



Barrie Trojan Swim Club (BTSC)

Volunteer Officials Obligation and Incentive Policy

Date Effective: 10 September 2025

Date Last Reviewed: 06 August 2025

Date Last Revised: 10 September 2025

SCOPE:

This policy applies to the members, parents/legal guardians and volunteers with the Barrie Trojan Swim Club (BTSC) and provides guidance on the Club's officials' obligation and incentive program.

POLICY STATEMENT:

BTSC home-hosted swim meets are an integral component of the success of the swim Club, assisting with the growth and development of our swimmers in a familiar environment as well as contributing to revenue generating opportunities for the Club. This policy describes the volunteer obligation and volunteer incentives available to members to support the success and sustainability of BTSC home-hosted swim meets.

DEFINITIONS:

ACTIVE BTSC Volunteer Official: A BTSC registered official (or family designate) who has worked a minimum of two (2) sessions during home-hosted meets at which their athlete is participating.

ACTIVE BTSC Senior Volunteer Official (currently level III, IV and V officials): A level III, IV or V official registered with BTSC is considered ACTIVE if they have worked a minimum of two (2) sessions in a senior capacity (unless they have worked a non-senior level role by request of meet management or a family designate who is not a senior level official was appointed to work

on their behalf) at least three (3) BTSC home-hosted meets per season OR six (6) sessions in total (whichever is achieved first).

Club Official Administrator (COA): A Club role that manages the Swimming Canada registration system for officials. The COA registers BTSC officials with Swimming Canada/Swim Ontario, maintains officials' online profile information and identifies officials reaching their next level of certification. Note that the COA and COC roles may be combined.

Club Official Chair (COC): A Club role that coordinates official's development through clinics and competitions. The COC coordinates in-person clinics, official's recruitment for competitions and monitors progression of official's development. Note that the COA and COC roles may be combined.

Competition Coordinator: A required role for sanctioned competitive swim meets filled by a Level IV or V official who oversees the competition to ensure consistency, fairness and quality in officiating in an advisory position as well as a mentor for all officials.

Family Designate: A BTSC swimmer's parent(s) or legal guardian(s), a swimmer over the age of 12 years with the requisite officiating certification(s), or a certified delegate whom the swimmer's parent(s) or legal guardian(s) has appointed to fulfill this duty.

Home-hosted Swim Meet: A sanctioned competitive swim meet which is hosted by the BTSC.

Meet Manager: A role responsible for the overall organization of a swim meet including development of a meet package, application for sanctioning of the meet with Swim Ontario, developing a meet database and coordinating participating club entries and management of the swim meet in compliance with the sanctioned meet package. The Meet Manager reviews and uploads all results to the Swimming Canada site and completes all required documentation.

GUIDING PRINCIPLES:

The success of the swim club is dependent on active member involvement and participation. The BTSC recognizes both the generosity and necessity of volunteers for hosted swim meets. For awareness, it takes over 50 volunteers to support one swim meet session at home-hosted swim meets. Of note, senior level officials (Level III, IV and V) as well as Club Officials Administrator, Club Officials Chair and Competition Coordinator roles are required to be able to host Swim Ontario sanctioned home meets. Individuals who fill these roles invest significant time towards organizing, supporting and executing safe, fair and high-quality meets.

In order to ensure sufficient support at home-hosted swim meets, it is mandatory that all officials have completed the Introduction to Swimming Officiating clinic. Note that all officials must be registered as an official with Swim Ontario and this process will be supported by the BTSC Officials Committee.

All swim families in their second year or beyond are encouraged to take a minimum of one (1) additional clinic per year.

Families in their second year or beyond are encouraged to sign up for official positions other than timekeeping in order to allow room on deck for the first-year families to gain officiating experience.

PROCEDURE:

Volunteer Obligation:

1. All BTSC families shall appoint one or more family member(s) or designate(s) to fulfill their volunteer obligations for home swim meets at which their athlete is participating.
2. The Team Unify system will be used to register officials for home-hosted swim meets.
3. Each family with one (1) or more swimmers competing in the home swim meet shall work a minimum of two (2) sessions across the full swim meet (this includes situations where the swimmer is only racing in one session).
4. Families who do not meet the minimum volunteer requirements for a home hosted swim meet at which their athlete is participating shall have a \$100.00 fee *per missed session* added to their BTSC fees.
5. Any monies collected as a result of missed volunteer requirements will be directed back to active volunteering officials through the Officials Incentive Program.
6. As per the Officials Incentive Program, families who go above and beyond the minimum requirement to assist the club with running our home hosted swim meets (e.g. participate in excess of two (2) sessions per home hosted swim meet) will be recognized by sharing in a portion of the proceeds from unmet volunteer requirements. A total of 30% of the Officials Incentive Program fund shall be used for the meet incentive.

Example incentive calculation for a home hosted meet:

Penalty fund available = \$3,000

Family A worked 1 additional session

Family B worked 2 additional sessions

Family C worked 3 additional sessions

Family D worked 4 additional sessions

Family E worked 5 additional sessions

Total shares earned = 1 + 2 + 3 + 4 + 5 = 15 shares

Each share = $(\$3000 \times 30\%) / 15 = \60

Therefore:

Family A earned \$60

Family B earned \$120

Family C earned \$180

Family D earned \$240

Family E earned \$300

NOTE: An official registered as a BTSC swimmer (i.e. has BTSC swim fees they are paying) but may not have a swimmer competing at a home hosted meet is eligible for inclusion in the distribution of the incentive fund.

7. Any incentive funds obtained shall be applied to the member account to reduce their current or future fees and shall not be paid out in cash or equivalents.

Volunteer Incentives:

BTSC typically holds 3-4 home-hosted swim meets per year. It takes a great deal of membership engagement to fill all of the required officials positions for home swim meets.

In order to promote movement of member volunteers through the official's development pathway, the BTSC offers volunteer officials training and mentorship opportunities, as well as the following incentives to recognize this development.

1. Every new level I official will be given a Swim Ontario pin.
2. Every new level II official will be given a red BTSC branded officials shirt and Swim Ontario name tag.
3. Every ACTIVE Senior level III official will receive 10% off the base registration fee for all swimmers in their family. Credits to accounts will be applied after officials have had the opportunity to demonstrate their activity.
4. Every ACTIVE Senior level IV or V official will receive 15% off the base registration fee for all swimmers in their family. Credits to accounts will be applied after officials have had the opportunity to demonstrate their activity.
5. The Meet Manager will receive recognition of \$1,500 per swim meet.
6. The Club Officials Administrator will receive a recognition of \$1,000 per season.
7. The Club Officials Chair will receive a recognition of \$1,000 per season.
8. The Competition Coordinator will receive a recognition of \$200 per swim meet.

REFERENCES:

Swim Ontario Officials Development: [Swim Ontario - Officials](#)

[Swim Ontario - Certification](#)

Swim Ontario Clinic Clinics: [Swim Ontario - Clinics](#)