

## Coquitlam Sharks Aquatic Club Parent Volunteer Program Handbook

The Coquitlam Sharks Aquatic Club is a not-for-profit organization that depends on parental involvement to run smoothly. Our only paid staff are the coaches and a full-time summer administrative assistant (for 16 weeks). We deeply appreciate the time and effort our families dedicate to volunteering, as it plays a vital role in the success and efficiency of our programs. Volunteering provides an excellent opportunity to connect with other families, build lasting relationships, and support the club's activities and events.

### Sport-Specific Volunteer Opportunities:

- **Swim**
- **Artistic Swimming**
- **Dive**
- **Waterpolo**

### How You Can Help

Volunteers are essential to the smooth operation of our club. Below are some key opportunities to get involved:

- **Club Executive Team:** Help manage and oversee club operations, including policy-making and strategic planning.
- **Photographer:** Capture special moments of our athletes to share with the community..
- **Survivor Week Activities:** Assist with the planning and execution of Survivor Week, held during the third week in July (Monday to Thursday).
- **Home Meets & Tournaments:** Support our home Swim, Dive, Artistic Swimming, or Water Polo events. .
- **Canopy Transportation:** Assist with transporting and setting up canopies for away meets or tournaments.
- **Officiating & Event Support:** Timers, stroke and turn officials, scorekeepers, and judges are needed at both home and away events (availability may be limited).
- **Provincial Qualifier Lunch:** Help organize and serve lunch, as well as distribute t-shirts for qualifying athletes.
- **Special Skills Contributions:** If you have expertise in carpentry, electrical work, IT support, or equipment repair, we may call on you for special projects.

### Volunteering Hours & Expectations

Most volunteer hours come from assisting with meets and tournaments. We encourage all families to participate to help ensure the success of our events. Your time and effort are truly appreciated! If you are unsure of where to volunteer or need more information, please don't hesitate to contact the club's administrator at [administrator@coquitlamsharks.org](mailto:administrator@coquitlamsharks.org) or speak with a member of our Executive Team.

## Volunteer Deposit and Requirements

To ensure volunteer responsibilities are shared fairly across all families, the Coquitlam Sharks Aquatic Club requires each family to complete **20 volunteer hours** during the summer season, regardless of the number of athletes or the sport involved.

### Volunteer Fee Deposit

- **A postdated cheque for \$400** (dated for the start of the summer season) is required to complete summer registration.
- This cheque serves as a volunteer fee deposit and will be **destroyed** at the end of the season if volunteer requirements are met.

### Earning & Tracking Volunteer Hours

- Each family must log their hours on the **Volunteer Tracking Sheet**.
- Hours must be **verified by an Executive member** at the time of the shift.
- Completed **Tracking Sheets must be submitted by the deadline** for the hours to be counted.
- If the **Tracking Sheet is not submitted on time**, the \$400 deposit cheque will be cashed.

### Important Notes

- **Partial hours** cannot be prorated or refunded.
- **Exempt Families:** Mini Sharks, Masters, and Grads are not required to volunteer.
- Submissions via **email, scanned forms, or text** will **NOT** be accepted.
- Volunteer hours can only be recorded on the **official Volunteer Tracking Sheet**.

### Opting Out of Volunteering

Families who choose not to volunteer must:

- Submit a **Volunteer Commitment Form** and a **\$400 opt-out cheque** (dated May 1st) at registration.

### Mandatory Volunteering for Specific Events

Families with athletes participating in the following events **must** fulfill assigned volunteer hours – **opting out is not permitted:**

- **Sharks In the Park (Home Meet)**
- **Simon Fraser Regional Meets**
- **BCSSA Provincial Championships**
- Volunteer hours for these events are assigned by event organizers and must be completed.

### Note

- **Regional Meet volunteer hours count toward the 20-hour requirement.**
- **Provincial Championship volunteer hours do NOT count toward the 20-hour requirement.**

### Activities that DO NOT Count for Volunteer Hours

- **Purchasing food for events** (e.g., deck food for meets, water polo tournaments, artistic swimming, dive meets, or family potlucks) does **not** qualify for volunteer hours.

## All Sports

### Family Night Potluck

Kick off the season with a fun-filled gathering where families can connect, enjoy great food, and celebrate the start of another exciting season with the Coquitlam Sharks!

### Survivor Week

Survivor Week is an action-packed event designed to promote teamwork, fun, and friendly competition while strengthening our club community. It takes place during the **3rd week of July**, starting on Monday and concluding on **Friday morning** before the **Swim Development Meet** (Friday).

#### Event Highlights:

- **Scavenger Hunt (Monday):** A thrilling search for hidden clues and treasures.
- **Running the Crunch (Tuesday):** Volunteers help distribute freezie and act as safety marshals to ensure a safe and enjoyable run.
- **Sport Swap (Wednesday):** A chance for athletes to trade or sell sports equipment.
- **Lip Sync Coaches Battle (Thursday):** Watch our coaches compete in a fun lip-sync showdown! Volunteers assist with setup, takedown, and selling candy bags and pizza.
- **Pancake Breakfast (Friday):** A club favorite! Volunteers are needed for setup and takedown, cooking and distributing food.

