

SSMAC PARTICIPATION PROGRAM

The Sault Ste. Marie Aquatic Club is a not for profit organization that is run by volunteers. The success of the club's high-calibre swim program depends on the support and involvement of its members.

In preparing for the 2008-2009 swim season, a major emphasis for the club will again be in securing needed volunteer members to perform club activities. In case you do not know, the fees you pay cover only a portion of the club's expenses. The number of volunteer hours to run our club's sponsored events and maintain an enthusiastic and efficiently managed swim team runs in the thousands. Much like any other non-profit organization, we must have fund-raising events to keep our fees reasonable, allow more families to participate and provide the means to plan for the future.

Our primary fund raising event is the Joey Calzone Invitational swim meet. If properly attended by swim clubs, it can bring about \$15,000. Other fundraising events include our Swim-a-thon, our Shop and Save and our corporate sponsorship program. We hope to add others in the near future. Your assistance is critical to the success of these club activities. By participating, you have an opportunity to meet other swim team families, get to know your team members and show active support for your child's swimming efforts.

This will be the first year of a program we hope will fill the club's needs to run all of the above events more efficiently. In addition to monthly dues, each swim team family is required to provide service hours each swim year to support the team. These volunteer hours or points will need to be fulfilled between September 2008 and August 2009. Your family may complete their hours by working at meets, contributing to other fundraising events or completing other jobs that can be done either partially or entirely at home. Please read the attached policy. Participation to this program is part of your family commitment. If you have any questions, or if you think of a new job that needs to be filled, please notify one of the Board members.

Program Description

The participation program for the current year will be based on a 300-point requirement for levels 1 and 2, 200 points for levels 3 and 4 and 100 points for level 5. Families with swimmers in multiple groups are responsible for fulfilling ONLY the obligation of the highest-ranking swimmer. Upon enrolment (see Participation on Commitment section of Registration form) families are required to declare their intention to participate in the program by performing service hours or to NOT participate by choosing the financial option. Since we are in need of volunteers, we would prefer that families not take this financial option. If they choose to perform service hours, they are requested to indicate a series of positions or functions they would consider performing during the course of the season. This will allow the team time to assist families in fulfilling their commitment.

Whether you choose the participation or financial option to this plan you will have to provide post dated cheques (see registration forms (Fees and levies)) for the full amount of each instalment at the time of registration. If you complete your service hours, the

cheque will be returned. Please remember your swimmer(s) will not be able to participate if this levy is not paid.

At the end of the season, any family unable to satisfy their annual participation commitment will be billed \$1 per point. Please remember, it is the obligation of each family to keep the Tabulator informed in writing of all hours they have worked by filling the participation form. We hope that all families will choose to fulfill their service hours; this is a great way to get involved with SSMAC and understand what swimming is all about.

The program can be summarized like this:

1. Sign-up and indicate your preferred activities at registration;
2. You will be contacted prior to a meet/event to perform service hours whether your child is participating or not in the meet/event.
3. You are responsible to report all service hours performed regardless of the event/job.

Points may be earned as follows (see attached Participation points chart for list of activities):

1. Filling a job position at one of the SSMAC sponsored meets or events
2. Volunteering for general activities such as event phone calling, billeting, chaperoning, etc;
3. Bringing in a paid sponsor ad for the swim program (10 point for each \$100.00 worth of ads or donation of products);
4. Officiating at meets hosted by other clubs;
5. Additional Needs - The club has additional needs throughout the year. If you have a particular skill you feel may benefit the club, please let us know.

Thank you for getting involved with SSMAC! Your cooperation is much needed, very much appreciated and critical to the club's success. Your swimmer(s) will benefit from your energetic participation with our club. We look forward to working together this year.

Jean Turgeon
President, SSMAC

P.S.: REMEMBER, this is a living document that can only be improved with your cooperation and support.

SSMAC PARTICIPATION POLICY

1. How the Point System Works

a. Participation Point System Overview:

- i. Participation Commitments (Points) are based on swimmer program levels;
- ii. In families with more than one swimmer, the maximum number of points to be earned by one family is that of the swimmer at the highest level. No additional points are required for additional swimmers of the same family;
- iii. The points requirements will be indicated on the registration form and parents will be offered the option of participating to the program or to pay in full the participation levy;
- iv. All points must be earned by 30 Aug of the swim season;
- v. Points cannot be carried over from one year to the next;
- vi. Earned points cannot be transferred between or signed over to other member families;
- vii. Member families can have third party or non-members earn volunteer points for them;
- viii. If families have committed to do a job and find out they have to cancel, it is up to that family to find its own replacement and to notify the event coordinator of your replacement's name and contact information;
- ix. Points are non-refundable or transferable.

b. ROO, FIT and Varsity Programs:

- i. Although there are no Participation commitment for the families of swimmers in these programs, it is hoped that all families will be encouraged to volunteer whenever possible;
- ii. When swimmers move up from ROO to Level 5, or from FIT to a competitive program during the season, the family will be assessed a pro-rated participation commitment and required to earn that commitment. See "Changing Training Levels Mid-Season" in the SSMAC Financial Policy.

c. Participating to Club Activities:

- i. The need for volunteers will be announced at the AGM and through the various forms of communication within the Club (i.e., newsletter, website, e-mail and mailbox). Remember that e-mail is the main communication tool used by coordinators and tabulators. If you do not have an e-mail address, please list a number where you can be reached or a message can be left.
- ii. There will be a contact person or a person in charge of collecting the signatures for each club activity where volunteers can earn points.
- iii. Some of the activities require a year-long involvement whereas others only take a few hours.

