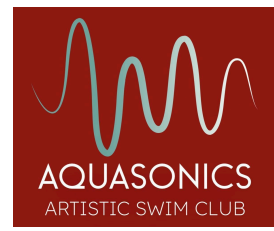


AASC Volunteer Handbook 2024/2025 Season

(as of Sept 2024)

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The Family Volunteer Commitment Plan

The Family Volunteer Commitment Plan is an essential part of the running 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. Some Members may not be able to contribute volunteer time on a season long basis or may wish to have some flexibility as to the types of tasks for which they volunteer. 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.

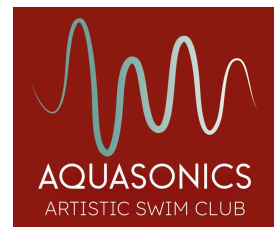
The following scale outlines the expectations of each family according to their athlete's weekly hours:

Program Level	Required Volunteer hours / season	Volunteer Buyout
Competitive athlete	40	\$400
Recreational athlete	n/a	\$0
Masters	n/a	\$0
Homeschool	n/a	\$0

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 Volunteer Coordinator at least 20 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 Activities

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	Board President	Valerie Lukac
unlimited	Board Secretary	Sharon Aharon
unlimited	Board Treasurer / Vice President Finance	Peng Zhang
up to 40	Fundraising Committee	Shelley Frick
up to 40	Athlete Grants & Sponsorship	Oleg Melnychenko
up to 40	Marketing	Stephan Lukac
up to 40	Volunteer Coordinator	
up to 40	Wardrobe Coordinator	
up to 20	Club Photography	
up to 20	Team Parents	HP: Ya Wen TBD
up to 40	Special Events Coordinator (Holiday watershow, PS send off party, NS sendoff party, end of year show)	
up to 40	Judge or Technical Controller (certified level one or higher)	
up to 40	Membership growth & community involvement	
TBD	Meet Volunteers (30 to 40 per meet)	
TBD	Committee members to work under each coordinator (volunteer points awarded based on contribution)	



Club Volunteer Duties

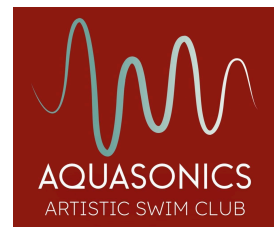
President/ Vice President full points

The president is responsible for the following duties:

- ✓ Oversee all operations of the Club in partnership with the head coach (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 BCSSA, Canada Artistic Swimming, pools and facilities, other clubs, etc.
- ✓ Develop, oversee and maintain the contracting and work agreements of Coaches, 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.
- ✓ Provide feedback to Coaches regarding their job performance and related issues, in consultation with the Executive and Head Coach. Handles 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
- ✓ Contracts with facilities and pools for bookings / schedules
- ✓ 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 Parent handbook, Volunteer 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

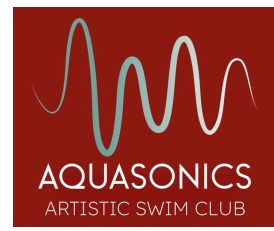
- ✓ Keep financial records, including the books of account, as are necessary to comply with the Society Act, and fairly present the financial position of the Club when required
- ✓ Working with Club Admin, oversee that membership is billed in a timely manner for their monthly fees and accounts
- ✓ Follow-up 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

Grant, Donation and Sponsorships Coordinator up to 40 points

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

Marketing Coordinator up to 40 points

- ✓ Distribute Club posters to relevant community locations, i.e. schools, community centers, etc.
- ✓ 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
- ✓ Redesign and maintain website when required, in a timely manner:



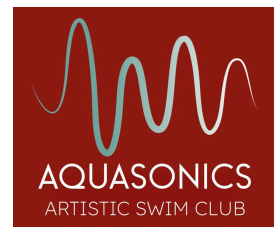
- Add new information
- Maintain information
- Add press releases, bulletins and announcements
- Post results after meets
- Add photos or videos (approved by Head Coach) from the previous season
- ✓ Train and pass on records to next season's upcoming volunteer

Volunteer Coordinator up to 40 points

- ✓ Ensure that each parent has a Volunteer Handbook and understands their fees and commitment
- ✓ Help Executive fill available positions at the beginning of the season and then maintain a record
- ✓ Coordinate committees, work with the club executives to provide updates on progress
- ✓ Issue statements of volunteer contribution hours to members in January and the end of the season
- ✓ Submit reports of volunteer hours to Executive itemizing the volunteer position, jobs completed and the points submitted by each parent for review
- ✓ Recruit and coordinate volunteers for all other club events, watershows, fundraising, competitions, etc
- ✓ Consult with Team Parents and Volunteer Coordinators regarding volunteers required for each meet
- ✓ Train and pass on records to next season's upcoming volunteer

Wardrobe Coordinator up to 40 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 40 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

Photographer up to 20 points

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

Community Engagement Lead and Membership Growth up to 40 points

- ✓ Works as a liaison between AASC and community organizations to increase awareness of the sport, increase membership in recreational programs and try-its
- ✓ Contact local media to publish updates on club events, photos of team competitions / awards
- ✓ Coordinate participation for AASC 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



Team Parent up to 20 points

- ✓ Distribute pertinent information to athletes and parents in coordination with the team coach
- ✓ 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
- ✓ 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
- ✓ Organize distribution of the team competition suit decorations and headpieces (costuming or crafts not included)
- ✓ Contact team members with emergency information as necessary (ie: unplanned pool closure)
- ✓ Distribute fundraising information
- ✓ 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 15 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

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 with the meet schedule.

Host Volunteer for all meets

- ✓ Ensure all meets have volunteer coverage
- ✓ 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 volunteer coordinator