



VOLUNTEER PROGRAM INFORMATION **2024 SUMMER**

Volunteers are crucial for the running of the Coquitlam Sharks Aquatic Club during our Summer Program. Members are needed to help in the varied positions in all of the water sports to ensure the success of the program for our athletes.

Volunteer Policies and Procedures

1. **All families must submit Volunteer Commitment forms and cheques.** Forms must be signed and received by the COQ Sharks Registrar Team or COQ Sharks Treasurer or registration will be canceled. (Registration fees will be refunded MINUS a \$50.00 Admin Fee. ACTIVE Processing Fee is non-refundable.)
2. Each family (except families with ONLY Mini Sharks/ Masters/ Grad swimmers) is required to complete a minimum of **20 hours of volunteering** (Option A) or pay a **Volunteer Opt-Out Fee** (Option B).
3. **Compulsory Volunteering** is required at the Simon Fraser Regional Meet and/or the BCSSA Provincial Championship if the family has an athlete participating in one or both events. **There is no opt-out option** for these specific events/meets.
4. Families (following the registration priority) must register through ACTIVE first and drop off their signed cheque and forms (dates below).

Cheque and Volunteer Commitment Form Drop Off

PLEASE NOTE: Summer 2024 Registrations are not finalized until both the volunteer commitment form and cheque are properly filled out and received.

Cheque drop off dates:

*Saturday, March 2nd, 2024 - 7:15 am - 9:00 am - PSLC Room #2 (upstairs)
Wednesday, March 6th, 2024 - 4:45 pm - 5:45 pm - Dogwood Pavilion (craft room)*

5. A family choosing to **volunteer (Option A) must:**
 - a. Submit the Volunteer Commitment Form and a \$400 volunteer fee deposit cheque post dated **August 5, 2024.**
 - b. Complete the required 20 hours of volunteering throughout the summer season or the volunteer fee of \$400 will be cashed.
 - c. Cheques will be cashed if:
 - i. Original signed Volunteer Hours forms are not submitted by August 4, 2024. ***Electronic (scanned, e-mailed or texted) forms will not be accepted!**
 - ii. **The club will not prorate or refund for partially attained hours.**

If you plan to volunteer, please post-date your cheque August 5, 2024

The image shows a sample cheque with the following details:

- Number: 1025
- Date: August 5, 2024
- Pay to the order of: Coquitlam Sharks Aquatic Club
- Amount: \$400.00 (Four Hundred DOLLARS)
- Memo: Jane Smith - Swim/Development, Jeff Smith - Water Polo U14
- Security Features: 1025

MUST include: Name of Athlete(s), Sport, Group

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6. A family choosing to **Opt Out of volunteer (Option B)** must: -
- Submit the Volunteer Commitment Form and a \$400 volunteer opt out cheque dated **May 1, 2024**

If you plan to opt out of volunteering, date your cheque May 1, 2024

EXAMPLE 1025

DATE **May 1, 2024**

PAY TO THE ORDER OF **Coquitlam Sharks Aquatic Club** \$400.00

Four Hundred ----- DOLLARS

MEMO **Jane Smith – Swim/Development**

Jeff Smith – Water Polo U14

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MUST include: Name of Athlete(s), Sport, Group



VOLUNTEER PROGRAM COMMITMENT FORM

2024 SUMMER

Parent Name:		Office Use Only Executive to select if exemption is applicable Exempted Swim Groups: <input type="checkbox"/> Mini Sharks <input type="checkbox"/> Masters <input type="checkbox"/> Grad <small>*applies to families with ONLY Mini Sharks/Masters/Grad</small>
Email:		
Tel:		
1-Athlete Name/Swim Group:		
2-Athlete Name/Swim Group:		
3-Athlete Name/Swim Group:		

Section 1: Compulsory Volunteering for Simon Fraser Regional Meet and BCSSA Provincial Championship –
To be completed by ALL parents/ guardians

Simon Fraser Regional Meet & BCSSA Provincial Championship Volunteer Policy: I understand that if any of my athlete(s) participate in the Simon Fraser Regional Meet and/or the BCSSA Provincial Championships, I <u>MUST</u> volunteer for the Coquitlam Sharks CLUB DUTIES as assigned or my athlete may not be able to participate at these two meets.	Name: _____ Signature: _____
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Section 2: Please choose one (1) of the volunteer options below (Option A or Option B):