- d. Participating and Getting the Points – Sign-In! :
 - i. It is the member’s responsibility to make sure that he/she signs the “Sign-In” sheet with clear legible printing at every event at which he/she participates or contributes.
 - ii. It is the member’s responsibility to sign in with legible clear printing when working at swim meets hosted by other clubs. The host club’s meet manager or responsible of officials will send the volunteer list to the SSMAC Points tabulator or a copy of the volunteers working at the session!
- e. SSMAC Participation Coordinator:
 - i. There is a Club Participation Coordinator;
 - ii. The duty of that person is:
 - 1. to ensure all members receive the assistance or are provided with the necessary opportunity to earn the points;
 - 2. track the amount of time of each task; and
 - 3. make recommendations to the Executive to improve the program;
 - iii. The coordinator earns volunteer points for doing this job;
- f. SSMAC Participation Tabulator:
 - i. There is a Club Participation tabulator;
 - ii. The duty of that person is:
 - 1. to keep records of all the points earned by the member families over the course of the year;
 - 2. to tabulate them; and,
 - 3. to post them so the membership is informed of their progress;
 - iii. The tabulator earns volunteer points for doing this job;
- g. Keeping Track of Points Earned and Points Summary:
 - i. The Tabulator will prepare monthly up-to date summary of all of the points earned by each family;
 - ii. It is the responsibility of the participating families to verify the accuracy of their personal tally against the posted summary;
 - iii. Any discrepancies should be reported and discussed with the Tabulator;
- h. Payment of participation levy:
 - i. Payment of the participation levy will be in two instalments;
 - ii. The post dated cheques covering the participation levy are due at the time of registration;
 - iii. For those choosing the option of participating in the participation program, the post dated cheques will be returned when the annual levy assessments are attained.
 - iv. For those choosing the financial option (i.e., not to participate), the post dated cheques will be deposited on the dates posted on the cheques.
- i. Not Earning Enough Points:
 - i. If a member family does not earn enough points to fulfill their commitment by 30 Aug, the family will be contacted and informed of the shortfall and will be asked to provide a cheque in the amount

of the shortfall (1\$ per point not earned) in exchange for the cheques covering the participation levies;

- ii. If by 30 Aug of the swim season a point shortfall still exists, the post-dated cheques will be will be deposited in the club's bank account.

2. Point Commitments

The executive, prior to the beginning of each swim season will establish in consultation with the participation coordinator, the minimum amount of points required per family. This will provide an opportunity for the executive to identify areas that need development or improvement and adjust the points earned by activity to meet specific organizational objectives (e.g., officials succession plan established by the Ontario Swim Officials Association, increased participating at meetings, etc.) for the club.

a. Competitive Level 1 thru 5:

- i. Please see the "SSMAC Fee Schedule" for specific point amounts;
- ii. Families are encouraged to volunteer throughout the course of the year:
 - 1. Work / earn half of the points from Sept to Jan 31st ;
 - 2. Work / earn half of the points from Jan 31st to June 30th

b. ROO, FIT & Varsity Groups:

- i. Not required to earn volunteer points but help is always appreciated to run the events in which member's child /children participate.

REMEMBER!!! This is a living document.

3. Participation points chart

Activities	Original Number of Points allocated
MEETING ATTENDANCE: Executive, AGM, Information, special, committee, planning, swimming 101, officials etc	20 points per meeting per family
Corporate or other sponsors	10 points per \$100 in cash or product
Editor of Newsletter	10 points per newsletter
Media release	10 points per release
Webmaster	75 points per season
Publicity Chairperson	10 points per publication
Participation points Coordinator	100 points per season
Participation point tabulator	50 Points per season
Liaison Committee member	15 points per season
Shop and Save coordinator	100 points per season
Supplies/Equipment Manager	50 points per season
Phoning Committee	20 points per event
Social Committee	20 points per event
Liaison committee Chair	20 point per season
New members drive/registration	20 points per new member
SWIM-A-THON Chairperson	50 points per season
SWIM-A-THON Assistant	20 points per season
Other:	
PARTICIPATION AT SWIM MEETS	
Meet Manager – Home	80 points per swim meet
Meet Manager – Away	25 points per meet
Officials Chairperson	50 points per season + 25 points per meet
Billet Coordinator/ Chairperson	20 points per day of swim meet
Hospitality Coordinator/ Chairperson	10 points per swim meet session
Away meet Chaperone	30 points per swim meet
Officiating (timer, stroke & turn judge, marshalling, safety marshal, etc.)	25 points per swim meet session / position
Officiating (referee, starter, CFJ, Recorder/Scorer)	30 points
Electronics/data entry at meet	25 points per swim meet session
Billeting	20 points per night for each child billeted
Other: runner	20 points per session
CERTIFICATION AS OFFICIALS	
Level 1: Obtaining Level 1 Certification	5 points for level
Level 2: Obtaining Level 2 Certification	10 points for level
Level 3: Obtaining Level 3 Certification	20 points for level
Level 4: Obtaining Level 4 Certification	30 points for level
Level 5: Obtaining Level 5 Certification	40 points for level
Preparing and giving clinics	15 points
EXECUTIVE:	
President	100 points per season
Vice President	100 points per season
Past President	100 points per season
Secretary	100 points per season
Treasurer	100 points per season
Registrar	100 points per season
Fund Raising Chair	100 points per season
Meet Management Chair	100 points per season
Member at large	100 points per season