



Parent and Family Volunteer Policy

Our Parent and Family Volunteer Policy is vital to the effective running of our Club and its activities. It is required that each family completes the minimum requirements outlined in their membership category.

The Parent and Family Volunteer Policy requires one cheque from each family, post-dated to August 30th and a minimum number of volunteer hours. The amount of the cheque and volunteer hours are determined by the Membership Categories listed below.

Membership Categories

2 or 3 Sports: Swim, Water Polo & Diving	\$300 / 20 hours (10 required at home swim meet)
Swimming (Full and Partial Season)	\$300 / 20 hours (10 required at home swim meet)
Water Polo Only / Diving Only	\$300 / 10 hours (5 required at home swim meet)
Baby Barracudas / Master Swimmers	Exemptions

When You Receive Your Cheque Back

The cheques for the Parent and Family Volunteer Policy are held in trust and submitted with your registration forms. **Your cheque will be cashed if you fail to complete your volunteer hours.** Families meeting their required hours will be required to pick up their post-dated cheque in-person at the Annual Burnaby Barracudas Awards Banquet in September.

Family Volunteer Hours Record Sheet

Each family will receive a Volunteer Hours Record Sheet at registration time. You will use it to track your volunteer hours.

Volunteer Requirements for Home and Away Meets

Part of your membership obligation is to provide the club with 20 hours of volunteering for the season, 10 of which are to be served at our Barracudas Grand Prix host meet. The remaining 10 hours can be completed by helping with team events, socials, away meets and other positions (see General Volunteer Opportunities list). When attending away meets, each family that has a child competing on any day is required to complete a minimum of one timing or officiating shift for the corresponding day, regardless if you have already completed your 20 hours. Each hour of timing will be equal to 0.5 hours.



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Volunteer Hours and Record Sheet

It is the responsibility of each family to:

- Keep your Volunteer Hours Record Sheet safe and secure. There will NOT be any other way of confirming your recorded hours. Additional forms can be obtained from www.burnabybarracudas.com.
- Record your volunteer hours as they are completed and immediately have your hours verified by a Barracudas Executive Member who attended the same swim event.
- Immediately following the Regional Swim Meet, submit your completed Record Sheet to any Barracudas Executive Member.
 - Each Record Sheet will be reviewed by the Barracudas Executive.

Family Name: _____ Phone Number: _____

Practice Group (Circle one): •Swim-Kensington •Swim-MacPherson •Water Polo Only

Names of Registered Members:

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

If you are known by a name other than your given name, please indicate this in brackets (). I.e.: John (Jack)

Date <i>dd-mm-yy</i>	Job Description	Start Time	Host Meet Hours	General Hours	Executive Initials



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Volunteer Opportunities and Information

Who Can Volunteer?

Anyone aged 16 years and up is welcome to contribute to their respective family volunteer hours.

Host Meet Opportunities

Every year, our club hosts one major swim meet at Central Park - the Burnaby Barracudas Grand Prix Invitational. It is a well attended event with over 500 swimmers from many clubs and it kicks off the BCSSA competitive swimming season. It is also an important fundraiser for our club.

BARRACUDAS DEVELOPMENT AND GRAND PRIX MEET

In order to run a successful three-day meet, we depend on at least 85 volunteers during each day. It will require great teamwork from all parent members to undertake the following duties:

- Pool set-up / Tear-down
- Office (Meet recorder, computer entry, results posting *, awards preparation)
- Meet Announcer
- DJ-Music *
- Bell Race Monitor/Winner Recorder *
- Officiating (Meet Referee, Colorado timing system, Clerk of the Course *, Marshals, runners)
- Deck Food (coordinator, food preparation, service) *
- Concession (coordinator, food preparation, service, sales)
- Fundraising (program sales, 50/50 sales, team gear sales) *
- Club canopy set up and tear down for team members *

HOME WATER POLO TOURNAMENTS

Assist at one of our Water Polo Tournaments:

- Pool set up / tear down
- Timing and recording at the Officials table
- Scorekeeper
- Secretary (recording score sheet and events of the game)
- Concession (coordinator, food preparation, service and sales)
- Deck Food (preparation and service) *
- Club canopy setup and teardown *

HOME DIVE MEET AND REGIONAL DIVE MEET

Assist at our Dive Meets:

- Announcer
- Score sheet preparation secretaries
- Runner
- Judging
- Ribbons *
- Deck Food *
- Master Recorder
- Set-up / take-down

Volunteer positions marked with a * denote that your children can be with you at this job while you complete your shift.



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General Volunteer Opportunities

Officials Clinic:

- Learn to become a stroke and turn official (two-hour clinic at the start of the season)
- Starter / Referee clinic for experienced officials (two-hour clinic at the start of the season)
- Shadow experienced officials at our home or away meets

Team Kick Off/Mock Meet

- Food Prep *
- Officiate or shadow officials/marshalls

Away Meets:

- Officiating (stroke and turn)
- Shift Coordinator for timers and officials
- Regional/Provincial duties assigned to our club by the Region in August
- Transport, set up and tear down of the club tent at weekend swim meets *

Away Water Polo Tournaments:

- Recording and timing at officials table

Water Polo Team Managers (12U - 18U):

- Assist Coaches to prepare sign-ups and rosters for tournaments
- Communicate with parents via email regarding practices and tournaments

Dive Manager:

- Assist Dive coach with parent communications including Dive Meet sign-ups and organization

Pool Representatives for Kensington and MacPherson Locations:

- Send communications to coaches and families about important dates and events
- In-person communication with families regarding questions they may have and upcoming events
- Managing communication boards for upcoming swim meets and other events

Fundraising:

- 50/50 ticket sales at our Grand Prix Meet *
- Sponsorships for our swim meet program and prize donations *
- Team gear and apparel sales *

Splash Party / Team Bonding Events (Annual Sleepover, Pep Rallies, Group Activities):

- Set-up / take down *
- Food preparation and service/ticket sales
- Help coordinate our awards banquet
- Pool Parent for organizing and accounting or social events (Jr Prep, Junior, Intermediate)

Equipment / Shed Maintenance:

- Assist the Equipment Manager to maintain and organize our club shed and equipment
- Annual shed clean-ups (May & September)
- Meet set-up and tear down in June

Specialty (IT, writing)

- Assist with setting up online registration, meet sign up *
- Writing newspaper articles for Meet Results and Social Media *
- Photography & Slideshow for year end banquet (Someone who attends the majority of meets)



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and social functions)

- Accounting
- Web administrator
- Graphic design *

Team Super Volunteer:

- Help as the need arises
- Assist our pool reps and executive members in communicating event details, requirements and expectations to families new to the Barracudas Swim Club
- Volunteer as an Executive
- Take a Food Safety Course (<http://www.foodsafe.ca/FSCourses.htm>)

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