b>20 pts per session</b>
<b>Chief Finish Judge</b>	<b>Chief Finish Judge's primary role responsibility is the determination of the official placing and results of a race.</b>	<b>20 pts per session</b>
<b>Chief Finish Electronics</b>	<b>Responsible for operation of the electronic timing system (Only presently in use at Dalplex)</b>	<b>20 pts per session</b>
<b>Timer</b>	<b>Ensure swimmer's name, lane, heat number, etc. is correct. Accurately start and stop watch and record finish times. Timers do not cheer for swimmers (regardless of team).</b>	<b>20 pts per session</b>
<b>Chief Timer</b>	<b>Chief Timekeeper(s) must maintain a constant check on the accuracy and the efficiency of all Timekeepers.</b>	<b>20 pts per session</b>

### **Official's Clinics**

<b>Timing and Safety Marshall</b>	<b>Register and attend workshop. (This is the Level I Intro Course (Red Badge) which all parents need to take to understand the working of a swim meet and its officials)</b>	<b>20 pts</b>
<b>Stroke &amp; Turn</b>	<b>Register and attend workshop and get certified.</b>	<b>20 pts</b>
<b>Chief Timer</b>	<b>Register and attend workshop and get certified</b>	<b>20 pts</b>
<b>Chief Finish</b>	<b>Register and attend workshop and get certified</b>	<b>20 pts</b>
<b>Office</b>	<b>Register, attend clinic and get certified in this position</b>	<b>20 pts</b>
<b>Starter</b>	<b>Register, attend clinic and get certified in this position</b>	<b>20 pts</b>
<b>Referee</b>	<b>Register, attend clinic and be certified in this position</b>	<b>20 pts</b>
<b>Meet Manager</b>	<b>Register, attend clinic and be certified in this position</b>	<b>30 pts</b>
<b>Clerk of Course</b>	<b>Register , attend clinic and be certified in this position</b>	<b>20 pts</b>

### **Fundraising Coordination:**

<b>Auction/ Major Club Fundraiser Coordinator</b>	<b>Coordinate, book, plan &amp; deliver the annual major club fundraiser. To be approved by Board if required. Max 1-2 persons.</b>	<b>100 pts per person</b>
<b>Citrus Sales Coordinator</b>	<b>Complete oversight and management of DCSC Citrus Sales, 4 sales per year</b>	<b>50 pts per sale</b>
<b>Swim-a-thon Coordinator</b>	<b>Organize and oversee annual Swim-a-thon with Head Coach. Collect monies &amp; submit to SNS. Prepare and distribute tax receipts.</b>	<b>75 pts</b>
<b>Sobeys Gift Certificate Sales Coordinator</b>	<b>Advertise and coordinate the sale of Sobeys grocery certificates. Collect cheques, distribute certificates and provide accurate accounting to Treasurer. Monthly.</b>	<b>75 pts</b>
<b>Poinsettia Sales Coordinator</b>	<b>Advertise and coordinate the sale of poinsettia's and wreaths. Provide information to members, distribute purchases and provide accurate accounting to Treasurer.</b>	<b>50 pts</b>
<b>One Time Fund Raisers</b>	<b>Examples are chocolate bar sales, cookie dough, SunSweep tickets</b>	<b>40 pts</b>