Option A: Volunteering	OR	Option B: Volunteer Opt-out
I will commit to 20 hours of volunteering		I choose not to participate in the volunteer program
<input type="checkbox"/> \$400 volunteer fee deposit cheque post-dated August 5, 2024 I have read and understand the Coquitlam Sharks Summer Volunteer Policies.		<input type="checkbox"/> \$400 Cheque dated May 1, 2024 OR <input type="checkbox"/> \$400 Cash enclosed I have read and understand the Coquitlam Sharks Summer Volunteer Policies.
Name: _____		Name: _____
Signature: _____		Signature: _____
Date: _____		Date: _____
Office use: Form Received by: _____ Date: _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Cash		Office use (Post-Season): <input type="checkbox"/> Volunteer Tracking Form Received & Completed <input type="checkbox"/> No Volunteer Tracking Form



VOLUNTEER PROGRAM COMMITMENT FORM

2024 SUMMER

Volunteerism is a crucial aspect of swimming life and vital to the successful community of the Sharks and is required for all members.

Please note: **EVERY family is required to volunteer a minimum of 20 hrs** for the Summer Season (Exemptions: Minis, Masters and Grads)

General Opportunities

- ☐ **Candy bag supplier (2-3):** Vital friend of the concession. Candy bags are a hot and popular seller in the concession. These volunteers will fill bags of candy, deliver to the concession, and ensure the supply is always topped up.
- ☐ **Club Canopy Manager:** Ensures Shark club canopies are picked up for meets and set up at the site. Ensure the safe return of canopies back to Shark shack.
- ☐ **Event Organizers:** Under the direction of the F&B Director, to assist with the creation/management of club events (Sharks In the Park; Pot Luck; etc)

Swim Meet Opportunities

- ☐ **Clerk of the course:** The clerk of the course plays an important role in the smooth functioning of a swim meet. Organization, patience, a loud voice and a friendly manner is vital. Many young swimmers are nervous and excited prior to their events and require a calm and friendly face to ensure they are called into the right race, right heat, right lane. Easy but busy job.
- ☐ **Marshaling:** The marshaling area is where the swimmers are held until it is time to load onto the deck. This position works in a team generally of 2-3 volunteers. Ensures swimmers are in the right race, right heat, right lane. Lead young swimmers out on deck if required. Requires a firm, fair and friendly and fun approach to calm and organize nervous and excited young racers. Cues racers up on deck to ensure meet runs on time with minimal delays between heats. Herd the even more anxious parents away from the marshaling area. Coaches can be called to calm and comfort swimmers when needed.

- ❑ **Timers: BEST seat in the house.** Arrive at your assigned lane 10-15 minutes prior to the start of the meet to receive directions from the referee. Ensure that the swimmer's name on the heat sheet on your clipboard coincides with the swimmer in your lane by asking the swimmer's name. Press plunger when the swimmer has completed the required distance. Cheer on the young athletes and assist when necessary to get out of the pool. Deck food service provided.
- ❑ **Stroke and Turn: Training sessions will be provided.** Rules and guidelines exist to regulate fair play, and to prevent the unfair advantage of one competitor over another. The official's responsibility is to see that no competitor gets an unfair advantage by doing something that is prohibited by the rules.
 - A thorough knowledge of the rules and regulations is central to effective officiating, including familiarity with recent rule changes
 - An official should be aware of stroke variations that are legal, as well as those that are illegal.
 - Consistency in the application of the rules at all competitions is paramount. A DQ at a minor meet now may save disqualification at an important meet later in the season for the same infraction.
- ❑ **Office:** The **crash desk** and **recording clerks** are responsible for determining the official times of each swimmer and the order of finish in each race. There is training provided for the crash desk and the Colorado timing system. We are in desperate need of people to step into this position as our volunteers are currently having to fill hours for the entire day. Preferable to have some computer savvy but we will train.
- ❑ **Announcer:** Be the voice of a swim meet. We give you a mic and you call the Race Events
- ❑ **Runners:** general assistance, guiding U6 swimmers on deck for a 25 m race, posting event results, running scratches from the crash desk to clerk of course and marshaling.
- ❑ **Deck food service:** Food prep and service on deck to the officials, timer and coaches. Great view of your young athlete racing.
- ❑ **Meet Food Service:** Preparing breakfast/ lunch/ BBQ at the Concession at Meets
- ❑ **Parking Lot Attendants:** Are you an early riser? This job is for you. Direct traffic at our home meets, ensure drop off zone safe for athletes and parking bylaws are adhered to. Assist guest families to approved parking locations.
- ❑ **Set Up for meets:** assist setting up lane ropes, timing system, tents, diving blocks etc.
- ❑ **Tear down after meets:** cleanup and storage of equipment after meet completed

