

Oakville Aquatic Club (OAK)

Date Effective: July 15, 2025

Date Reviewed: July 15, 2025

Date Revised: July 15, 2025

Subject: Volunteer Incentive Program

PURPOSE:

The purpose of this document is to define the minimum requirements and incentives associated with volunteer teams and swim meet officiating in order to ensure effective services to the OAK membership and to achieve the mission and objectives of the OAK organization. This document is intended to clearly communicate the process for incentivising and enhancing participation in active volunteerism. The Volunteer Incentive Program (VIP) will be implemented in concert with the other policies and procedures of OAK and is intended to support the goals and strategies contained in these related policies and operational plans.

GUIDING PRINCIPLES (7 Practical Steps):

- Get to know our existing volunteers
- Create a compelling value proposition
- Get it all online
- Start small
- Just ask
- Incentivise
- Recognize and reward

DESIRED OUTCOMES:

- Officials Longevity & Succession Planning
- Achieving Operational Deliverables
- Meet Governing Body Requirements (Swim ON)
- Financial Responsibility
- Local Access to Competition

BACKGROUND:

OAK relies heavily on volunteer participation in order to host swim meets, provide chaperones during team travel, access external funding (e.g. Bingo) and for Board governance. OAK hosted meets provide our members with access to local competitions and contribute to club finances. Our hosted meets typically generate approximately \$90,000 of revenue to the club each year, however these meets also require the largest number of volunteer hours. Every meet requires between 50 to 350+ volunteers; therefore there is a great need and ample opportunity for all OAK families to be involved.

Officiating clinics are available online and in person throughout the season to train members on the various officiating roles. An overview of the officiating pathway is available [HERE](#). Swim ON requires that all clubs meet minimum compliance standards for qualified officials in order for them to host swim meets. In order to sustainably achieve these requirements, run effective meets and manage operations; OAK has identified the following volunteer position requirements:

Meet Volunteer Positions: (per meet session)

Timekeepers	Inspector of Turns & Stroke Judge	Clerks, Marshalls & Hospitality	Sr. Officials	Total
24	12	4	10	50

OAK Hosted Meets: (annually)

Meet Name	Brad Townsend	Mini Oaks #1	David Lawson	Co-host Meet	Mini Oaks #2	Mini Oaks #3	Total Required
Volunteers / Session	50	50	50	25	50	50	
# Sessions	4	2	7	9	2	2	
# Hrs / Session	5	5	5	5	5	5	
Total Volunteer Hours	1,000	500	1,750	1,125	500	500	5,375 volunteer hours
Total Positions	200	100	350	225	100	100	1,075 positions

Volunteer Team Positions: (annually)

Volunteer Team	Bingo Team	Chaperone Team	Board & Committees	Total Required
Hours / Volunteer	20	40	20	
Total Volunteer Hours	300	1200	300	1,800 volunteer hours
Total Positions	15	30	15	60 positions

Calculations:

In order to fulfill the club's volunteer sessions required for the season, the volunteer requirements for each competitive level are based on the following calculations:

Competitive Level	# Families*	VIP sessions required	Total
Performance	126	5	630
Development	135	3	405
MINI OAKS	146	1	146
Total			1,181

Position	Total Required
Officials	1,075
Teams	60
Total	1,135

* based on F2024 registration data

PROCEDURE:

The Volunteer Incentive Program applies to all OAK members in the MINI OAKS, Development and Performance groups and is described in the following two sections:

Part A - Minimum Requirements:

In order to successfully host swim meets, the following minimum standards and associated penalties are in effect:

1. All families in MINI OAKS, Development and Performance are required to have at least one family member **Complete the Introduction to Swimming Officiating and Safety Marshal Clinics**.
2. All families in Performance are required to have at least one family member **Complete the Inspector of Turns (IT) and Judge of Stroke (JS) clinics**.
3. All families in MINI OAKS, Development and Performance are required to earn volunteer session requirements here in #3. Families with more than one swimmer must meet the requirement that corresponds with the swimmer in the most advanced swim group at the time of registration. The session requirements are per family (not per swimmer).
 - a. **Performance = 5 sessions**
 - b. **Development = 3 sessions**
 - c. **MINI OAKS = 1 sessions**
4. Officiating at meets hosted by OAK, members will earn one credit per session. At meets hosted by other organizations, members will earn credit at a rate of 0.5 per session upon approved submissions to the OAK VIP Log.
5. Members must complete the full meet session to earn their volunteer commitment as signed off by the Community Coordinator in order to receive credit for the session.
6. The Community Coordinator will track items #1-3 for compliance.
7. Non-compliant members will be charged a **\$200 fee for each session and each course below their requirements** (outlined in #1, #2 and #3).

Part B - Incentives:

In order to encourage OAK members to participate in officiating clinics and move up the officiating ladder, the following incentives are in effect:

1. Every newly-qualified Level 2 official will receive a red OAK branded officials shirt and a \$500 credit on their account upon achievement of their Level 2 status.
2. Every ELIGIBLE* Level 2 official will receive a Volunteer Incentive Credit in the amount of \$1,000.
3. Every ELIGIBLE* Level 3 official will receive a Volunteer Incentive Credit in the amount of \$2,000.
4. Every ELIGIBLE* Level 4 official will receive a Volunteer Incentive Credit in the amount of \$3,000.
5. Every ELIGIBLE* Level 5 official will receive a Volunteer Incentive Credit in the amount of \$4,000.
6. The Volunteer Incentive Credits will be paid or applied to the accounts of ELIGIBLE* officials on June 30 each season.
7. The Community Coordinator will track items 1 - 4 for compliance.

***ELIGIBILITY:** In order for an official to be considered ELIGIBLE* for the following financial incentives the official must be a register OAK official who meets the full requirements stated in Part A, #1-3 each season, and work a minimum of 10 sessions at OAK hosted meets in total throughout the season.

Part C - Volunteer Teams:

1. Members of Volunteer Teams will receive full volunteer session credit based on the Officiating Minimum Requirements (Part A - #2) provided they meet all team requirements for the entire season. Teams include: Bingo Team, Chaperone Team, Board of Directors and Board Committees.

REVIEW OF PROCEDURE

This Procedure will be reviewed every other year, at a minimum, by the Business Manager, or sooner if warranted by internal or external events or changes. Changes to the Procedure will be presented by the Business Manager to the Board of Directors.