

Burnaby Barracudas Summer Aquatics Club  
Parent and Family Volunteer Policy

Dear Swim Families,

The Burnaby Barracudas Summer Aquatics Club has a proud history of providing an enriched competitive aquatics program that includes hosting local, regional and provincial competitions in swimming and water polo. We also host social activities for team building and recreation.

The success of our program has always depended on the collective effort of parent volunteers. Offering the best experience possible for our swimmers requires every adult in our organization to contribute to our cause. To assist the Club in achieving this goal while providing guidance for family participation, we have implemented a Parent and Family Volunteer Policy.

Most successful swim clubs have instituted a parent volunteer program to help distribute the responsibilities fairly throughout the swim club membership. Our aim is to build a strong team of parents who possess a thorough understanding of what it takes to make our sporting events successful and rewarding for everyone.

Attached to this letter is information on:

- Volunteer hour requirements for swim categories
- Recording volunteer hours
- Volunteer opportunities at Host Swim Meets and Water Polo Meets
- General volunteer opportunities

We hope this information is helpful to you. Thank you in advance for supporting our sport. We are looking forward to another great season!

Sincerely,

Burnaby Barracudas Summer Aquatics Club Board of Directors

**Burnaby Barracudas Summer Aquatics Club**  
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 aquatic disciplines listed below in the Membership Categories section. If a family has swimmers in more than one category, the cheque amount and volunteers hours will apply to the higher number.

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.

The objective of the Club's Volunteer Policy is not to earn extra cash for the Club. It is to encourage family and parent participation. Training and experience will enrich everyone's enjoyment of our sport. All our members, swimmers, siblings, coaches and parents, will benefit from your energetic participation in the Club's activities.

### Membership Categories

1. *Full Season Swim and Water Polo*: Club members participating in swimming and playing water polo for the full season (May to August)
  - Provide a post-dated cheque in the amount of \$300.00
  - Minimum of 30 volunteer hours, 10 of those hours are designated for volunteering at our Host Meet
2. *Full Season Swim Only*: Club members participating in swimming for the full season (May to August)
  - Provide a post-dated cheque in the amount of \$300.00
  - Minimum of 30 volunteer hours, 10 of those hours are designated for volunteering at our Host Meet
3. *Partial Season Swim Only*: Club members participating in swimming for half the season, (May to June or July to August)
  - Provide a post-dated cheque in the amount of \$200.00
  - Minimum of 20 volunteer hours, 10 of those hours are designated for volunteering at our Host Meet
4. *Water Polo Only*: Club member participating in Water Polo for the full season (May to August).
  - Provide a post-dated cheque in the amount of \$200.00
  - Minimum of 10 volunteer hours during our Host Meets
5. *Diving Only*: Club member participating in Diving for the full season (May to August).
  - Provide a post-dated cheque in the amount of \$200.00
  - Minimum of 10 volunteer hours during either our Host Meets or Away Meets

### Special Conditions or Exemptions

**There are four categories with either a special condition or an exemption from the Club Volunteer Policy:**

1. **Special Condition - New Barracudas Families (Swim only):** For your first season, you will be required to complete 15 volunteer hours, 10 of those hours are designated for volunteering at our Host Meet.
2. **Special Condition - New Barracudas Families in one discipline only (Swim, Water Polo or Diving):** For full or partial season, please provide a post-dated cheque in the amount of \$150.00
3. **Exemption** - Baby Barracudas without other family members registered in other categories.
4. **Exemption** - Masters Swimmers without other family members registered in other categories.

*All members are encouraged to attend our Club's social functions: I.e. Splash Party, Fundraisers and the ABBAB (Annual Burnaby Barracudas Awards Banquet).*

### **Who Can Volunteer**

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

### **Family Volunteer Hours Record Sheet**

Each family will receive a Volunteer Hours Record Sheet at registration time. 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](http://www.burnabybarracudas.com).
- Record their volunteer hours as they are completed and immediately have their 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.

### **Host Meet Volunteer 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 least 85 volunteers during the course of 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
- Officiating (Meet Referee, Colorado timing system, Clerk of the Course, Marshals, runners)
- Deck Food (coordinator, food preparation, service, sales)
- Concession (coordinator, food preparation, service, sales)
- Fundraising (program sales, 50/50 sales, team gear sales)

## HOME WATER POLO TOURNAMENTS

Assist at one of our Water Polo Tournaments:

- Pool set-up / tear-down
- Timing and recording at the Officials table
- Concession (coordinator, food preparation, service and sales)
- Deck Food (preparation and service)

## HOME DIVE MEET AND REGIONAL DIVE MEET

Assist at our Dive Meets:

- Announcer
- Score sheet preparation secretaries
- Ribbons
- Deck Food
- Set-up / take-down

## 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

Away Meets:

- Timing
- Officiating (stroke and turn)

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

Club Tent Caretaker:

- Set-Up and Take-Down of the club tent at weekend swim meets

Fundraising:

- 50/50 ticket sales at our Grand Prix Meet

- Sponsorships for our swim meet program
- Prize donations
- Team gear and apparel sales

Splash Party / Team Bonding Events:

- Set-up / take down
- Food preparation and service
- Food / ticket sales
- Photographer (photograph our athletes, prepare slide show for our year-end banquet)
- Help coordinate our awards banquet

Equipment / Shed Maintenance:

- Assist the Equipment Manager to maintain and organize our club shed and equipment

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>)

It's never too early or too late to contact an Executive member to ask how you can help.

*Thank You For Volunteering.*

*Your Help Makes The Difference!*