



VPSC Volunteer Credit Program

Job Descriptions

A. Board of Directors (must attend 80% of all meetings)		
Duty	Description	Points earned
President	Acts as the Chief Executive Officer of the Society and presides at all meetings. Is the official spokesperson and representative of the Club	200
Vice-President	Assists the President and performs duties when the President is absent, and other duties as assigned by the Board	200
Past President	Provides advice to the Board following their term as President	200
Treasurer	Makes all financial arrangements for the Society as directed by the Board and oversees the integrity of the financial records as prepared by the Society's accountant Responsible to file with the Registrar of Companies of the Province of BC within 14 days of the Annual General Meeting	200
Secretary	Produces and distributes the minutes of the Board and Annual General Meeting. Collects all Board directed correspondence & keeps files	200
Registrar	Organizes reviews and updates information for new membership for September. Is responsible for ensuring all club swimmers with Swim BC	200
LMR Representative	Attends LMR parent meetings and reports back to the board	200

B. Administration & Support		
Duty	Description	Points earned
AGM Attendance	Attend the Annual General Meeting	25 per family
Equipment Manager	Orders, stores and distributes team gear including collection of monies.	300 + \$10/month account credit
Officials Coordinator	Solicits officials volunteers (VPSC and non-VPSC meets) & organizes session schedules for VPSC-meets	300 + \$10/month account credit
Fundraising Event Coordinator	Organizes and runs a fundraising event for the club	100/event
Social Event Coordinator	Organizes and supervises events during the season & the year-end Awards party	50/event
Swim-a-thon Assistant	Helps organize the data for swim-a-thon and compile addresses for tax receipts	100-200
Photographer	Take photos of a swim meet or event and submits them to the head coach	25/event
Volunteer Credit Coordinator	Responsible for matching & filling parent jobs (at Registration), makes changes to the program based on an annual review in June. Provides updates to families & Treasurer 3 times/yr. (Jan, Apr & June)	200
Website Editor	Helps head coach update and keep club website current	200

C. Swim Meets - VPSC-hosted and Officials Training Clinics
Only VPSC and UBCD hosted meets are eligible for points

Meets Included:

VPSC Invitational

CDSC Invitational

Any meet hosted at UBC Aquatic Centre

PASS meets and mini-meets that require timers

Duty	Description	Points earned
Chief Timer		50/session
Clerk-of-course		100/meet
Concession Coordinator	Purchases food items, sets up concession & worker schedules. Prepares sales & expenses for the Treasurer	100/meet
Concession Worker	Assists with set-up of concession & sale of items	25/session

Duty	Description	Points earned
Hospitality Coordinator	Coordinates food donations, prep, schedules workers to distribute to coaches & officials	200/meet
Hospitality Worker	Prepares & distributes food to coaches & officials	25/session
Referee		75/session
Results Worker		25/session
Starter		75/session
Stroke & Turn Judge		50/session
Timer		25/session
Meet Manager	Organizes/runs VPSC meets	200/meet
Officials Workshop- Chief Timer	Register and attend workshop	50
Officials Workshop- Clerk of Course	Register and attend workshop	50
Officials Workshop- Stroke & Turn	Register and attend workshop	50
Officials Workshop-Starter	Register and attend workshop	75
Officials Workshop-Referee	Register and attend workshop	100

The points & fee assessment by group for 2008/09 are:

<u>Group</u>	<u>Participation Points Needed</u>
Junior/Green Dolphins	100
White Dolphins	150
Red Dolphins	150
Blue Dolphins	200
Bronze Dolphins	200
Stroke Development	150
Silver/AGP	250
Gold/AGN	300

How to earn your points:

There are about 20 support positions in the club that you can earn almost full points or more than full points just by holding the position. These are always our first priority to try and fill. The other areas require 2-6 hours of volunteering or attending to earn points at a specific event or clinic.

All parents will have 15-20 opportunities to help out at VPSC or UBC Dolphin swim meets. This can be officiating, timing or in hospitality so that alone can give you many times over your required points. All parents should also try and attend an official's clinic during the year to gain or upgrade their officiating level. There are usually around 3 opportunities a year to attend clinics in the lower mainland.

Over the course of the season other jobs will need to be filled so when asked please feel free to step forward.