

# Fundraising & Volunteer Policy

All registered swimmers of the Airdrie Phoenix Swim Club (APSC), including I-Can-Swim and all competitive levels, are expected to participate in relevant fundraising and volunteer opportunities in support of APSC. This includes but is not limited to:

- Annual/Semi-Annual Main Fundraiser
- Hosted Swim Meets
- Board Committees/AGM

Participation in these activities is critical to the success of APSC.

Registered swimmers and their guardians are responsible for:

- Selling the required minimum amount for APSC's main fundraiser(s)
- Promoting APSC fundraisers and events on social media and through word of mouth, where applicable;
- Volunteering for APSC hosted swim meets and/or board committees;
- Communicating any barriers to the board ([airdriephoenixswim@gmail.com](mailto:airdriephoenixswim@gmail.com)) as soon as they are known
- Actively participating in the AGM

APSC is responsible for:

- Timely communication of fundraisers, including dates and minimum amounts required;
- Providing relevant resources to bolster success, such as social media content, personalized links, etc.;
- Informing with reasonable notice volunteer requirements for hosted meets and/or board committees;
- Registering all applicable initiatives with the appropriate governing parties, such as AGLC.

## Main Fundraiser

Each year, APSC has one main fundraiser to generate funds for the operation of the swim club. This has been intentionally chosen to minimize the amount of fundraisers throughout the year, though APSC reserves the right to adjust the fundraising strategy as necessary.

Each family is required to sell a minimum dollar amount for the current year's fundraiser. This amount will vary depending on the fundraiser being held and the level(s) of the swimmer(s). Fundraising details and requirements will be communicated at the beginning of the swim year to all registered families.

In the event that the minimum amount is not sold by a registered swimmer's family, it is the sole responsibility of that family to offset the shortfall unless other arrangements have been made directly with the board of directors.

## Hosted Swim Meets

APSC may host an official swim or junior swim sanctioned meet during the swim year. Official meets are a great source of revenue for the swim club, as well as being an excellent opportunity to showcase APSC talent and bring swimmers together from across the province.

Swim meets require many volunteers to operate smoothly, and to meet minimum guidelines set forth by Swim Alberta. Therefore, all registered swimmers are **required to provide a minimum of one (1) volunteer** during the hosted meet. This includes completing the required education needed for the various volunteer positions.

Details of whether a hosted meet will be held during the swim year and, if so, the dates and times, will be communicated at the beginning of the swim year to all registered families.

## Board Committees

Every year, APSC elects new board officials at their Annual General Meeting (AGM). The board members are responsible for organizing all aspects of the swim club for the year. Anyone over 18 years of age who meets the criteria can run for a position on the board.

In addition to official positions, the board also requires help in the form of committees. These committees, comprised of both board and non-board members, work together to achieve a predetermined goal. Some examples of committees are fundraising, registration, and social media.

APSC asks that qualified members participate in board committees whenever possible, to help with the smooth operation of the club.