#### The goal of Survivor Week is to:

- **Inspire athletes** for upcoming challenges in the pool.
- **Encourage teamwork, sportsmanship, and fun.**
- **Strengthen relationships** among athletes, coaches, and families.

### Volunteer Opportunities

We need volunteers throughout the week for **event setup/takedown, food distribution, activity management, and event organization**. This is a great opportunity to get involved and make Survivor week a memorable experience for everyone!

### Provincial Qualifier Lunch

A special gathering for provincial qualifier athletes and their families to celebrate their achievements before heading to the **BCSSA Provincial Championships**.

## Swim

### IntraClub Meet

The IntraClub Meet is an exclusive Sharks-ONLY swim event, providing athletes with a great opportunity to establish baseline times for their races. It's also an excellent introduction for new swimmers to experience a swim meet in a familiar, supportive environment..

### Away Swim Meets

Throughout the summer season, various clubs in the Lower Mainland host their own home meets typically held on weekends. The Coquitlam Sharks will select specific meets to attend, and **registration details will be sent via email the week before each event.**

### Volunteer Opportunities at Away Meets:

- Volunteer shifts for away meets are usually announced **on the Friday before the event.**
- Since each host club prioritizes their own families for volunteer positions, available roles for Sharks parents at away meets are typically **limited** (e.g. setting up/taking down the Sharks tent or timer positions).
- **Do not expect to earn many volunteer hours at away meets**—the best opportunity to complete your house is at our own home meet, **Sharks in the Park.**
- If you add your name to the waitlist for volunteer shifts at away meets, you **must be available for any shifts** within the designated time slots.

### Sharks in the Park - Our home swim meet!

Sharks in the Park is the Coquitlam Sharks' biggest event of the season, taking place on the third weekend of July. This is the best opportunity to complete the bulk of your volunteer hours. Leading up to the meet, some volunteer hours will be available during Survivor Week Events, such as:

- Pancake breakfast
- Coach lip sync battle
- Other pre-meet activities

However, these positions fill quickly, so families should plan to participate in most events during the week and the entire home meets on weekends to fulfill the 20-hour volunteer requirement.

### Swim Meet Volunteer Roles

Here are the key volunteer positions available during **Sharks in the Park and other meets:**

- Overnight security
- Set Up Crew (before the meet)
- Parking Lot Attendants
- Warm-up Monitors
- Food Services: concession workers, deck food service (for officials & volunteers)
- Prize Distribution
- Ribbons & Awards
- Clerk of the Course
- Marshalling (helping swimmers get to their races)
- Timers
- Stroke & Turn Officials
- Colorado System Operators (timing system)
- Announcer
- Take Down Crew (after the meet)

## Dive

### Away Meet

Divers will have the opportunity to participate in **2-4 away meets** throughout the season. Registration for these events will open **2-3 weeks in advance**.

#### Volunteer Opportunities at Away Meets:

- Limited volunteer roles will be available, as most positions are assigned to the host club.
- Parents with **judging experience and training** may be asked to volunteer as judges.

### Home Meet – Hosted by the Coquitlam Sharks

The Coquitlam Sharks will host a **home dive meet** at **Eagle Ridge Outdoor Pool**. Prior to the event, an email will be sent with available volunteer opportunities.

#### Home Meet Volunteer Roles

- **Setup Crew** – Assist with setting up tables for scoring and food, judges' chairs, canopies, and other equipment. The meet manager will provide direction. No experience required.
- **Announcer** – Call out event details, divers' names, and dives. Announce judges' scores using a microphone or megaphone.
- **Judging** – Requires prior experience and training. Judges provide fair and accurate dive scores based on established rules and guidelines. Training sessions will be available.
- **Awards Coordinator** – Record final scores, write athletes' names on ribbons or medals, and organize them for the awards ceremony. Neat handwriting is an asset. No experience required.
- **Score Recorder** – Record judges' scores on the dive sheet as they are announced. Organizational skills and neat handwriting are an asset. No experience required.
- **Photographer** – Capture action shots of our divers to preserve and share memorable moments.
- **Talliers (2 positions)** – Calculate final scores by adding judges' scores and factoring in the degree of difficulty. No experience required.
- **Master Recorder** – Double-checks the tallied scores before returning them to the announcer for the next round of dives. No experience required.
- **Hospitality & Food Table** – Set up and maintain the food and beverage station for athletes, coaches, judges, and volunteers. Responsible for restocking and clean-up.
- **Snack Bag Preparation** – Prepare and distribute snack bags for athletes, typically including a granola bar, juice box, and fruit. Bags are prepared in advance and delivered to the **Hospitality & Food Table**.
- **Take Down Crew** – Assist with taking down tables, chairs, and other equipment after the event.

### Regional Meet

The **Regional Meet** takes place during the **first week of August**. Divers who meet the qualifying standards at this competition will advance to the **Provincial Championships**.

## Artistic

### Competitions

Coquitlam Sharks artistic swimmers will compete in **up to four competitions** throughout the summer, with **Regional and Provincial Championships guaranteed** for all competitors.

