

Policy Title:	<i>Volunteer Policy</i>	Pages: 2 pages
Approved:	2019	Waterloo Region Artistic Swimming Club
Current version approved: <i>February 2019</i>		
Date of last review: <i>February 2019</i>		

## Purpose

Waterloo Region Artistic Swimming Club is a not-for-profit organization, operated by coaches and volunteer parent members through an Executive Board. Participation by members in club management is paramount to the success of the club, and without their efforts the club could not operate.

## Scope and Application of this Policy

Waterloo Region Artistic Swimming Club's volunteer commitment for families of competitive swimmers consists of two components: Meet Volunteer Shifts and Non-Meet Commitment Volunteering.

1. **Meet Volunteering:** each season, the club may host a number of meets which requires each family to volunteer. Volunteers are also required at the Hilton International Invitational in Toronto.
2. **Non-Meet Volunteering:** This includes mandatory bingo shifts based on team placement of swimmers as well as commitment to the yearly Waterloo Region Artistic Swimming Club Raffle sales.

## Exceptional Circumstances

A family may be exempted from the Volunteer Commitment requirement for a full or partial season based on pre-approval by the board or volunteer coordinator. Requests for exemption must be made to the board at the start of the season or as soon as practicable.

## Waterloo Region Artistic Swimming Club Volunteer Positions

<b>MEMBER OF EXECUTIVE (voting Board members)</b>
<p><b>President</b> Oversees all operations of the club; organizes and chairs Board meetings and other parent meetings, liaises with Ontario Artistic Swimming, Canada Artistic Swimming &amp; Head Coach. Performs Ombudsman duties, handling any club feedback and addressing appropriately.</p>
<p><b>Treasurer</b> Calculates and collects swimmer fees for all programs; ; prepares bi-weekly payroll reporting, reconciles monthly bank statements; prepares cheques for club expenses as needed; deposits all revenues received and reports to Club Executive; calculates and collects fees for meet and travel expenses; prepares budget, and fiscal year-end statements. One of three cheque-signing positions.</p>
<p><b>Secretary</b> Records Minutes at Executive Board meetings, retains club records, documents policy and by-law changes.</p>
<b>COORDINATOR POSITIONS</b>
<p><b>Registrar</b> Registers the club, its volunteers, officials, executive members, coaches and all swimmers with Ontario Artistic Swimming; prepares registration documents for all programs (competitive, novice, recreational &amp; Masters); assists Head Coach with meet registration.</p>
<p><b>Bingo Coordinator</b> Is the contact person for all volunteers. Keeps a list of club volunteers and their accumulated commitments; communicates with volunteers, answers questions and facilitates their commitment to bingo spots</p>
<p><b>Merchandise Coordinator</b> Keeps inventory of all swim gear (towels, t-shirts, goggles, nose clips etc.) and purchases new equipment as needed. Works with coaches to coordinate routine suit measurements., manages fittings and concerns/re-fittings/ returns and delivery.</p>
<p><b>Director- Marketing</b> Manages all external communications including Social Media, Marketing, advertising, website</p>
<p><b>Travel Coordinator</b> Coordinates all aspects of away competitions, including booking bus or making carpool arrangements, reserving hotel or other accommodations for swimmers, coaches and chaperones; distributing and collecting Travel Permission forms; compiling rooming lists in coordination with coaches and communicating with hotel; coordinating food; compiling and distributing comprehensive travel information to club membership including detailed itinerary, hotel information, maps etc.; organizing parent travel information meetings; coordinating volunteers on-site and delegating various tasks.</p>