



Volunteer Points System

October 6, 2006

Points are calculated per family.

Each **UBCD – Youth National Development Group (VAC)** family will be charged \$240 unless they fulfill their required UBCD Volunteer Points. Each family is required to fulfill **240** UBCD Volunteer Points between Sept 2006 – July 2007.

2 post-dated cheques are required: January 1 and August 1, each for \$120. The January cheque will be deposited if the family does not fulfill 120 points by December 22/06. If the family fulfills the total 240 points by July 31/07, then the deposited amount will be credited back to the swimmer's account.

Each **UBCD – International/National/Varsity (UBC)** family will be charged \$120 unless they fulfill their required UBCD Volunteer Points. Each family is required to fulfill **120** UBCD Volunteer Points between Sept 2006 – July 2007.

2 post-dated cheques are required: January 1 and August 1, each for \$60. The January cheque will be deposited if the family does not fulfill 60 points by December 22/06. If the family fulfills the total 120 points by July 31/07, then the deposited amount will be credited back to the swimmer's account.

Volunteers need not be family members. If a friend is brought in to volunteer on behalf of the UBCD member, than they must specify who that member is, and they can only volunteer for one member at a time.

It is the responsibility of each UBCD family to complete the UBCD Volunteer Points Form and hand it in to the Points System Coordinator by each of the following dates:
December 22, April 30, July 31.

It is mandatory that each UBCD family participate in the following meets:

- 1) Bell Grand Prix – Mel Zajac Jr Intl Swim Meet
- 2) One of the following:
 - a. College's Cup (November 2006)
 - b. BC Senior Cup (March 2007)

The only exception to the above rule:

Some volunteer positions require work throughout the year, and thus will fulfill the Parent Participation quota for the year.

These positions are:

- 1) Board Member
- 2) Equipment Manager – VAC
- 3) Equipment Manager - UBC
- 4) Officials Coordinator
- 5) LMR Representative
- 6) Point System Coordinator – VAC
- 7) Point System Coordinator – UBC
- 8) Bingo Coordinator

Points will be obtained by helping in the following areas for the specified points:
 Volunteer Forms must be completed (including a signature from meet manager or volunteer coordinator).

Assistant to the Meet Manager	120/meet
Hospitality Manager	120/meet
Hospitality Volunteer	60/session
Timer	40/session
Chief Timer	60/session
Clerk of Course	60/session
Assistant to Clerk of Course	60/session
Stroke and Turn	60/session
Starter	120/session
Referee	120/session
Results	60/session
Awards	60/session
Security	60/session
Event Photographer	40/event
Events Assistant	40/event
Sponsorship Assistant	120/event
Chaperone – VAC Group	120/trip
Chaperone – UBC Group	120/trip
VAC Office Help	60/session
AGM Attendance	20/family

UBCD Volunteer Positions – Event Basis:

Events Photographer

The Events Photographer will be responsible for taking pictures during swim meets, award presentations, the Award Banquet, and other Club events throughout the year.

Events Assistant

This position will assist the UBCD staff member responsible for each club event. Responsibilities will be assigned by the UBCD staff member.

Sponsorship Assistant

This volunteer will help the UBCD staff member responsible for sponsorship/fundraising. Responsibilities will be assigned by the UBCD staff member.

Chaperone – VAC Group / Chaperone – UBC Group

Some team travel will require a team manager/chaperone. Responsibilities may include, but are not limited to, preparing meals, ground transportation, liaison with the accommodation staff, and coordination with the travel coordinator. They will also provide support to the coaches.

VAC Office Help

This position will be determined by the required job. If there is work to be done for the UBCD/VAC group, the coaches will notify the volunteer coordinator to request some office help. Each work session that the member volunteers for, will be allotted 60 points.

AGM Attendance

Members may obtain points for attending the Annual General Meeting. The date of the AGM will be announced on the website, in the UBCD Splash News, and by email.

UBCD Volunteer Positions – Season-long:

Board Member

When accepting this position, the volunteer must agree to attend board meetings, the Annual General Meeting, and fulfill any responsibilities assigned by the executive.

Equipment Manager – VAC

The Equipment Manager – VAC is responsible for handling all equipment orders and questions for the Youth National Development Group training at VAC. They must liaise with the Equipment Manager – UBC, and the UBCD staff member responsible for Equipment.

