

## THE COQUITLAM SHARKS VOLUNTEER PROGRAM

The success of our Club and programs depends on parent volunteers. Each year, we expect parents to support the Club by volunteering to help at the Spani pool concession, Club functions and/or at meets. The parent and family volunteer policy requires one post-dated cheque from each family dated September 15<sup>th</sup> of that year. Each family is required to either participate in the volunteer activities OR contribute to the volunteer fund in lieu of time. The amount of the cheque is determined by the categories listed below:

\$200/20 Hours	Two or more Sports: Swim, Water Polo, Synchro, and Diving
\$200/20 Hours	Swimming Only
\$200/10 Hours	Water Polo, Synchro, Diving Only or <b>New Families with Swimming Only</b>
Exempt	Mini Sharks Only and Master/Grad program member only

### PURPOSE OF VOLUNTEER PROGRAM

- Volunteers are required to run the concession during public swim times and swim meets. The concession is our biggest source of revenue next to registration fees. Without it, registration fees will increase by a minimum of \$150 - \$200 per family.
- As members of BCSSA, we are each required to volunteer at home and at away meets. It takes a lot of volunteers to run an aquatics club and without everyone's help its impossible. Training *NEW* volunteers ensures the on-going success of our swim club and is vital if we are to continue.

### VOCABULARY

**Event** – Club function, and home or away meet

**Event Leader** – Sharks Meet Manager (including diving, water polo and synchro)

**Category** – particular area of volunteer work either at Club functions or events (i.e. timing, office)

**Category Leader** – leader in-charge of a Category and volunteer sign-in form for that Category.

**Volunteer Tracking Form** – Form used to record all volunteer hours throughout the season by members. All forms must be handed in no later than August 31<sup>st</sup>.

**Administrator** – Member in charge of volunteer program, collecting completed forms, and communicating with members regarding completing forms and hours.

## RECORD KEEPING

The Volunteer Tracking Form is available on the club website. Parents are responsible for getting the forms signed by the Category Leaders and handing them in to the Administrator once the required volunteer hours have been completed. Volunteer Tracking Forms are due by August 31<sup>st</sup>. Concession shifts are tracked by the concession log book.

## IMPORTANT DATES:

**May 1st** – Cheques for parents who have opted out of the volunteer program will be cashed.

**August 31st** – Hours for volunteer program must be completed.

**September 15th** – Cheques for unfulfilled hours will be deposited.

## PARTICIPATION CATEGORIES (DETAILS FOR EACH CATEGORY CAN BE FOUND ON THE CLUB WEBSITE)

### Club Functions

• Concession shift	• Concession cleaning
• Equipment maintenance	• Serving
• Fundraising	• Other opportunities as needed

### Home Swim Meets

• Pool set-up and take-down	• Concession
• Cook Shack	• Deck Food
• Clerk of the Course	• Marshalling
• Timing & Recording	• Officiating
• Recording Table	• Computer Table
• Colorado	• Computer Table

**Away Meets** – *could have one Category Leader for each away meet*

• Timing and Recording	• Officiating
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**Dive Meet (Home and Away)** - *could have one Category Leader for all*

• Pool set-up and take-down	• Table Work
• Runner	▪ Judging score recorder
• Judging	▪ Score Tallier 1
• Awards	▪ Score Tallier 2
	▪ Master Recorder

## Water Polo (Home and Away) – *could have one Category Leader for all*

• Pool set-up and take-down	• Concession (Spani only)
• Deck Food	• Secretary (Recorder)
• Timer (only for senior games)	• Scorekeeper and Kick-Out

### FAQs:

#### **1. What are my responsibilities?**

Parents must take personal responsibility for ensuring that they become active in the program, and that they schedule sufficient hours to meet their commitment for the year.

In agreeing to work specific shifts, parents commit to:

- Arrive at the volunteer activity in a timely fashion and work the entire shift
- Accurately record their hours on the sign-in form and to keep their own record of hours worked
- In the event they cannot work a particular shift, arrange for a replacement.

#### **2. What do I do if I couldn't find my Category Leader at the end of a shift to sign-out and I have to leave?**

Send an e-mail to either your Category Leader or the Administrator for e-mail confirmation of your volunteer hours. These can be attached to your Volunteer Tracking Form when handed in.

#### **3. What if I miss a shift?**

Any parent that fails to work a scheduled volunteer shift will be fined at the rate of \$10.00 per hour for each hour missed. Parents must understand that if they cannot work a particular shift, it is their personal responsibility to arrange for a replacement. Responsible teens may work Concession shifts if cleared by the Director of Food Services first.

#### **4. What if I don't get my hours for the year?**

Any family unable to fulfil their required hours within the volunteer program will have their cheque cashed September 15<sup>th</sup> 2017. All hours must be completed as there are no reimbursements for partially completed hours.

#### **5. Who do I contact about Volunteering?**

Volunteer opportunities will be advertise via posters on the breezeway or e-mail. At meets/tournaments, approach the Meet Manager of the host club to find out if they need assistance. Our home events and/or volunteer activities have an Event Leader/Category Leader. You can contact either one to sign-up or if you have questions.

#### **6. Who do I hand my Volunteer Tracking Form to once complete?**

All completed forms can be given to the Treasurer, dropped in the Volunteer Tracking Form Box at the Concession at Spani Pool, or scanned and emailed to [treasurer@coquitlamsharks.org](mailto:treasurer@coquitlamsharks.org)

#### **7. Are all volunteer opportunities with the Sharks eligible for hours?**

No, the following cannot be credited toward the Volunteer Program:

- Volunteering at Intra-Club day, Chaperoning, Carpooling

# VOLUNTEER PROGRAM FAMILY COMMITMENT FORM

FAMILY NAME \_\_\_\_\_

First Name (Parent1): \_\_\_\_\_

First Name (Parent2): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

KIDS ENROLLED: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Please select the appropriate category that best fits the members of your family registered with the Sharks:

- Two or more Sports: Swim, Water polo, Synchro, and Diving - \$200 / 20 hours
- Swimming Only - \$200 / 20 hours
- Water Polo, Synchro, Diving Only or **New Families with Swimming Only** - \$200 / 10 hours
- Mini Sharks Only and Master/Grad program member only – **EXEMPT**

***I have read and understand the "Volunteer Program." I prefer to participate in the following option:***

- Committed Volunteer Program for 10/20 hours as selected above during the 2017 Summer Season. No refunds will be given for partially attained hours. *Please date cheque: September 15th, 2017*
- Non-participation in Volunteer Program - \$200 cheque dated: May 1<sup>st</sup>, 2017

Signature: \_\_\_\_\_

Cheque # \_\_\_\_\_

Executive Initials \_\_\_\_\_