

## 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 the 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 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 swimmers by CKASC.
- **"Parent"** - means parent and/or guardians
- **"Member"** within this document refers to the person (typically a parent/guardian) who is undertaking the financial and volunteer obligations for the swimmer

## 2. Purpose

This document outlines the Fees and Expenses based 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)

## 4. Application of this Policy

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

## 5. Volunteering

Please note that in accordance with Alberta Artistic Swimming policies and CKASC Screening policies a police check must be submitted to CKASC for volunteer positions that have direct contact with the athletes. The Club will provide directives to parents on how to obtain a police check.

### 5.1. Volunteer Activities

CKASC has an expectation that parents will volunteer for key roles in the club or on the Board of Directors. These roles and committee positions are usually selected and finalized at the Spring General Meeting held in May with an additional opportunity for Members to sign up for vacant roles at the Annual General Meeting in the fall.

### 5.2. Volunteer Deposit

CKASC requires that each family submit a volunteer deposit cheque at the beginning of the season. The amount of the volunteer deposit cheque will be determined by the Board of Directors and communicated to all members. Volunteer Deposit cheques will be held and destroyed at the end of the season after all volunteer requirements have been met. In the event that the Volunteer Commitment is not met, the Member's cheque will be deposited into the CKASC bank account at the end of the swim year; no partial refunds will be considered for partial volunteer hours served.

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 its required Volunteer Commitment, they are encouraged to contact the Volunteer Coordinator as soon as possible to discuss ways the commitment can be met.

### **5.3. Multi-Swimmer Families**

Where a family has more than one swimmer 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 enrolled family swimmer.

### **5.4. Meet Hosting**

The CKASC season usually consists of four to six swim meets in Alberta. A local club usually hosts the 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, Parents 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 organization 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 swimmers to selling promotional materials. Each Member is required to volunteer for a minimum of one (1) shift during the meet. The duration of the shift will be determined by the Meet Manager with approval from the Board of Directors and will be communicated to parents ahead of the meet. 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 for each family with a swimmer in the club available to work one (1) casino shift. A Casino deposit cheque must be submitted at the start of the swim season.

As there are more families than available Casino shifts the Casino Coordinator will first make shifts available for sign-up to all swimmers. Any shifts not filled through the volunteer sign-up will be assigned to a family by the Casino Coordinator.

Once a shift is assigned by the Casino Coordinator, the family becomes responsible for the shift. A family may choose to find a delegate to fulfill their casino shift, however they remain responsible for said delegate.

If a family does not fulfill their one casino shift requirement, their Casino Deposit cheque will immediately be deposited. At the completion of the Casino, the Casino deposit cheque will be destroyed. Volunteer hours worked during casinos do not contribute to a family's volunteer hour requirements.

Should a family choose to register for two Casino shift's, four hours of volunteer time per additional shift can be claimed by the Casino volunteer.

## **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 family submit a Fundraising deposit cheque at the start of the swim season. Fundraising deposit cheques will be held and destroyed at the end of the season after the Fundraising Commitment has been met. If a family does not meet the Fundraising Commitment,, their cheque will be deposited into the CKASC bank account at the end of the swim year. In this instance, partial refunds will be provided dependent upon how much revenue a Member was able to produce via fundraising. Families can choose to opt out of fundraising efforts by informing the Treasurer of their decision to opt out and by providing a Fundraising Deposit cheque that will be cashed and not refunded at the end of the season. As a result, these families will not have to participate in any fundraising activities throughout the season.

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