

2025-2026 Participatory Volunteer Policy

Why do we need you as a volunteer?

CNSL is a non-profit organization managed by a board of directors composed of parent-volunteers.

Competitive swimming is a sport that requires significant involvement from swimmers' parents. When a competition is held, at least 40 volunteers like you must work at various official and volunteer positions. You are therefore essential to the smooth running of the competition!

Your contribution helps improve the development of swimmers. Furthermore, hosting home competitions generates revenue for the CNSL. This revenue helps fund the Club's social activities and external competitions by reducing the fees charged to parents.

Without your involvement as a volunteer, there is no competition!

CNSL Participatory Volunteer Policy

As such, CNSL requests:

1. **A deposit of \$600 volunteer participation credit per family**, payable at the beginning of the season as part of the registration fees, in exchange for voluntary contributions during the season. CNSL will reimburse this deposit proportionally to your volunteer participation at the end of the season. The calculation will appear on your customer account in Itemface after the competition. A message to that effect will be sent to you for validation.
2. **A minimum of 50% (or \$300) volunteer participation must be completed during competitions or swimming events organized by the CNSL.** However, CNSL families are encouraged to offer their services at competitions organized by other clubs. Only voluntary participation in external competitions as an official position (e.g.: timekeeper, turn judge, administration office, starter, etc.) will be reimbursed for your participation in sessions organized by other swimming clubs.
3. **The timekeeper course is mandatory for at least one member of each family** (13 years of age or older). This course is offered several times during the year by the CNSL. The schedule will be circulated by email and on the CNSL Itemface so that you can plan to attend.

Participatory Volunteer Activities

Administrative Activities

Activities	Reimbursement
Member of the CNSL Board of Directors	100% reimbursement with your active participation throughout an entire season
Person responsible for CNSL employee payroll	100% reimbursement with your active participation throughout an entire season
Person responsible for CNSL official and volunteer management	100% reimbursement with your active participation throughout an entire season
Person responsible for hospitality during CNSL events (competitions and parties)	100% reimbursement with your active participation throughout an entire season
Communications Managers - Itemface - Social media (Instagram, Facebook)	100% reimbursement with your active participation throughout an entire season

Official Activities during Competition

Activities	Reimbursement
All family members aged 13 or older can act as an official during a competition. Several positions are available depending on your qualifications and interests: • official duties*: timekeeper, chief timekeeper, turn judge, stroke judge, administration office, chief recorder, electronics operator, recorder, starter, referee; • meet director; • relay and marshalling*; • announcer, medal ceremony manager.	\$100/member/session for a competition organized by CNSL \$50/member/session for a session organized by other clubs *Functions reimbursable during an external competition.
Take official courses, in French or English: • Introduction to the role of the swimming official; • Administration office; • Chief timekeeper; • Turn judge/Stroke judge; • Meet director; • Chief recorder; • Recorder; • Chief electronics judge; • Starter.	No reimbursement
Teach official courses according to Canadian and Quebec Official certification, French-English; • Level 1 – Timekeeper; if you are a certified Level 2 Official or higher; • Level 2; if you are a certified Level 3 Official or higher; • Be a mentor; if you are a certified Level 3 Official or higher.	\$100/course

Miscellaneous Activities

Activities	Reimbursement
Hospitality service for a competition: - Plan food and accessory purchases; - Food preparation; - Setting up the officials' room; - Distribute food to volunteers and coaches during the competition; - Pool decoration before the competition and dismantling decorations after the competition; - Welcome during the competition.	\$100/session only during events organized by CNSL
Provide or seek new cash or gift card sponsorship for hospitality or gifts for the competition or social activity.	Equivalent value \$1 in sponsorship represents \$0.50 in volunteer credit
Act as a photographer (to be determined in advance with CNSL for credit): - CNSL group photos; - photos during competitions; - photos during medal distribution.	\$100/session only during events organized by CNSL
Plan, organize and get involved in CNSL social activities or events (Christmas, Year-end party, BBQ, etc.): - Buy gifts for the Christmas party or prizes for games during the year-end BBQ; - Organize and order trophies and plaques for CNSL year-end awards - Take charge of the food component; - Plan, organize, animate an event.	\$100/event only during events organized by CNSL
Chaperon - Take care of the logistics of external competitions: accommodation planning, meals, transport, etc. - Be a parent-chaperone for swimmers during external competitions.	\$100/session

Additional Information

A session during a competition usually lasts between 3-4 hours (sometimes more). "Regional" competitions are for swimmers aged 12 and under. "Age group" competitions for swimmers aged 13 and over include between 2 and 8 sessions. For "Championships," there are "preliminary" sessions in the morning and "final" sessions in the early evening.

Registration

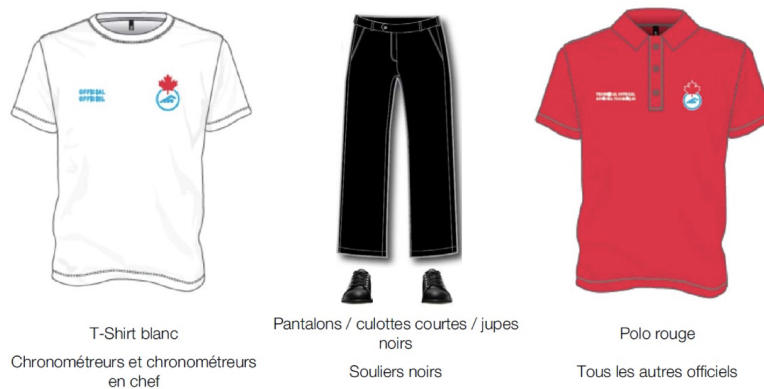
To receive credit, volunteers and officials must register for a role for a full session by notifying the CNSL person in charge of their availability and desired official position. At the competition, volunteers announce their presence upon arrival to the competition's officials manager and perform their role until the end of the session. For external competitions, the host club's officials managers provide their own registration form for competition sessions.

Punctuality

Hospitality volunteers and major officials must be on site at the agreed-upon time during competitions. Usually, you are asked to report at least an hour in advance, i.e., during the swimmers' warm-up, to receive relevant instructions for the position you will occupy. You must remain at your post for the entire duration of the session and remain attentive. Cell phones are prohibited on the pool deck. Parents who are replaced due to delays or who do not stay for the duration of the session will not be able to claim volunteer credit for the event.

Dress Code

The Quebec Swimming Federation (FNQ) requires officials to wear black skirts/shorts/pants, a white shirt for timekeepers and chief timekeepers, a red shirt for all other officials, and comfortable sandals or shoes that can get wet during swimming competitions. Optionally, the CNSL also offers high-quality official polos with the CNSL logo for \$45.



Advantages

Time passes much faster when you are busy with a task. You can have direct contact with your child poolside. The organizing committee provides breakfast or meals and snacks during the competition. You will have fun while working in pleasant company and will be able to interact with other parents and make new acquaintances. Most importantly, you contribute, as an essential service during competitions, so that our swimmers can excel in their sport.

You can contact us at any time at officiels.cnsl@gmail.com

Thank you for your involvement as a volunteer!