



Policy Name: Parent Participation Policy

Policy Number: NCSA-015-06:18:2025

Policy Approver: NCSA Board of Directors

Approval Date: June 18th 2025

Policy Statement and Objectives

The Nose Creek Swim Association (NCSA) is a member-run, not-for-profit competitive swim club that relies heavily on the participation of its members to operate its programs and events. Parent involvement strengthens the Club, enhances swimmer experiences, builds community connections, improves understanding of Club operations, and helps maintain affordable program fees.

The purpose of this policy is to define clear expectations, requirements, and guidelines for parent (member) participation in key Club activities. This policy applies to all registered members of NCSA.

Definitions

- **Member:** A parent or swimmer over the age of 18 who pays an annual membership fee as outlined in the registration package. All members are bound by NCSA's by-laws, policies, and code of conduct.
- **Session:** A specific time period during a swim meet (e.g., preliminaries, finals) as defined by the meet manager.
- **Officiating Credit(s):** Earned by performing an official role at a hosted or non-hosted swim meet (see restrictions below).
- **Account Credit(s):** Awarded for volunteer service in roles considered above and beyond standard expectations (e.g. Board Members, Chairs, Squad Parents or Coordinators). These credits can be applied toward bonded activities, meet entry fees or other account expenses, they have no cash value and expire at the end of the season.

Member Required Participation

All members are required to contribute in the following three areas:

1. **Fundraising** – as defined in NCSA Fundraising Policy (NCSA-006)



2. **Officiating** – details in *Section I*
3. **Parent Committee Volunteering** – details in *Section II*

Exceptions

- Families who move up from NCSS during the season are exempt until the following swim season (applicable NCSS Fundraising requirements must still be met for the season).
- Families joining NCSA after September will be subject to prorated requirements.
- Coaches with swimmers in the program are exempt from officiating, fundraising and committee roles & bonds, but are encouraged to participate as time allows.
- Board Members are exempt from additional committee service.

Section I: Officiating Requirements

A. Meet Officiating Participation

All competitive swim families (Developmental, L2T4, T2T5, T2T7, Performance) must participate in officiating roles during NCSA-hosted swim meets. These roles include:

- **On-Deck Officials:** Timer, Stroke Judge, Inspector of Turns, Clerk of Course, etc.
- **Meet Administration:** Officials Coordinator, Meet Manager
- **Meet Support:** Hospitality, Awards & Prizes, other roles as designated.

B. Hosted Meet Session Requirements

- A typical season includes 16–20 hosted meet sessions.
- Participation requirements will be outlined in the registration package or posted in September.
- The most advanced swimmer in the family determines the minimum participation level.



Participation Guidelines

- a) Members must sign up through TeamUnify/NCSA systems before the deadline and only for positions they are qualified for.
- b) Be available for last-minute requests by the Officials Coordinator.
- c) Families receive one credit per session, per participating family member (if qualified), with session caps:
 - **1-session meet:** max 2 credits
 - **2-session meet:** max 4 credits
 - **4–6 session meet:** max 6 credits
- d) Cancelled meets do not earn credits; required sessions will be adjusted in lieu of a cancelled meet.
- e) Members may volunteer at non-hosted meets through the Away Meet Officials Coordinator, earning:
 - **Orange/Purple:** max 2 credits per season
 - **Bronze/Black/Silver/Gold:** max 3 credits per season
- f) All credits must be earned by the last NCSA-hosted meet of the season.

C. Continuous Improvement (Training)

- **First-year families** must complete Level 1 Red Pin (Intro to Swimming Officiating) by January 1.
- **By third season** or Black/Bronze level, at least one family member must be Level 2 White Pin certified (e.g., Stroke Judge, Turn Inspector, Desk roles).
- Returning families are encouraged to progress beyond Level 1 to allow opportunities for new members.

D. Tracking

Families are responsible for monitoring their own officiating credits. The Officials Coordinator will maintain records based on meet attendance but will not send individual reminders.



E. Hosted Meet Session Bond

Families who do not meet their annual officiating requirement will be invoiced a **Hosted Meet Session Bond** following the final NCSA-hosted meet. The bond is defined in the registration package, or, by default, is **\$100 per missed session**.

Section II: Parent Volunteer Participation

All families must contribute to the Club through a designated volunteer role. Roles include but are not limited to:

- Coordinators
- Committee Chairs
- Event Crews
- Parent Committees
- Board of Directors

Volunteer Assignment and Recognition

- Families will be assigned a role at the start of the season.
- Roles requiring significant time and responsibility (e.g., Board Members, Committee Chairs, Coordinators & Squad Parents) are eligible for **Account Credits**, amount determined annually and outlined in the registration package.
- Assignment of these roles is at the sole discretion of the Team Manager and Board of Directors.
- If a member is not fulfilling the expectations of their assigned role, they may be removed or assigned to another committee, and (where applicable) lose their account credit effective the date of removal.