



ROW Swim Club FAMILY PARTICIPATION PROGRAM (Updated Sept 2025)

What is the FAMILY PARTICIPATION PROGRAM? Why is it required?

The Region of Waterloo (ROW) swim club is a member-run, not-for-profit organization. The club relies on its members to volunteer to run it and support activities such as hosted swim meets, events, and ongoing operations. Volunteers are essential to:

- Club operations (Board of Directors) - Coordinating events and fundraising (e.g., committee members)
- Planning and officiating at swim meets (Meet Management, Officials)

By volunteering, families help minimize costs (which directly impact fees) while being active participants in their child's swim career. The FAMILY PARTICIPATION PROGRAM (FPP) is a points-based system that fairly distributes the workload across the membership.

How many FAMILY PARTICIPATION POINTS (FPPs) are required?

- **First-year families (regardless of group)** who have never been a part of a competitive swim team are exempt from the FPP requirement if they (1) attend a New Parent Orientation and (2) sign up for the Introduction to Officiating (Timekeeper) and Safety Marshal e-modules during the season (information is available on the ROW website and at [Swim Ontario Level 1 Certification](#)).
- Failure to complete the offered training for first-year families will result in a season-end charge of **\$200 per family**.
- For member families with multiple swimmers, FPP obligations are based on the swimmer group requiring the **highest number of FPPs**.
- Families are encouraged to volunteer on-deck at least one meet per season.
- Point requirement will be prorated if a swimmer joins or leaves the club part way through the season based on number of membership months.

Table 1. FPP POINTS by Group

Group	FPP POINTS
TOPs 1	4.0
TOPs 2	4.0
TOPs 3	4.0
TOPs 4 & 5	4.0
JD2	8.0
JD1	8.0
RSA Age Group	4.0
RSA Competitive	8.0
Age Group Development	8.0
Provincial Dev 3 (PD3)	8.0
Provincial Dev 2 (PD2)	10.0
Provincial Dev 1 (PD1)	10.0
Senior Development	10.0
National Development	12.0

FPP requirements are prorated if a swimmer joins or leaves mid-season.

How are FAMILY PARTICIPATION POINTS (FPPs) earned?

- Member families earn FPPs during the official swim season (Sept–end of season).
- Members must meet the minimum job requirements to be accepted for a volunteer position as an Official, as outlined by Swim Ontario Becoming an Official.
- Members may recruit family members (grandparents, high school-aged siblings, etc.) to volunteer provided they meet the minimum job requirements. At sign-up, the family name for which the points are to be awarded must be specified.
- Members can earn points on behalf of another member provided they indicate that intention in writing at signup. Points cannot be transferred after an event.
- FPPs have no cash value and expire at the end of each season.
- Members are not permitted to carry over points to the following season.

What if my family does not earn the required FAMILY PARTICIPATION POINTS (FPPs)?

- A member family that does not meet their points requirements by the end of their season will be charged \$50 for every FPP below the required number. For example, should a family with a 12 FPP obligation finish the season having earned 8 FPPs, there will be a charge of \$200 (4 x \$50).
- Penalty will be applied to each account at the end of each season.



NOTE: Currently, ROW does not charge a fee for families who do not work at meets, although many other clubs do. Some clubs even charge mandatory meet-working fees in addition to their FPP requirements if families do not volunteer. We are hopeful not to go down this path.

For reference, those policies often state: A member family that does not work at least one meet during the season will be charged an additional \$200 flat fee. This is in addition to the points requirements and charge of \$50 for every point not earned.

Examples of ROW-hosted meets include Fall First Try, ROW Novice #1, Dean Boles, Cunningham Classic, and ROW Novice #2.

Tracking and Transparency

Starting this season, a new system will track and make FPP progress visible:

- **Group Parents** and the FPP Board Lead will set up a Google tracking form per group.
- Families will submit earned points via the link.
- Group parent will approve the points submitted in their group.
- Group Parents will approve submissions and provide monthly updates.
- These training-based FPP requirements will be reflected in the official tracking tables.

A workflow will be issued by the group parent upon kick-off each year. This system ensures fairness, transparency, and easy monitoring for all members.

FAMILY PARTICIPATION OPPORTUNITIES & POINTS VALUES

Category	Assignment	Minimum Requirements	FPP Value
On-Deck Roles (Meets)	See Swimming Canada Officials' requirements for Officiating https://swimming.ca/en/certification/ All positions are on approval of the Chief Officials Coordinator		
Swim Meets – Meet Manager	Attends all sessions	Level II	All FPP's
Competition Coordinator		Level IV	5 FPP per session
Session Referee		Level III	4 FPP per session



Category	Assignment	Minimum Requirements	FPP Value
Starter		Level II	3 FPP per session
Chief Finish Judge/Electronics		Level II	3 FPP per session
Clerk of Course		Level II	3 FPP per session
Chief Timer		Level II	3 FPP per session
Volunteer Coordinator/Announcer		Level II	3 FPP per session
Stroke Judge		Level I	2 FPP per session
Head Lane Timer		Level I	2 FPP per session
Timer (may also be asked to do Safety Marshall)		Level I	1 FPP per session
Safety Marshall		Level I	1 FPP per session
Runner/Awards		N/A	1 FPP per session
Officiating at a Non-ROW Meet		Relevant Clinic and Level	Points as per ROW swim meet position
Off-Deck Roles	Board of Directors	Steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the non-profit has adequate resources to advance its mission. Experience: Strong commitment to ROW and requisite professional experience in the	All Points

Category	Assignment	Minimum Requirements	FPP Value
		fields of sport, finance, media, and/or fundraising.	
Group Parents		Manage all Group communication from Board down, escalate questions, concerns, track and manage group FPP's, support getting Social Media committee content from group at swim meets (real time)	All FPP point value for the year
Committees	Working Committee Member (approx. 4 meetings per year plus work between meetings). Communications External Relations Fundraising Human Resources (HR) Social Events		50% of all FPP point value for the year
Officiating	Clinic Teaching	Level III and above	
Officiating Dinner/Picnic /Gala	Attend Officials Clinics		1 FPP
Swimathon Volunteer	Raise at least \$50 Raise at least \$500		1 FPP 1 FPP (cap) All FPPs for season *note: this is not 1 FPP per \$50
Equipment & Merchandise			½ of FPP
Website development and web admin			Full FPP



Category	Assignment	Minimum Requirements	FPP Value
Photographer & photography coordinator			Full FPP
Social Media Manager and Content Creation			Full FPP
Chaperone			½ FPP
Events & Other		As determined by the lead. Other can be many needs that may come up during the season.	TBD