



Perth City Swimming Club

Volunteering Policy

Rationale

Sport is part of the fabric of Australian life, and as such volunteers are the lifeblood of every sporting community. Perth City values the tireless efforts by its members and volunteers to the Club every season. As per Swimming WA policy, whenever a Perth City member enters a swim meet, the Club is required to complete specific volunteer duties. Where Club members do not complete their volunteer duties, the Club is placed at risk of being prohibited from entering members into swim meets in the future.

In the past, rosters have relied on the generosity of few volunteers. The Club understands that senior athletes have less opportunity to volunteer– either themselves, or via their families. However, the majority of the Club’s fundraising goes towards supporting senior swimmers, in the form of financial subsidies to attend National Championship events.

Funding for National Age and National Open athletes to travel to National Championship events **is not a right of every member – it is earned**. This right can be earned by volunteering time to the Club in a number of ways. As a general rule, it is expected that families with Junior and/or National Age swimmers volunteer their time through timekeeping and other volunteering roles at swim meets, whereas National Open swimmers are expected to volunteer time through assisting at Club events, such as social activities, or junior carnivals.

There is broad scope in the volunteering tasks on offer to suit work commitments, training schedules and skill sets. There are no exemptions – if you compete (or your child competes) you are expected to assist the Club in whatever way possible.

Members are being asked to assist in a number of roles throughout the remainder of the 2016/17 season and into the 2017/18 season. The Club’s eventual goal is to see volunteers actively engaging with the Club and viewing their volunteering role not as a compulsion but as a duty to the Club and their contribution towards making the Club successful and strong.

The Volunteer Policy sets out your obligations as a member of Perth City.

Please refer to the *attached* Volunteer Policy for further details, and to the Volunteer Policy Diagram which provides a useful summary of the Volunteer Policy.

Perth City Swimming Club Volunteering Policy

Policy Summary

It is the Club's view that every member must:

- 1 volunteer a minimum of **1 hour** at every swim meet they enter in accordance with the Volunteer Roster arranged by the Volunteer Coordinator prior to every swim meet unless the member is over 17 years old (conditions apply);
- 2 undertake the role of **Volunteer Officer** for at least one morning or one afternoon session of a swim meet in a Season unless the member is over 17 years old;
- 3 **arrange for a proxy** to complete their volunteering hours at a swim meet if they are unable to fulfil their rostered volunteering duties in accordance with the Volunteer Roster;
- 4 fulfil their duties as a **Reserve Volunteer** if they meet the criteria at a swim meet and are appointed to the role; and
- 5 **volunteer to the Club by other means** set out in Table A of this Policy if they do not attend swim meets throughout a year.

Volunteering

- 1 All members (this includes pool swimmers, open water swimmers, or both) must volunteer hours to the Club every Season.

Pool swimmers

- 2 If you enter to compete at a swim meet and:
 - 2.1 you are under 17 years old, you or your Representative must complete at least 1 x hour of volunteering at every swim meet that you compete in throughout a Season.
 - 2.2 you are over 17 years old, you or your Representative must complete at least 1 x hour of volunteering:
 - 2.2.1 either at a swim meet you are competing in throughout a Season; and/or
 - 2.2.2 in another capacity, explained below in Table A.

Open water and mixed event swimmers

- 3 If a member enters to compete in an open water meet and:
 - 3.1 does not compete in pool meets throughout a Season, they, or their Representative, must volunteer through any of the roles set out in Table A during a Season; or

- 3.2 a member also competes at pool meets throughout a Season, 2.1 and 2.2 also apply to the member.

Special exemptions

- 4 If at any swim meet Perth City is not allocated enough volunteering roles for a member to complete a 1 x hour time slot at that meet, then that member will not be required to complete the 1 x hour of volunteering at that meet as prescribed by section 2 above.
- 5 Notwithstanding section 2.2, if majority of Perth City entrants into a swim meet are over 17 years old, the members over 17 years old or their Representative must fulfil whatever volunteering roles and hours are allocated to the Club on the day at the discretion of the Volunteer Officer(s).
- 6 Parents or legal guardians of members under the age of 17 that volunteer as Technical Officials with Swimming WA at a swim meet will not be required to complete volunteer hours on behalf of the Club at that swim meet.
- 7 Members who are not competing at a swim meet but would like to complete some volunteer hours are able to do so, in consultation with the Volunteer Officer(s) allocated to that swim meet.

Proxies

- 8 If a member enters a swim meet but does not compete for whatever reason, or if the member's Representative cannot fulfil their rostered volunteering obligations on that day, then the Representative must find a Proxy to complete their volunteering obligations for that swim meet.
- 9 Members who enter a swim meet but are unable to attend the swim meet for whatever reason **must notify the Volunteer Coordinator as soon as they are aware they are not able to attend the swim meet.**
- 10 Members who enter a swim meet and are subsequently allocated volunteering jobs in accordance with a Volunteer Roster who are unable to fulfil their rostered volunteering obligations at the swim meet but still compete at the swim meet must:
- 10.1 **notify the Volunteer Officer as soon as they are aware they are not able to fulfil their rostered volunteering obligations;** and
- 10.2 make a reasonable effort to volunteer their required 1 x hour time at some other time during that same swim meet.

