



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 15th 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 Sports: Swim & Water Polo	\$400 / 16 hours (8 required at home swim meet)
Swimming (Full and Partial Season)	\$400 / 16 hours (8 required at home swim meet)
Water Polo Only	\$400 / 10 hours (5 required at home swim meet)
Barracudas Basics / Master Swimmers	Exempt

Post-Dated Volunteer Cheque

The cheques for the Parent and Family Volunteer Policy are held in trust and submitted at the beginning of the season, after successfully registering online. **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. Click [HERE](#) for a copy of the Barracudas Volunteer Form. 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 **16** hours of volunteering for the season, **8** of which are to be served at our Barracudas Grand Prix host meet. The remaining **8** hours can be completed by helping with team events, socials, away meets and other positions (see General Volunteer Opportunities list). ***Please note that 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. These shifts do NOT count toward your volunteer 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 by mousing over the Parents header on the club homepage and clicking on Volunteering. Scroll to the bottom of Volunteering page to find the link for [Volunteer Form](#).
- 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 _____

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 13 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 GRAND PRIX MEET

In order to run a successful **two**-day meet, we need to fill 85 volunteer roles and positions 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 *

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

General Volunteer Opportunities

Coordinator / Leadership, 6-8 hours	In these roles you will work with the executive and planning committees to organize events in a timely manner. You will have responsibilities to keep costs within budget, liaise with the parent groups, report on club activities, and submit funds to the club treasurer.
Equipment 1	Counts towards 8 volunteer hours. Assists the Equipment Manager to maintain and organize the club shed and equipment in May and September, helps coordinate the meet setup and tear down.
Equipment 2	Counts towards 6 volunteer hours. Coordinates the safe transport, set up and tear down of the club tent at away swim meets (not including club hosted meet).
Fundraising 1	Counts towards 8 volunteer hours. Organizes and coordinates the Bottle Drive and Gift card fundraising events.
Fundraising 2	Counts towards 6 volunteer hours. Solicits sponsorships for club swim meet program (includes 50/50 ticket sales) and prize donations.
Parent Leader	Counts towards 8 volunteer hours. Represents their athlete's practice group as the liaison between parents and the executive committee, communicates important event reminders, facilitates feedback from parent members. Coordinates and leads team spirit events.



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Officials/Meet Leader	Counts towards 8 volunteer hours. Officiates stroke/turn, coordinates shift for timers and officials for the club, provides guidance to new timers and officials as required. Coordinates the Regional/Provincial duties assigned to our club by the Region in August
Special Events 1	Counts towards 8 volunteer hours. Organizes and coordinates the annual splash party in July which includes grocery shopping, food prep and service, set-up and take down/clean up.
Special Events 2	Counts towards 6 volunteer hours. Organizes and coordinates the annual awards banquet in September which includes, booking event location, catering/food prep, ticket sales.
Spirit Leader 1	Counts towards 6 volunteer hours. Working with the Parent Leaders, organizes and coordinates a team spirit event for the Junior/Junior Prep groups.
Spirit Leader 2	Counts towards 6 volunteer hours. Working with the Parent Leaders, organizes and coordinates a team spirit event for the Intermediates/Senior groups.
Team Gear	Counts towards 6 volunteer hours. Assists the Team Gear Manager to purchase, coordinate online orders and sell club gear.
Officiating	Counts towards 6 volunteer hours. Participate in two-hour clinic, shadow experienced officials at home or away meets for 4 or more officiating shifts (stroke/turn/starter/referee).

Administration / General Labour 1-2 hours	In these roles you will assist the team leader or coordinator by volunteering for one or more of the below activities to the best of your ability (training will be provided). You are responsible for committing to your volunteer duties in support of club events and activities.
Administration	Counts towards 1-2 volunteer hours per away meet. Assists the coaches with away meet sign-up, takes their lunch orders and arranges pickup.
Communications	Counts towards 1 -2 volunteer hours per event. Write a club newsletter or flyer for club event highlights to be distributed via social media/community notice boards/newspapers.
Gift Contribution	Counts towards 1-2 volunteer hours. Works with Parent Leaders to collect gift contributions and prepare appreciation cards.
Food Prep	Counts towards 1 or 2 volunteer hours per event. Prepare and serve food and drinks as instructed. Maintain good hygiene and keep work area clean and organized.
Shopper	Counts towards 1 or 2 volunteer hours per event. Shop for supplies and food as requested. Stay within allotted budget and submit expense report to the club treasurer for reimbursement.
Office	Counts towards 1-2 volunteer hours per event. Take inventory of office supplies, organize stationary supplies, purchase re-stock as needed, submit expense report to the club treasurer for reimbursement. Volunteer as office helper at away meets.
Event Assistant	Counts towards 1 volunteer hour per event. Assist the Special Events leader to run the event.
Treat Contribution	Counts towards 1 volunteer hour per event. Contribute treats for athletes for special events.
Finals Timer	Counts towards 1 volunteer hour per Final's timing shift at away meets.
Equipment Crew	Counts towards 1 volunteer hour per task. Help in the transport, setup, and tear down of club tents



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and equipment at away meets.

Other Volunteer Roles – See Executive Committee for Further Details

- Accounting
- IT / Software developer
- Photography & Slideshow for annual banquet (Someone who attends the majority of meets and social events)
- Webmaster
- Graphic design *
- Volunteer as an Executive
- Take a Food Safety Course - [FoodSafe.ca](https://www.foodsafe.ca)

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