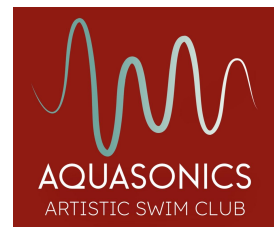


Family Commitment Plan Handbook 2023/2024 Season

(as of Sept 2023)

Contents

The Family Commitment Plan	2
Members' Role	2
Volunteer Points List	3
Club Volunteer Duties	4
Meet Volunteer Duties	11



The Family Commitment Plan

The Family Commitment Plan is an essential part of the running of the business of the Aquasonics Artistic Swimming Club and the sport of artistic swimming. Every family plays an important role in helping to operate and maintain the Club, sharing the responsibility through volunteer commitment.

It is recognized that some jobs demand more time and effort than others, and therefore a detailed, but by no means exhaustive list of the required activities and their associated volunteer point values has been developed. Some Members may not be able to contribute volunteer time on a yearlong basis or may wish to have some flexibility as to the types of tasks for which they volunteer. Members may 'buy out' their volunteer time at a cost of \$10/volunteer point. If the club does not have sufficient volunteers to successfully operate, an Administrator will be hired by the Executive to perform these duties. Payment for the duties performed by the Club Administrator will be paid by the members, which will affect the fees.

Families are required to prepay their commitment until the hours are completed, at the end of the season each family's commitment points (volunteer hours) will be added up and the family will be credited on the last installment payment. For families with two or more athletes in the Club, the obligation will be the volunteer hours required based on the athlete with the greater number of training hours.

The following scale outlines the expectations of each family according to their athlete's weekly hours:

Program Level	Required Volunteer Points/Athlete/Year*	Volunteer Buyout*
National Stream	40*	\$400
13-15 PS	40*	\$400
11-12 PS	20*	\$200
10&U PS	20*	\$200
Rec Programs	0*	\$0

*to be updated for the 2024-25 season according to swimming hours

Members' Role

All members are responsible for ensuring that they take their own initiative to earn points.

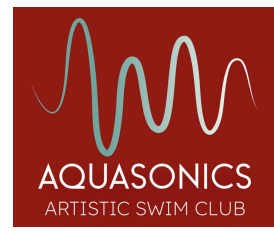
- ✓ Members are responsible for reporting their own points to the FCP Coordinator at least 45 days prior to the end of the season. Failure to do so may result in deposit funds not being credited back into the athlete's account.
- ✓ Members are encouraged to recommend and develop new initiatives within the club in coordination with the applicable coordinators and executive members.
- ✓ For families with two or more athletes in the club, the hours required are based on the athlete in the highest program level.



Volunteer Points List

The following is a general list of activities that are required and their associated maximum volunteer point values. Point values for positions are one point per hour, with the exception of judging. Two points per hour will be awarded to certified Judges (Level One or higher) when officiating. However, if less time is spent performing a job, points will be awarded accordingly.

Points	Position	Names
unlimited	President	Valerie Lukac
unlimited	Vice President	Louis Sun
unlimited	Secretary	Elvi C
unlimited	Vice President - Finance	Peng Zhang
unlimited	Director – Fundraising and Sponsorship	vacant
unlimited	Director - Policies and Grants	Maggie Vasicek
up to 50	Marketing and Social Media Coordinator	Stephan Lukac
up to 50	Volunteer Coordinator (FCP)	Sharon B
up to 50	Travel Coordinator	Blair S
up to 50	Wardrobe Coordinator	Elvi C
up to 20	Photography	
up to 20	Team Parent	Jr NS: TBD PS 13-15: TBD PS 11/12: TBD PS 10'under: TBD
up to 50	Special Events Coordinator (Holiday watershow, PS send off party, NS sendoff party, end of year show)	
2h/point	Judge (certified level one or higher)	Dana Sun Helen Han
TBD	Equipment manager	
up to 50	Director Membership growth & community involvement coordinator	Shelley Frick
1/hr	Meet Volunteers (30 to 40 per meet)	
TBD	Committee members to work under each coordinator (volunteer points awarded based on contribution)	



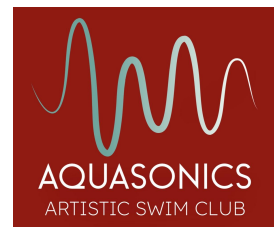
Club Volunteer Duties

President/ Vice President full points

At the beginning of the season, the president and vice-president will divvy up the following duties:

