



# **Surrey Water Polo Volunteer Positions and Descriptions**



# Volunteer Points Program

**\*\*100 points including 20 tournament points/session required to fulfil volunteer requirements\*\***

## BOARD POSITIONS

- President 100 points
- Vice-President 100 points
- Past President 100 points
- Treasurer 100 points
- Registrar 100 points
- Secretary 100 points
- Member at Large 100 points

## TEAM MANAGER POSITIONS

- 11U Rec Team Manager 100 points
- 13U Rec Team Manager 100 points
- Youth (16U/18U) Rec Team Manager 100 points
- 15U BCPL 100 points
- 17U NCL 100 points
- 19U NCL 100 points

## OTHER POSITIONS

- BCPL/NCL Travel Coordinator (Girls) 100 points
- BCPL/NCL Travel Coordinator (Boys) 100 points
- Equipment Coordinator 100 points
- School Program Coordinator 100 points
- Referee Coordinator 100 points
- Social Media Coordinator 100 points
- Team Wear Coordinator (Orcas and Warriors) 100 points
- Website Manager 100 points
- Pool Coordinator 100 points

## GAMES/TOURNAMENTS HELPERS

- Minor officials training course:
  - Secretary (aka score keeper) 20 points
  - Time clock 20 points
- Assisting at Minor Official table 20 points/game
- Assisting with set up prior to a game 25 points/game
- Assisting with take down after a game 20 points/game
- Assisting with tournament duties 20 points/1 hour



# Volunteer Position Brief Descriptions

## BOARD POSITIONS

### President

- first in command in the club
- responsible for the day to day, the overall operation of the Surrey Water Polo Club
- attends all meetings to do with the club or appoints a designate
- responds to other clubs' inquiries/complaints
- responds to parent inquiries/complaints
- oversees coaching staff providing direction as required
- approves expenses along with the Treasurer

### Vice-President

- second in command on the Board, aiding the President in his/her duties
- may perform duties as acting president when the president is unavailable
- creates or deletes pool time at the direction of the club president and the head coach
- routinely reviews the pool contract working closely with the pool contact and the head coach to ensure the club only pays for pool time used

### Past President

- mentors and serves as a resource to the President and the Board as a whole
- assists the President as required
- may perform duties as acting president when the vice-president and president are unavailable

### Treasurer

- responsible for all monies coming into and out of the club, maintaining accurate financial records throughout the year
- responsible for the creation and monitoring of the club's budget and any other financial transactions (i.e.: athlete registration, tax receipts, etc.)

### Registrar

- responsible for the proper registration of all athletes within the club
- responsible for registering and rostering of athletes in the Water Polo Canada registration system

### Secretary

- maintains all records, files and details that are important for the past, present and future operation of the club
- records minutes of all club meetings

### Member at Large

- serves the board's strategic needs as determined by the president
- responsible for projects (short or long-term) during their elected term
- serves as liaison to the general membership



## TEAM MANAGERS

### Team Manager (Development) - 11U, 13U and Youth

- requires active involvement with the team parents serving as an ambassador for their team both within and outside of our club
- responsible for concise, accurate and timely communication (verbal and/or email) of team information to all team members and from parents/team members back to the Board– attention to detail is a must
- group fundraising activities
- social activities
- practices
- weekly game reminder emails
- scheduling team parents for minor officiating at games and tournaments for your team's game times
- actively works with the team parents to ensure an adequate number of parents attend and receive minor officials training
- responsible for ensuring two minor officials are assigned for all away and home games

### Team Manager (High-Performance) - 15U BCPL, 17U NCL, 19U NCL

- requires active involvement with the team parents serving as an ambassador for their team both within and outside of our club
- responsible for concise, accurate and timely communication (verbal and/or Power Up) of team information to all team members and from parents/team members back to the Board– attention to detail is a must
- group fundraising activities
- social activities
- practices
- weekly game reminders
- scheduling team parents for minor officiating at games and tournaments for your team's game times
- responsible for ensuring the appropriate number of volunteers for BCPL/NCL home-hosted games
- orientate chaperone as necessary

## OTHER POSITIONS

### BCPL/NCL Travel Coordinators

- responsible for arranging for travel including, but not limited to flights, accommodations, car rentals, etc. for out of town travel

### Equipment Manager

- responsible for cleaning up the storage room periodically (i.e.: remove garbage, sort and tidy up equipment) at both GRC and SSLC
- full inventory counts once per year or as needed
- track items in a spreadsheet maintained as new items are brought in and old items expire or get leant out/go missing
- work with the Treasurer to establish inventory values and costs of items that may go missing
- liaise with the Head Coaches for equipment requirements, source and order equipment.



### **High School Tournament Team Coordinator (Spring)**

- works closely with our head coach and the high school water polo program teacher liaison(s) to ensure club requirements and procedures are clearly communicated
- responsible for ensuring proper registration and fee collection for all high school students

### **Referee Coordinator**

- responsible for ensuring referees are assigned for all home games
- responsible for ensuring the referees are paid at the time of the home event

### **Social Committee Coordinator**

- identifies and arranges age-appropriate team-building social events for the athletes (i.e.: bowling, laser tag, etc.) on at least a bi-monthly basis
- works closely with the communications coordinator and website manager to ensure social engagements are communicated clearly and timely to the athletes

### **Social Media Coordinator**

- responsible for the overall design, content and maintenance of the club's social media page
- processes friend requests

### **Team Wear Coordinator**

- responsible for the promotion and ordering of club clothing
- responsible for working with the supplier and arranging/monitoring delivery deadlines

### **Website Manager**

- works closely with the Board and club liaisons and coordinators to ensure accurate, complete and timely communication of club information to club members
- publicizes club activities through the club website

### **Pool Coordinator**

- works closely with the Board to ensure accurate, complete and timely management of the pool contracts and subsequent amendments (additional booking or cancellation of the pool time necessary for the programs)
- Review and verify monthly billing for pool time
- Coordinate monthly payments between the Board and pools