



## Vancouver Pacific Wave Family Commitment Plan

We are introducing a new family commitment plan to our club. This year will be a transitional year as we figure out how to best organize the program. This will become an essential part of our club, as fees and fundraising only cover a portion of the pool rentals, coaching costs etc.

The club has grown too large for the Executive alone to manage. Every family will now share in the responsibility of the operations of the club in order that we continue to support our swimmers.

Each family will assist by contributing time towards the numerous jobs that need to be filled throughout the year. If we do not have sufficient volunteers to successfully operate the club, an outside administrator will be hired by the Executive to perform these duties. The payment for these duties will be paid by the funds collected through the FCP.

The following scale has been developed to outline the expectations of each family according to their swimmer's weekly training hours.

Program level	Required Volunteer Points	Required Buy-out
Recreational	5	\$50
10 and under	25	\$250
Provincial 11 and 12	30	\$300
Provincial 13-15	30	\$300
National 13-15	40	\$400
Provincial 16-18	30	\$300
National JR/SR	50	\$500

Some families may not be able to contribute much volunteer time or may wish to have some flexibility as to the number of hours they volunteer. Therefore those who are unable to make the full commitment may buy out their volunteer time. Members will be required to complete the FCP form at the time of registration and must state which position they would like to fill for the 2010/11 season. If they are unable to commit to a position that will fulfill their point requirements for the entire season, they will be required to a post-dated cheque

dated May 1, 2011 as set out above under "Required Buy-out". A proportionate credit will be issued to the members account for points acquired prior to June 1, 2011.

For families with two or more swimmers in the club, the obligation will be the volunteer hours required based on the swimmer with the greater number of training hours plus 25% of the hours for each additional swimmer.

### **Member's Role**

- At the time of registration, each family will sign an agreement stating the commitment on their part to the FCP. Swimmers without a signed form will not be permitted to attend practice.
- All members are responsible for ensuring that they take their own initiative in earning FCP points.
- Members are responsible for recording their own points and reporting them to their FCP volunteer coordinator prior to December 1st and June 1<sup>st</sup>.
- Members will submit one post-dated cheque dated May 1, 2011 for the year's requirements. Members holding full FCP point volunteer positions or Executive positions are excluded.
- Members who have acquired points during the season will have those points credited to their account on their June statements.
- Members are encouraged to recommend and develop new initiatives with the club in coordination with committee chairs and Executive members.
- Each committee member will be expected to attend committee meetings in order to develop and coordinate their objectives for the season.

### **Allocation of Club Duties**

The following is a general list of activities that are required and their associated volunteer point values. Point values for positions are the estimated minimum time required for each job.

\* indicates volunteer will receive full FCP points for the year. Remaining positions will receive points on a point basis

FCP Volunteer List	
*	Chair
*	Vice Chair
*	VPW South Representative
*	Treasurer
*	Pool Booking Coordinator
*	Secretary
*	Registrar
*	Family Commitment Plan Coordinator
*	Marketing / publicity Coordinator
*	Sponsorship Coordinator
*	Fundraising Committee Chair
*	Star Class Coordinator
35	Equipment Manager
45	National JR/SR Level Team Parent/Manager (one per team)
35	National 13-15 Level Team Parent/Manager
15	Provincial 16-18 Level Team Parent/Manager
15	Provincial 13-15 Level Team Parent/Manager
15	Provincial 11-12 Level Team Parent/Manager
10	Provincial 10 & Under Level Team Parent/Manager
5	Recreational Level Team Parent/Manager
5 per day	National Level Team Chaperone for away meet
25	Uniform Coordinator
25	Travel Coordinator 1 (16-18yr)
25	Travel Coordinator 2 (16-18yr)
15	Travel Coordinator (13-15 yr)
5 points per meet	Meet Manager / Volunteer Coordinator 1 National
5 points per meet	Meet Manager / Volunteer Coordinator 2 Provincial
5 points per meet	Meet Manager / Volunteer Coordinator 3 Recreational
20	Newsletter Editor
10	Year End Banquet Coordinator
10	Flyer distribution
10	Photography
10	Pool displays bulletin boards
10	Community/special events
10+	Fundraiser Committee Members
10	Committee members

5	Winter Water Show Coordinator
10	Year End Water Show Coordinator
5	Water Show Assistant
5	Gift Basket Coordinator
15	Grant and gaming funds applications
5	Synchro BC Ticket Coordinator
	Meet volunteers – 1 point per hour

Meet manager to coordinate and over see the duties of the meet volunteers as follows:  
(5 points per meet)