- ✓ Oversee all operations of the Club in partnership with the head coach, and excluding programs and athlete placement
- ✓ Call and preside at all meetings of the Club and of the Executive
- ✓ Appoint committees
- ✓ Enforce observances of the constitution and by-laws of the Club
- ✓ Be an ex-officio member of all committees
- ✓ Be the contact person when dealing with outside agencies, including Synchro BC and Synchro Canada
- ✓ Coordinate and oversee the contracting and work agreements of Coaches and Coaches Mentors, in partnership with the head coach
- ✓ Oversee / ensure completion of appropriate applications for grants and gaming funds
- ✓ Communicate regularly with the equipment manager and ensure that maintenance records of all equipment are kept up-to-date.
- ✓ Oversee insurance for all the equipment, in cooperation with VP-Finance
- ✓ Ensure that all ordering of club uniforms, bathing suits, caps, shorts, t-shirts and bags are approved by the executive and Head Coach.
- ✓ Work in conjunction with the VP-Finance for billings to members.
- ✓ Coordinate and oversee the hiring of Coach Mentors and Coaches
- ✓ Develop and maintain Coach Leader and Coach contracts / work agreements.
- ✓ Provide feedback to Coach Leaders and Coaches regarding their job performance and related issues, in consultation with the Executive and Head Coach.
- ✓ Handles Coach Leader/Coach performance issues, in consultation with the Executive and Head Coach
- ✓ Act as a liaison to families between coaches and athletes participating in the Club's various programs
- ✓ Ensure responsibilities are met in accordance to the Synchro BC Hosting Manual (add link from SBC when live)
- ✓ The vice-president will carry out the duties of the President during the absence or unwillingness to act of the President
- ✓ Train and pass on records to next season's upcoming volunteer

Secretary full points



- ✓ Conducts the correspondence for the Club
- ✓ Schedules and issue notices of meetings of the Club and the Executive
- ✓ Keep and retain minutes of all meetings of the Club and the Executive and forward copies to the President
- ✓ Retain of all records and documents of the Club except those required to be kept by the VP-Finance
- ✓ Maintain and distribute the Club handbook, FCP handbook, Constitution and by-laws, and the Club Rules & Code of Conduct
- ✓ Create and maintain all forms for the club
- ✓ Maintain all official records and archives
- ✓ Assist with completion of appropriate applications for grants and gaming funds
- ✓ Train and pass on records to next season's upcoming volunteer

Vice President-Finance full points

- ✓ Keep financial records, including the books of account, as are necessary to comply with the Society Act, and fairly present the financial position of the Club when required
- ✓ Working with Club Admin, oversee that membership is billed in a timely manner for their monthly fees and accounts
- ✓ Follow-up with overdue accounts accordingly
- ✓ Render financial statements to the Executive and members for general meetings
- ✓ Prepare the season's budget
- ✓ Prepare a year-end financial statement
- ✓ Oversee the accounts payable of the Club and disbursement of funds in a timely manner
- ✓ Assist with completion of appropriate applications for grants and gaming funds
- ✓ Train and pass on records to next season's upcoming volunteer

Website Maintenance up to 50 points

- ✓ Redesign website when required
- ✓ In a timely manner:
 - Add new information
 - Maintain information
 - Add press releases, bulletins and announcements
 - Post results after meets
 - Add photos or videos (approved by Head Coach) from the previous season
- ✓ Train and pass on records to next season's upcoming volunteer



Grant, Donation and Sponsorships Coordinator up to 50 points

- ✓ Research and locate opportunities for grants and sponsorships
- ✓ Complete appropriate applications for grants and sponsorships
- ✓ Work with executive to complete applications
- ✓ Train and pass on records to next season's upcoming volunteer

Marketing Coordinator up to 50 points

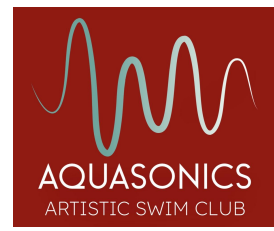
- ✓ Distribute Club posters to relevant community locations, i.e. elementary schools via athletes
- ✓ Oversee distribution of Club bulletin boards and other relevant information displays that are maintained at the pools
- ✓ Ensure that that brochure holders are always full and available to the public
- ✓ Work with Executive and Grant and Sponsorship Coordinator soliciting donations and sponsorships from relevant organizations
- ✓ Responsible for all promotional activities of the Club in conjunction with Executive
- ✓ Ensure that Club photographs, posters, brochures and any other promotional materials are current
- ✓ Train and pass on records to next season's upcoming volunteer

Media Coordinator up to 50 points

- ✓ Ensure local newspapers and local cable networks are contacted regarding meet results, water shows and notable accomplishments, etc. for every level
- ✓ Research, monitor and maintain internet exposure, i.e. community web pages
- ✓ Forward all media links to website maintenance volunteer for uploading to the website
- ✓ Train and pass on records to next season's upcoming volunteer