Equipment Manager – UBC

The Equipment Manager – UBC is responsible for handling all equipment orders and questions for the UBC Dolphins training at UBC. They must liaise with the Equipment Manager – VAC and the UBCD staff member responsible for Equipment.

Officials Coordinator

The Officials Coordinator is responsible for filling all senior official positions for each UBCD hosted swim meet. They will work together with the Assistant to the Meet Manager and Volunteer Coordinator.

LMR Representative

The LMR Rep will be responsible for going to the LMR meetings, and advises the club of LMR issues.

Point System Coordinator – VAC

This position is responsible for collecting all the UBCD Volunteer Points Forms from the Youth National Development Group at VAC. They will record points collected for each family, and determine if the family has fulfilled their required points, or if they should be charged.

Point System Coordinator – UBC

This position is responsible for collecting all the UBCD Volunteer Points Forms from the International/National Groups at UBC. They will record points collected for each family, and determine if the family has fulfilled their required points, or if they should be charged.

Bingo Coordinator

The Bingo Coordinator is responsible for scheduling the Bingo Volunteer and sending in the monthly reports. During the year of re-application, the Bingo Coordinator will also assist the UBCD staff member responsible for reapplying for Bingo funding.

UBCD Volunteer Positions – Swim Meets:

Assistant to the Meet Manager

This person will help the meet manager in organizing UBCD hosted swim meets. Responsibilities will be distributed by the meet manager.

Hospitality Manager

The Hospitality Manager is responsible for working with the Meet Organizing Committee member in charge of hospitality, to order the food for the hospitality room during swim meets. They are also responsible for recruiting and scheduling the Hospitality Volunteers during the meet, together with the Volunteer Coordinator.

Hospitality Volunteer

The Hospitality Volunteers will assist the Hospitality Manager, and be responsible for the Hospitality Room during UBCD hosted swim meets.

Timer

Timers are an integral part of every swim meet. They sit behind every lane and get each swimmer's time as they touch the wall.

Chief Timer

The Chief Timer is responsible for recruiting, scheduling, supervising all timers. They will work together with the Assistant to the Meet Manager and the Volunteer Coordinator.

Clerk of Course

The Clerk of Course is responsible for checking in swimmers before each event. They have the authority over the swimmers from the time they are checked in, to when they are handed over to the referee. They are also in charge of the marshalling area.

Assistant to the Clerk of Course

This person will help the Clerk of Course during the swim meet. Responsibilities will be assigned by the Clerk of Course.

Stroke and Turn

Stroke and Turn volunteers are responsible for ensuring that the rules related to the style of swimming designated for the event are being observed, and that swimmers are observing the rules for turning.

Starter

The Starter's responsibility is to ensure a fair start for all swimmers. They must work together with the Referee.

Referee

The Referee's responsibility is to ensure the best possible environment for maximum swimmer performance. This includes ensuring that the rules are being followed.

Results Volunteer

This position is responsible for posting the results of each race, at the specified points around the facility. They will work together with the Assistant to the Meet Manager.

Awards Volunteer

The Awards Volunteer is responsible for organizing the awards for presentation at swim meets. They will work together with the Assistant to the Meet Manager. Presenters will be provided by the Meet Organizing Committee, through the Assistant to the Meet Manager.



UBCD Volunteer Sign Up Form

Swimmer's Name: _____

Volunteer's Name: _____

Volunteer's Email: _____ Tel: _____

Please indicate which of the following jobs you will volunteer to do.

Return this form to Clara: cechan2@gmail.com, the UBCD office or by fax: 604.822.9513. Thank you.

Job	Yes
Board Member	
Equipment Manager – VAC	
Equipment Manager – UBC	
Officials Coordinator	
LMR Rep	
Points System Coordinator – VAC	
Points System Coordinator – UBC	
Bingo Coordinator	

Job	Points	Meet	Anytime
Assistant to the Meet Manager	120/meet		
Hospitality Manager	120/meet		
Hospitality Volunteer	60/session		
Timer	40/session		
Chief Timer	60/session		
Clerk of Course	60/session		
Assistant to Clerk of Course	60/session		
Stroke and Turn	60/session		
Starter	120/session		
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Awards	60/session		
Security	60/session		
Event Photographer	40/event		
Events Assistant	40/event		
Sponsorship Assistant	120/event		
Chaperone – VAC Group	120/trip		
Chaperone – UBC Group	120/trip		
VAC Office Help	60/session		

*The UBC Dolphins (Athletes and Staff)
Thank you for all your help and support!*