

Burnaby Barracudas 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. Make cheques **payable to "Burnaby Barracudas Summer Aquatics Club"**

Membership Categories

2 Sports: Swim & Water Polo	\$500 / 20 hours (8 for club meet, 4 for regionals)
Swimming (Full and Partial Season)	\$500 / 20 hours (8 for club meet, 4 for regionals)
Water Polo Only	\$300 / 10 hours
Barracudas Basics / Master Swimmers	Exempt

Post-Dated Volunteer Cheque

Post-dated volunteer cheques must be submitted before the season starts. Failure to do so will result in your swimmer's registration being incomplete and fees will be issued minus the administration fee.

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.

How Are Hours Tracked? The club uses the SignUp App to administer volunteer roles. Parents can track their own hours when they register a FREE account with SignUp (recommended). Follow the link <https://signup.com/>. A mid season report will be distributed to parent members.

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, **8** of which are to be served at our Barracudas Grand Prix host meet, **4** of which are to be served at SF Regional's swim meet hosted by us. The remaining **8** hours can be completed by helping with team events, socials, away meets and other positions (refer to the below tables). ***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!**

Volunteer Opportunities and Information

Who Can Volunteer? Anyone aged 15 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

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

8 Hours Minimum Requirement	In order to run a successful two-day swim meet, we need to fill 85 volunteer roles and positions <u>each</u> day. It will require great teamwork from all parent members to undertake the following duties:
Pool Setup & Take Down Crew (PM shifts, 7-8 hrs)	Friday Afternoon Setup* - help set up the concession area, deep clean the grill and deep fryer. Friday Afternoon Equipment Setup* - set up the pool area, canopy, electronics the night before Sunday Afternoon Take Down* - Equipment and gear tear down and storage following the end of the meet.
Concession (AM/PM shift, 5-6 hrs, except cook - 8hrs)	Cook - cook pancakes, sausages, hotdogs, burgers, fries etc, (Must know how to use the grill) Cook assistant - help prepare pancake mix, cut veggies Cashier/Server - Prepare/serve food according to safety standards, take food orders and handle cash payments accurately
Deck Food (AM/PM shift, 5-6 hrs)	Prepare and distribute refreshments to officials and other meet volunteers actively working*
Office (AM/PM shift, 4hrs, except computer entry - 8hrs)	Computer Entry - check results against colorado print out, input results, print results Office Runner - bring results from colorado to office Results Posting* - post results onto result wall
Parking Assistant	Direct traffic in the parking lot
Audio set up/take down (6hrs)	Help set up/take down audio equipment and attend to it during the event*
Announcer (AM/PM shift, 5-6 hrs)	Announce important notices, events, heats and marshaling details. Familiar with how swim events are organized and run is an asset.
Chief Meet Recorder (16 hrs)	Uses the Colorado System to create and manage the meet program, ensuring results are accurate (must have previous experience)
Colorado (8-10 hrs)	Must have previous experience to operate the Colorado system, to record race times accurately. Provide training as needed.
Colorado Shadowing (5-6 hrs)	Learn the colorado system by shadowing an experienced colorado, upon completing the shadowing session, sign up for a full day shift the following day. (Must have computer skills)

Coffee/tea pick up (4 hrs)	Ask for donations and pick up Coffee/Treats from Starbucks and Cobs Bread on both days, return a coffee canister at the end of the event.
Marshal/Clerk (AM/PM shift, 4-5 hrs)	Marshal - Check-in swimmers against heat and event sheets, line them up in order of heats and lanes Clerk* - check in Div 1-4 swimmers and direct them to the correct marshaling. Marshal Runner - After the Div 1-4 swimmer checks in with the clerk, bring them to the correct marshaling area. Report "No Show" to the Marshalls. Maintain "cool down pool" safety.
Team Apparel (AM/PM 4hrs)	Help sell team gears at the Grand Prix*
50/50 raffle (AM/PM 2hrs)	Sell raffle tickets at the Grand Prix*
Drag Race (4hrs)	Pick events for the drag race and give out prizes to the drag race event winners*
Treat bags (6hrs)	Prepare candy/treat bags for Grand Prix, (material and instructions will be provided) all treat bags must be dropped off to GP by 7am on June 8th.*
Waste disposal (2hrs)	Use your own vehicle to take all the recycling to the nearby recycling center.*
Water Polo: Waste disposal (2hrs)	Use your own vehicle to take all the recycling to the nearby recycling center.*

SUMMER SEASON PROGRAM SUPPORT

Specialized Roles, on-the-job training provided	During the summer competitive season, these roles are critical to administering the club aquatics programs. Please consider volunteering your time to learn one or more of the following roles for future appointments:
Executive Roles (Voted in for 2-yr term)	Club President Vice President Secretary Treasurer Registrar Equipment Director Social Event Coordinator Volunteer Coordinator Fundraising Coordinator WaterPolo Coordinator
Parent Rep (16hrs)	<ul style="list-style-type: none"> - Create training groups on Slack and serving as the liaison officer between club and parents - Coordinating a social event for the training group during the summer season - Assist the Volunteer Coordinator in recruiting and assigning volunteers to available roles before and during the swim meet - Providing education to parents about various volunteer roles - Arranging season-end coach gifts
Social Media Manager (8hrs)	Post on IG and facebook, keep club social media accounts updated (must have previous experience)

Club Tent Delivery/Set Up	Delivery club tents, flags to different swim meets and help set up, take down at the end of the event/bring back to storage (must have truck)
Awards Coordinator (16hrs)	Collect awards from other meets and hand out to the kids timely Order and prepare ribbons for individual and relay finalist for Grand Prix reimbursement. Assist in planning the club annual Awards Banquet
Awards Banquet Planner (16hrs)	Assist the Executive committee in planning the annual Awards Banquet Books venue, gets catering quotes, arranges decorations and hall setup, prepares the agenda, Assist the Awards Coordinator to distribute ribbons and prizes
Water Polo: Awards Coordinator (4hrs)	Collect awards from tournaments and hand out to the kids timely Assist in planning the club annual Awards Banquet
Thank you Cards (8hrs)	Designs, Writes Thank you cards and mails/delivers to the Sponsors
Candy Bag Prep	Purchase candy and pack candy bags prior to events.
2x Shed Clean Up (4hrs)	Before season starts - clean up equipment shed, prepare score clocks, clean up the fridge/freezer (2h) Before end of season - clean and organize the shed, take inventory (2h)
Timers (2-3hrs)	2 timers each lane NOTE: timing shifts vary from 2-3 hours depending on the meet session & schedule. Volunteer hours will be adjusted accordingly.
Officiating	If you are interested in becoming an official, please contact one of the Exec members.
Water Polo Tournament	Set up crew (1hr) - Set up the pool to prepare for water polo tournament Deck Food (4hrs) - Prepare and distribute refreshments to officials and other meet volunteers actively working Score Keeper (4hrs) - Keep score of the tournament Take Down Crew (1hr) - Equipment and gear take down at the end of the tournament

OTHER VOLUNTEER ROLES

See Executive Committee for Further Details

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| <ul style="list-style-type: none"> ● Season Kick off (last Sunday in April) ● Pancake Breakfast (May) ● Splash Party/Movie Night/Sleepover (July) ● Season End Wrap up BBQ (August) ● Accounting ● IT / Software developer ● Webmaster | <ul style="list-style-type: none"> ● Photography & Slideshow for annual banquet (Someone who attends the majority of meets and social events) ● Graphic design ● Volunteer as an Executive ● Take a Food Safety Course - FoodSafe.ca |
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