Family Commitment Plan Coordinator up to 50 points

- ✓ Ensure that each parent has a FCP Handbook and understands their fees and commitment
- ✓ Help Executive fill available positions at the beginning of the season and then maintain a record
- ✓ Report to Executive
- ✓ Issue statements of FCP totals to members in January and the end of the season
- ✓ Submit reports of FCP totals to Executive itemizing the volunteer position, jobs completed and the points submitted by each parent for review
- ✓ Recruit and coordinate volunteers for all other meets the club attends, Provincially and Nationally
- ✓ Consult with Team Parents and Volunteer Coordinators regarding volunteers required for each meet and submit the list to Synchro BC
- ✓ Train and pass on records to next season's upcoming volunteer

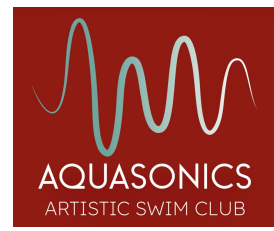


Wardrobe Coordinator up to 50 points

- ✓ Report to Executive and Head coach
- ✓ Oversee wardrobe needs of all athletes
- ✓ Co-ordinate ordering of all Club uniforms, jackets, suits, caps, shorts, t-shirts, goggles, nose clips and bags as approved by the Executive and Head Coach
- ✓ Co-ordinate ordering of all items that have a club logo, i.e. sweatshirts , sweatpants, hats, etc. as approved by the Executive and Head Coach
- ✓ Co-ordinate ordering of all Club uniforms for coaches as approved by the Executive and Head Coach
- ✓ Store excess inventory throughout the year including the off season
- ✓ Keep inventory records
- ✓ Oversee the distribution of Club wardrobe sales and any on loan items to athletes and coaches
- ✓ Communicate sales to the VP-Finance monthly
- ✓ Communicate with VP-Finance regarding all inventory
- ✓ Submit all invoices for new inventory to VP-Finance in a timely manner
- ✓ Maintain a current wardrobe price list
- ✓ Ensure that a proper order form is completed for every transaction
- ✓ Train and pass on records to next season's upcoming volunteer

Fundraising Coordinator up to unlimited points

- ✓ Prepare yearly fundraising plan and schedule for executive approval
- ✓ Co-ordinate fundraising goals for the next year
- ✓ Recruit and organize volunteers to run each fundraising activity
- ✓ Order fundraising materials and distribute to teams via Team Parents
- ✓ Collect monies from Team Parents and distribute orders when received, where applicable
- ✓ Email pertinent information (due dates, pick-up dates, etc.)
- ✓ Report fundraising results to Executive Committee
- ✓ Apply and maintain gaming licenses for 50/50 draws, raffles, etc.
- ✓ Maintain files of past and present fundraising activities
- ✓ Source out and develop new fundraising activities for the club
- ✓ Arrange donations for Club events when requested
- ✓ Arrange setup and take down of watershow admission
- ✓ Coordinate silent auction, used book sales, etc
- ✓ Train and pass on records to next season's upcoming volunteer



Equipment Manager up to 30 points

- ✓ Communicate regularly with Executive regarding all equipment related activities
- ✓ Research and purchase new sound, video and other related equipment as needed, with permission from the Executive
- ✓ Maintain the sound, video and other related equipment
- ✓ Maintain locker areas and storage spaces that the club uses at the pools
- ✓ Maintain equipment inventory list for each pool for insurance purposes
- ✓ Train and pass on records to next season's upcoming volunteer

Photographer up to 30 points

- ✓ Photograph all Provincial events
- ✓ Photograph club events, Parent welcome day, Christmas and year end watershows, Christmas party, Halloween and year end bbq
- ✓ Coordinate photographs submitted by other parents, upload onto a site, i.e. dropbox
- ✓ Train and pass on records to next season's upcoming volunteer

Community Engagement Lead and Membership Growth up to 50 points

- ✓ Works as a liaison between BCAQ and community organizations to increase awareness of the sport, increase membership in recreational programs and try-its
- ✓ Contact local youth organizations to plan Try-its (ie: Girl Guides, Newcomers, etc.)
- ✓ Contact local media to publish updates on club events, photos of team competitions / awards
- ✓ Coordinate participation for BCAQ in community involvement events (ie: representation in festivals, community fairs, etc)
- ✓ Coordinate community donations (ie:printing, supplies)
- ✓ Train and pass on records to next season's upcoming volunteer