Possible Meet Volunteer Positions	
Meet set up	Set up tables and chairs for scoring, judges. Put up screens.
Scoring	Records figures and routine scores
Computer assistant	Assists with input of figure and routine scores
Hospitality coordinator	Over see judges hospitality requirements for entire meet
Hospitality Assistant	Assists coordinator with hospitality
Awards	Preparing awards
Announcer	Introduce competitors and announce judge's scores
Music	Organizes competitors cds and operates sound system for routines
Sound system set up	Deliver and set up synchro BC sound system
Runners	Delivers scores to computer chair
Clean up	Assists in all aspects of cleanup after meet
Timers	Records times of all routines
Video	Video tapes all routines
50/50 draw	Collects for 50/50 draw
Raffles/fundraising	Set up raffle table and fundraising for home meets

## Volunteer responsibilities

### President

- Oversee all operation of the club
- Call and preside at all meetings of the club
- Enforce observances of the constitution and the by-laws of the club
- Be an ex-officio member of all committees
- Is the contact person when dealing with outside agencies, including Synchro BC, unless decided otherwise by the directors
- Submits news items to the newsletter editor
- Coordinates and oversees the hiring of new coaches with the head coach
- Acts as a liaison to families between the coaches and athletes
- Develops coach contracts
- Provides feedback to coaches regarding their job performance , in consultation with executive
- Handles coach performance issues, in consultation with executive
- Conduct the correspondence for the club
- Issue notices of meetings of the club and executive
- Have custody of all records and documents of the club except those required to be kept by the treasurer

### Vice President

- Assume the responsibilities delegated to the office by the president
- Carry out the duties of the president during their absence
- Submits news items to the newsletter editor
- Communicates regularly with other volunteers and offers assistance as necessary.
- Responds to questions regarding the club via the club's email and phone line.

### VPW South Representative

- Acts as a liaison between the South teams and the executive and coaches
- Assume the responsibilities delegated by the president or vice president associated with the South team
- Submits reports and or attends executive meetings

### Secretary

- Keep minutes of all meetings of the club
- Maintain and distribute the club handbooks

### Registrar

- Club registration and other aspects of membership
- Register club coaches and all swimmers with Synchro BC and CASSA
- Registering swimmers for all programs and summer camps
- Distribute and maintains medical emergency forms
- Coordinating collection of test sheets and badges with Star Coaches
- Working with the Treasurer to ensure all fees are allocated to the members

### Treasurer

- 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.
- Render financial statements to the executive , members and others when required
- Prepare the season's budget
- Maintain the accounts payable of the club and disburse funds including coaching payroll
- Assist with completion of appropriate applications for grants and gaming funds

### Pool booking Coordinator

- Arrange and monitor all pool bookings
- Act as club liaison to pool management and employees
- Communicates closely with coaches and executive to ensure pool bookings coincide with team training and special event needs

### Marketing/Publicity Coordinator

- Coordinates and chairs committee meetings as required
- Over sees that club brochures are distributed to relevant community locations with help from Flyer Distributor
- Over sees that club bulletin boards and other relevant information are maintained at the pools – with help from Pool Display Bulletin Board Member
- Responsible for all promotional activities of the club in conjunction with the registrar.
- Updates club photos and brochures with help from Club Photographer
- Ensures local newspapers are contacted regarding meet results, water shows, notable accomplishments within the club etc.
- Maintains club website

### Marketing Committee Member

- Attend meetings at least twice yearly to develop the clubs marketing strategies
- Volunteer for one or more of the positions set out under the coordinator
- Reports to Marketing coordinator

### Family Commitment Plan Coordinator

- Ensure that each swimmers family has a FCP handbook and understands fees and commitments
- Work with the team parent in keeping track of the volunteer hours
- Coordinate club volunteer positions for the upcoming season
- Prepare volunteer position list by name for distribution
- Report to executive re: progress of commitment plan
- Issue statements to members and maintain a master list of member volunteer activities for the club
- Train and pass on records for next year incoming coordinator

### Sponsorship Coordinator

- Solicits donations and sponsorships from relevant organizations using our Sponsorship Package

#### Meet Manager /Volunteer Coordinator

- Consults with team parents or Meet Manager /volunteer coordinator regarding volunteers required for each meet and submits list to Synchro BC
- Ensures responsibilities of host club are met in accordance to the Synchro BC Hosting Manual
- Recruits volunteers as necessary for meets and other club events
- Reports club volunteers activities to FCP coordinator

#### Fundraising Committee Chair

- Prepare yearly fundraising plan for executive approval
- Coordinate fundraising goals for the year with committee members
- Report fundraising results to executive
- Coordinate and chair committee meetings at least twice per season
- Support fundraising efforts of new members
- Maintains files of past and present fundraising activities
- Source out and develop new fundraising activities for the club
- Train and pass on records for incoming chair

#### Fundraising Committee Member

- Act as team fundraising coordinator for specific fundraising event
- Distribute fundraising related order forms and information packages
- Collect money from athletes and distribute orders where applicable
- Inform Treasurer on how to distribute the funds raised to the appropriate accounts

#### StarPlus Class Coordinator

- Attend each session's beginning Star Class (approx 5 pools \* 2 sessions/yr) to collect cheques and registration forms not already submitted online
- Submit forms to registrar and cheques to treasurer.