### Feedback Meets

- Sharks artistic swimmers participate in **two feedback meets**, one of which is hosted by the Coquitlam Sharks.
- These meets are held locally within the **Simon Fraser Region**.

### Regional Meet

- All Sharks artistic swimmers compete in the **Regional Meet** within the **Simon Fraser Region of BCSSA**.
- Participation in **Regionals is required** for athletes to qualify for the **Provincial Championships**.

### Provincial Championships

- Sharks artistic swimmers compete in the **BC Provincial Championships**, hosted in a different location within British Columbia each year.
- **Travel should be anticipated**.
- Athletes must **compete at Regionals** to be eligible for Provincials.

## Volunteering Opportunities

### At the Sharks Feedback Meet:

- **Setup & Take-Down** – Assist with event preparation and post-event cleanup.
- **Announcer** – Call out event details, swimmer names, and routines.
- **Music Attendant** – Manage and play routine music during performances.
- **Chief Referee** – Ensure competition rules are followed (training required).
- **Event Marshal** – Organize and direct athletes before their routines.
- **Costume Design (Bedazzling)** – Help enhance costumes with decorative elements.
- **Photographer** – Capture moments of athletes performing their routines.

### At Other Meets (Feedback, Regionals, Provincials):

- BCSSA assigns **specific volunteer roles** to each club, which rotate yearly.
- There may be **limited or no volunteer opportunities** at these meets.

### Additional Volunteer Expectations

Since volunteer opportunities at artistic swimming meets may be limited, **parents should plan to volunteer in other areas** within the Coquitlam Sharks Club (e.g., speed swimming) to meet the **20-hour volunteer requirement**.

## Waterpolo

Water polo is a fast-paced team sport that combines swimming, strategy, and endurance. Players compete in a pool, aiming to score goals while defending their own net. Throughout the season, Coquitlam Sharks athletes will participate in both away and home tournaments, with the opportunity to qualify for Regional and Provincial Championships.

### Miscellaneous jobs

- **Canopies:** At away tournaments, canopies provide players with a shaded, central resting area between games. Volunteers are responsible for:
  - Transporting canopies from storage
  - Setting them up at the tournament location
  - Taking them down and returning them in good condition
- **Power Washing Nets:** Ensuring goals are clean and maintained.
- **Pumping Up Balls:** Keeping water polo balls properly inflated for gameplay.

### Home Tournament

#### Mid-July – Coquitlam Sharks Andrew Hunt Memorial Tournament

As the host club, Coquitlam Sharks is responsible for the following roles:

- **Secretary:** Records events and maintains accurate score sheets.
- **Timekeeper/Game Clock:** Ensures precise timekeeping throughout each match.
- **Scorekeeper:** Updates the scoreboard and, at larger tournaments, manages the kick-out board.
- **Photographer:** Captures key moments and highlights of the tournament.
- **Setup Crew:**
  - Positioning goals with the help of players in the water
  - Attaching goal ropes
  - Setting up officials' tables, food tables, and electronic equipment (shot clocks, timing system, scoreboard, etc.)
- **Take-Down Crew:**
  - Removing and storing goals
  - Packing up tables and electronic equipment

### Regional meet

The **first week of August**, water polo teams will compete in **Regional Championships**. Teams that meet the qualification standards at this event will **advance to Provincials**.

## FAQ

### 1. What happens if I do NOT complete my 20 volunteer hours by the deadline?

Your **volunteer deposit cheque** provided at registration will be **cash**ed. **NSF cheques** will incur a **\$50 fee**.

### 2. What if I complete some hours but not all 20?

Volunteer hours are **not prorated**. If you do not complete the full 20 hours, your **deposit cheque will still be cashed**.

### 3. Can I bring my children to my volunteer shift?

No. Volunteers must be **19 years or older** and **cannot** bring children to their shift.

### 4. What if I need to change or cancel my volunteer shift?

- **24 hours' notice** is required to make changes.
- A **no-show fee** may apply if you miss a shift.
- You are responsible for **finding a replacement** and notifying the administrator at [administrator@coquitlamsharks.org](mailto:administrator@coquitlamsharks.org).

### 5. How do I sign up to volunteer?

- The **sign-up link** will be emailed **the day before the event**.
- Specific shift times will be provided via email.
- Shifts **fill up quickly**, but **keep checking back** as spots may open up due to cancellations.

### 6. Why are there fewer volunteer hours available outside of the Sharks in the Park meet?

- Each club **prioritizes** volunteer roles for their own families when hosting a meet.
- **Sharks in the Park** is our club's **home meet** and offers the **largest number of volunteer opportunities**—plan to be available that weekend!

### 7. Can water polo, dive, or artistic families volunteer at swim meets?

Yes! **All Sharks families** are welcome to sign up for volunteer shifts at **any club event**.

### 8. Can I earn volunteer hours by providing food for meet volunteers?

No. Across **BCSSA clubs**, providing food for officials is considered a **shared responsibility** of all club members and is **not eligible for volunteer hours**. This includes food for swim, dive, and artistic meets, polo tournaments, and club events like family potlucks.