Try-it Coordinator up to 20 points

- ✓ Works as a liaison between the coach and the participant groups as needed
- ✓ Coordinates the times and locations of the events
- ✓ Train and pass on records to next season's upcoming volunteer

Meet Hospitality Coordinator up to 20 points

- ✓ Coordinate and provide food and beverages for the Officials room for the duration of the meet
- ✓ Solicits donations from community sources
- ✓ Works within budget from Synchro BC



- ✓ Coordinate volunteers to tend to judges' room at all times during the meet
- ✓ Train and pass on records to next season's upcoming volunteer

Videographer up to 15 points

- ✓ Video tape all Provincial team events
- ✓ Video Christmas and year end watershows as needed.
- ✓ Coordinate videos submitted by other parents, upload onto a site, i.e. dropbox for all parents to retrieve
- ✓ Train and pass on records to next season's upcoming volunteer

Team Parent up to 10 points

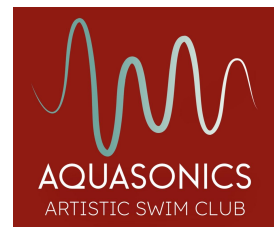
- ✓ Distribute pertinent information to athletes and parents via email and/or phone
- ✓ Carry extra supplies for athletes and members, keep track of payments from purchases and submit a monthly record to the wardrobe coordinator and VP-Finance
- ✓ Regularly submit payments collected to VP-Finance (making sure items sold correspond with payments)
- ✓ Distribute wardrobe purchased to athletes when needed
- ✓ Return any supplies from team not sold by AGM to Wardrobe Coordinator.
- ✓ Assist with volunteer recruitment for meets, if required
- ✓ Responsible for purchasing and filling raffle baskets when required for meets
- ✓ Coordinate two team bonding activities during the season, supervision time should not be required by the team parent
- ✓ Organize distribution of the team competition suit decorations and headpieces (costuming or crafts not included)
- ✓ Contact team members with emergency information as necessary
- ✓ Distribute fundraising information and product
- ✓ Collect and distribute orders and payments when they occur
- ✓ Train and pass on records to next season's upcoming volunteer

Special Events Coordinator up to 5 points per event per person

- ✓ Help arrange with marketing coordinator any open houses, i.e. Sports fairs, award events
- ✓ Coordinate any Club functions, i.e. parent welcome party, Christmas party, year end picnic
- ✓ Train and pass on records to next season's upcoming volunteer

Travel Coordinator for each away meet up to 5 points per meet

- ✓ Coordinate all travel arrangements, including air, car rental and hotel accommodations for out-of-town meets for all teams and their chaperones



- ✓ Ensure that all competing athletes and their families have signed and submitted consent-to-travel forms and medical forms before departing for an out-of-town competition
- ✓ No red eye flights due to fatigue for athletes and impossible recovery times
- ✓ Train and pass on records to next season's upcoming volunteer

Meet Volunteer Duties

Points earned at a meet are given only for hours worked (for example: 1 point per hour or half a point for half an hour). All positions at meets will be given on a first come first serve basis when Synchro BC sends out the link from ivolunteer with the meet schedule.

Host Volunteer for all meets

- ✓ Ensure all meets have volunteer coverage for all Synchro BC meets (National and Provincial)
- ✓ Ensure all signed up volunteers show up at their assigned positions for meets on the Lower Mainland
- ✓ Find volunteers if there are no-shows, keep a detailed record who didn't show up and who did for meets on the Lower Mainland
- ✓ Send an accurate account of hours worked by members to the FCP coordinator
- ✓ Do any task Synchro BC wants done at the meet

Meet Hospitality Assistant

- ✓ Assists hospitality coordinator with hospitality duties

Setup

- ✓ Set up tables for scoring, judges chairs, etc

Computer Assistant

- ✓ Assists with the organization of the routine score chits from judges

Awards

- ✓ Assist awards chair and scoring chair with awards preparation

Announcer

- ✓ Make any and all announcements, including introducing competitors and scores, the script is supplied by Synchro BC
- ✓ Must have a clear speaking voice

Scoring

- ✓ Record figure scores announced by referees



Timers

- ✓ Take and record the times of all routines

Video

- ✓ Video tapes all routines where there are required elements for Synchro BC

Runners

- ✓ Collect score chits from judges after each routine and deliver them to the computer assistant

Clean-up

- ✓ Assist in all aspects of clean-up after the meet

Judge 2 points/hour, 1 point for half an hour

- ✓ Must be a certified level one or higher judge
- ✓ Courses offered by Synchro BC

Referee

- ✓ Must have taken the referee course offered by Synchro BC