Specialty Opportunities

- ❑ **Director of Officials - Swim Specific**
- ❑ **Meet Manager(s):** Need to be familiar with the rules for, and experienced in the operation of a swim meet. Be able to delegate responsibilities and have good organizational skills. Be prepared for the unexpected and be able to take charge. Responsible for:
 - The organization of the details of the meet.
 - The mechanics of running the meet.
 - Having the necessary equipment and personnel available during the meet. A checklist is available for this purpose.

- Obtaining and assigning duties to meet officials. Individuals responsible for timing, recording and marshaling will ensure that all positions are filled in their areas. The Meet Referee will confirm all appointments.
- Disseminating all meet forms and information, including the official results.
- Seeding all pre-seeded meets.
- Preparing entry lists and heat sheets prior to the start of each session.
- Chairing the Jury of Appeal.

☐ **Meet Referee:** Referees are expected to act in many capacities. They are the final judges, the guarantors of fair play for all competitors, and the directors of the proceedings. Their discipline and conduct will be reflected in the way in which the meet progresses. They are the key to a successful competition. The Referee is in full charge of the session and has the final authority on all action taking place during the session. Referees are expected to:

- Be an experienced official, knowledgeable in all areas.
- Have a thorough knowledge of the rules.
- Be impartial.
- Be able to make sound judgments, quickly.
- Be consistent.
- Be able to concentrate on a number of tasks simultaneously.
- Continually oversee all of the deck officials.
- Anticipate problems and head them off.

☐ **Volunteer Coordinator: Shark hosted Swim Meets- HR and Deck food**

☐ **Equipment Manager(s)** Take inventory at the beginning and end of season including equipment required for sports - training and meets, and concession. -Maintain itemized list of equipment inventory: including sign out of equipment loaned to clubs. -Monitor throughout the season for improper storage of equipment, missing equipment and damaged equipment and report to executive. Ensure proper winterized storage of Sharks equipment.

Technical Resources Opportunities

- ☐ Equipment Maintenance
- ☐ Electricians Plumbers
- ☐ General Handyman
- ☐ Engineer
- ☐ IT
- ☐ Club Photographer
- ☐ Social Media Manager - Website, Facebook, Twitter, Instagram
- ☐ Other, please indicate skills _____

Artistic Opportunities

- ☐ **Setup** – Set up tables for scoring, judges chairs, etc

- ☐ **Announcer** – Make any and all announcements, including introducing competitors and scores (script is supplied)
- ☐ **Scoring** – Record figure scores announced by referees
- ☐ **Computer assistant**- enters scores in scoring software and prints results.
- ☐ **Timers** – Time and record the times of all routine
- ☐ **Runners** – Collect score chits from judges after each routine and deliver them to the computer assistant
- ☐ **Cleanup**

Dive Opportunities

- ☐ **Setup** Set up tables for scoring, judges chairs, etc
- ☐ **Runner** Collect scores from judges and deliver them to the computer assistant
- ☐ **Judging**
- ☐ **Awards**
- ☐ **Table**
- ☐ **Score Recorder**– Record figure scores announced by referees
- ☐ **Tallier 1 & 2**
- ☐ **Master Recorder**
- ☐ **Take down**

Water Polo Opportunities

- ☐ **Canopies** - At away tournaments the canopies allow the players a protected place to rest between games, as well as being a centralized location for the team. The canopies need to be taken from the Shark Shack, set up at location, taken down from location and returned to the Shark Shack after the tournament in good condition.

At home tournaments, the following is the club's responsibility:

- ☐ **Secretary** - The Secretary is responsible for the score sheet and the accurate recording of events that occur during a water polo game.
- ☐ **Timekeeper/Game Clock** - The timekeeper is responsible for the accurate and precise running of the clock during the water polo game
- ☐ **Scorekeeper** - This position ensures that the score is accurately shown, and at larger tournaments, is also in charge of the kick out board.
- ☐ **Set up** - Before the tournament, the goals need to be put into place (with the help of players in the water), goal ropes attached, Officials/Referees and Food tables set up, electronics organized (shot-clocks, timing system, electronic scoreboard if used).
- ☐ **Take down** - After the tournament, the goals need to be removed and stored, tables removed, electronics taken down and stored.