#### Equipment Manager

- Communicate regularly with vice president regarding all equipment related activities
- Research and purchase new sound, video and other related equipment as needed
- Maintain the sound, video and other related equipment
- Ensure that all equipment is stored appropriately at the various pools following all practices and special events.
- Ensure that all equipment is available at the appropriate pools when needed.
- Keep track of equipment leant out to swimmers
- Take deposits for equipment leant out to swimmers

#### Uniform Coordinator

- Report to Vice President
- Oversee uniform needs of athlete within their program
- Coordinate all ordering of club uniforms, bathing suits, caps, shorts, t-shirts and bags as approved by the executive and coaches
- Store excess inventory throughout the year including the off season

- Have some items available to the swimmers throughout the year to purchase as necessary.
- Keep inventory records and oversee the distribution of club uniforms
- Charge each swimmers account according to purchases made

#### Travel Coordinators

- Search for best possible fares and coordinate all travel arrangements, including car rental and hotel accommodations for out of town meets for specific teams and respective chaperones
- Ensure that all competing athletes and their families have signed the necessary forms before departing for an out of town competition
- Collect pre-determined amount of money from families prior to travel to cover expenses.

#### Team Parent (one per team)

- Send communication to parents from coach
- Keep a supplies box stocked with caps, nose clips etc and take to meets
- Distribute and record the supplies required for each team member
- Coordinate team social events
- Keep track of parents volunteer hours for Family Commitment Plan

#### Year End Banquet Coordinator

- Book a location
- Organize the menu within a budget
- Order and bring a cake
- Inform members and coaches with date and time
- Help with set-up (decorate) and clean up
- Check final bill and submit to club for payment.

#### Newsletter Editor

- Collect articles and photos from coaches and executives for publication
- Produce a monthly email newsletter for all members

#### Flyer distribution

- Collect flyers from Marketing/Publicity coordinator
- Distribute to pools and community centres in the Vancouver/Richmond area 3 times per year

#### Photography

- Take candid informal photos of teams at meets and practices for web site
- Take photos of coaches for web sites
- Take formal team photos at year end

#### Pool displays bulletin boards

- Update bulletin boards with current photos and information

#### Winter Water Show Coordinator

- Book pool space
- Coordinate with coaches
- Organize refreshments
- Organize gift baskets or raffle

#### Year End Water Show Coordinator

- Book pool space
- Print tickets
- Distribute tickets to each swimmer
- Coordinate with coaches regarding program
- Organize refreshments for swimmers
- Organize refreshments to sell to spectators
- Organize gift baskets or raffle
- Organize flowers for coaches
- Prepare and Print programs
- Sell entrance tickets at the door
- Hire attendant to work at door while show is on
- Clean up after show

#### Water Show Assistant

- Assist each water show coordinator as required

#### Gift Basket Coordinator

- Assist water show coordinator in the collecting of items
- Preparation and presentation of baskets
- Sell tickets for baskets

#### Grant and Gaming Funds Applications Writer

- Complete application forms for grants and funding
- Submit forms in a timely manner
- Research new grants that might be available for the coaches, team or individual swimmers

#### Synchro BC Ticket Coordinator

- Arrange to receive the tickets from Synchro BC
- Distribute the tickets to the swimmers
- Collect the funds and the ticket stubs from the swimmers
- Give the funds and ticket stubs back to Synchro BC

Family Commitment Plan Statement  
Sample

Senior Team

Swimmer	FCP Required	Volunteer Position	Volunteer Hours	FCP Earned	Payment	Balance Owing
Sally	50	• Treasurer	Too many	50+	0	0
Suzy	50	• Team Parent • Volunteer at meets	20 14	34	\$160	0
Shelley	50	• Uniform coordinator • Fundraiser Organizer • Synch BC Tickets	25 10 5	40	\$100	0
Samantha	50	• Fundraising Committee Member • Meet Manager	10 40	50	0	0
Sarah	50	• Grant applications • Travel Coordinator • Volunteer at meets	15 25 10	50	0	0
Sandy	50	• Volunteer at meets	10	10	\$400	0

**Vancouver Pacific Wave Synchronized Swimming Club  
Family Commitment Plan  
Volunteer Form**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Program Level: \_\_\_\_\_

Number of volunteer points required (circle one):            5        25        30        40        50

Commitment Options: Circle One

- 1) We would like to earn full points by contributing the required time toward the club's operation and success
  
- 2) We would like to work toward a combination of volunteer commitment points and buy out the remaining amount  
      \_\_\_\_\_ Probable number of points we can earn

Please indicate club position(s) you are able to fill or which committee(s) you would like to join.

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Please list areas where you could contribute to the success of VPW or suggestions for improving the club's operation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We pledge to commit the required time or contribute the required fees to fulfill our responsibility for the operation and success of VPW.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_