



City of Perth Swimming Club

Volunteer Policy

Rationale

Sport is part of the fabric of Australian life, and as such volunteers are the lifeblood of every sporting community. The City of Perth Swimming Club values the tireless efforts by its members and volunteers to the Club every season. As per Swimming WA policy, whenever a City of Perth Swimming Club 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.

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 and International events.

Funding for athletes 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 required to assist in a number of roles throughout the 2023/24 season. The Club's goal is to see volunteers actively engaging with the Club and viewing their volunteering role not as a compulsion but as a pleasurable contribution to the Club knowing their efforts are directly helping make the Club successful and strong.

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

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.
2. **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;
3. Failure to arrange a proxy or attend a nominated timekeeping slot will result in the member being invoiced \$20 by the Club per meet.
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.



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All members (pool swimmers, open water swimmers and/or both) must volunteer hours to the Club every Season.

Pool swimmers

If you enter to compete at a swim meet and:

- a) 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.
- b) you are over 17 years old, you or your Representative must complete at least 1 x hour of volunteering:
 - i. either at a swim meet you are competing in throughout a Season; and/or
 - ii. in another capacity, explained below in Table A.

Open water and mixed event swimmers

If a member enters to compete in an open water meet and:

- a) 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
- b) a member also competes at pool meets throughout a Season, the above criteria for Pool Swimmers also applies to the member.

Special exemptions

- If at any swim meet City of Perth Swimming Club 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.
- If the majority of City of Perth Swimming Club 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).
- 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.
- 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 Club Meet Director. The Club Secretary can be contacted via email secretary@cityofperthswimmingclub.org to arrange.



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Proxies

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.

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 that they are not able to attend the swim meet.**

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:

- a) notify and provide the name of their proxy to the Volunteer Officer as soon as they are aware they are not able to fulfil their rostered volunteering obligations; and
- b) make a reasonable effort to volunteer their required 1 x hour time at some other time during that same swim meet.

Reserve Volunteers

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**).

Community Service Hours

High School and University students can gain community service hours and a Committee Member will gladly sign to acknowledge community service hours completed for the Club. Volunteers wishing to time keep must be aged 16 and over for official Swimming WA meets. If you are 16 and over and a High School student wishing to complete volunteer hours, please email your availability to the Club registrar. For all other volunteer duties please contact the club's secretary via email to secretary@cityofperthswimmingclub.org with your wish to contribute to your club and a committee member will be in touch when opportunities arise.



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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 the City of Perth Swimming Club.

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

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

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	Be part of the Swimmers Leadership Group	Contact a Committee Member
<i>Or helping in any other way you can!</i>		