Financial Subsidies

- 11 Financial Subsidies will be available to members at the end of every Season to offset the costs associated with travelling to National Championship events and other swimming related events.
- 12 Financial Subsidies will be calculated using the criteria below:
- 12.1 If a member:

12.1.1 has attended an Australian National Championship event within the current Season; or

12.1.2 has attended a Perth City Junior Development Camp,

they will be eligible to receive a Financial Subsidy.

- 13 Members will be asked to submit an application to receive the Financial Subsidies which will require the member to set out what contributions they have made to the Club in the Season and why they otherwise deserve to receive a Financial Subsidy from the Club.
- 14 Financial Subsidies will be distributed shortly after the end of the Season subject to the Club's budget for the Season and approval granted by the Club Committee.
- 15 This Volunteering Policy should be read in conjunction with the *Financial Support Policy*.

Volunteer Timesheet and Volunteer Officer(s)

Volunteer Timesheet

- 16 Every member or their Representative who volunteers at a swim meet must sign and properly record their volunteering time on the Volunteer Timesheet held by the Volunteer Officer(s) at that swim meet.

Selection of Volunteer Officers

- 17 Every member or their Representative who participates in a swim meet must undertake the role of Volunteer Officer for at least one morning or one afternoon session of a swim meet throughout a Season.
- 18 The Volunteer Officer(s) for any given swim meet will be nominated before a swim meet by either the Club Registrar or the Volunteer Coordinator.
- 19 The Volunteer Officer will be selected from members or their Representatives who have entered events in the first 5 events from all the events Perth City has entered into (**Morning Volunteer Officer**) or the last 5 events of a swim meet from all the events Perth City has entered into (**Afternoon Volunteer Officer**).
- 20 Members will be notified of the name of the Volunteer Officer(s) before a swim meet.
- 21 The Volunteer Officer role may be shared between a number of members or their Representatives at any swim meet. A Volunteer Officer does not need to be a Committee member.
- 22 The length of time of the Morning Volunteer Officer shift and the Afternoon Volunteer Officer shift will vary according to the schedule of each swim meet, at Volunteer Coordinator's discretion. However, it is expected that an average shift for each of the Morning Volunteer Officer and Afternoon Volunteer Officer shifts will be no less than four hours each.

Volunteer Officer(s) jobs

- 23 The Volunteer Officer(s) nominated for a swim meet must:

- 23.1 coordinate the timekeeping and other volunteering activities allocated to the Club during the swim meet;
- 23.2 maintain the Volunteer Timesheet where members or their Representatives will sign-in and sign-off on and record their time to accurately reflect that they have completed their assigned volunteering job for the swim meet;
- 23.3 arrange for Reserve Volunteers as set out in clause 25 below;
- 23.4 be the contact point for the Club's volunteers at a swim meet; and
- 23.5 provide a hard or soft copy of the Volunteer Timesheet to the Committee member holding the role of Volunteer Coordinator within one week of the swim meet.

Exemptions

- 24 Members who are over 17 years old are not required to undertake the role of Volunteer Officer throughout a Season.

Reserve Volunteers

- 25 Members or their Representatives who have not completed their events at a swim meet but are still physically at the pool and otherwise available are required to replace vacant slots in the Volunteer Roster in the case that a rostered Volunteer does not attend to their rostered volunteer duties and has not organised a Proxy (**Reserve Volunteers**).
- 26 The Volunteer Officer(s) will be responsible for approaching members or their Representatives to act as Reserve Volunteers for vacant slots in a Volunteer Roster at a swim meet.

Definitions

Australian National Championship event means both Age and Open short course and long course meets and the Open and Age Open Water Swimming Championships where a swimmer represents Perth City Swimming Club.

Committee means the governing body of the Club, as defined under the *Club Rules*.

Club Registrar means the Registrar as defined under the *Club Rules*.

Financial Subsidy means a lump sum amount determined by the Committee, paid to a member, or a legal guardian of a member under the age of 18, in a form which the Committee determines as appropriate from time to time.

Proxy means a person who agrees to substitute for a member at a swim meet to fulfil the member's assigned volunteer obligations.

Season means from 1 October in any given year to 30 September the following year.

Representative means a person who agrees to fulfil the assigned volunteer obligations on behalf of a member. Generally, a family member, friend or guardian.

Volunteer Coordinator means a Committee Member elected by the Committee to manage the Volunteer Roster. Volunteer Officer(s) report to the Volunteer Coordinator.

Table A

Other ways members can volunteer to the Club which do not involve swim meets:

| Role | Example | How? |
|--|--|---|
| Assisting with Club-run events | Club days, sausage sizzles | Get in touch with the coordinator of the event, preferably before the event |
| Becoming a co-opted member of the Club Committee | Becoming a co-opted member of the social committee | Contact a Committee Member |
| Volunteering for other roles as needed | Helping set up social events | Get in touch with the coordinator of the event, preferably before the event |
| Helping set up and take down shades and tents at open water competitions | At Open Water State Championships | Get in touch with the coordinator of the event, preferably before the event |
| Take on a Club Role | Assist with the Club website | Contact a Committee Member |
| <i>Or helping out in any other way you think possible!</i> | | |



Perth City 2016/17 Volunteering Policy Chart – Swim Meets

*Remember – it is your responsibility to inform the Volunteer Coordinator & Officer(s) if you are **NOT** able to fulfil your volunteer duties!
Let's all do our bit to help our fellow Club members out and make volunteering a pleasant experience for everyone involved.*

