

Thunderbirds Water Polo Club



Description of Volunteer Opportunities

2019 - 2020

Thunderbirds Water Polo Club operates on a volunteer basis that relies on all parents to be involved with the many functions of the club. This document provides a description of the many opportunities for parents to volunteer and earn their required volunteer points.

The board of directors provides overall governance and structure to the club, in line with our approved bylaws. A copy of the bylaws are listed on the club's website.

Description of Volunteer Opportunities

Position: Club President No. of Volunteer Points: 40
No. of Positions: 1

Responsibilities:

- Presides at all meetings of the Club and the Board of Directors;
 - Calls meetings of the Board;
 - Is responsible for the overall direction of the Board;
 - Is the main spokesperson for the Club;
 - Is an ex-officio member of committees of the Club;
 - Carries out other duties assigned by the Board;
 - Represents the Club at all meetings or functions of senior water polo bodies;
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Position: Vice President No. of Volunteer Points: 30
No. of Positions: 1

Responsibilities:

- Presides at the meetings in the President's absence. If the Vice President is absent, the Directors elect a Chairperson for the meeting;
 - Replaces the President at various functions when asked by the President or the Board;
 - Is an ex-officio member of committees of the Club;
 - Carries out other duties assigned by the Board
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Position: Secretary No. of Volunteer Points: 30
No. of Positions: 1

Responsibilities:

- Attends all meetings of the Club and the board;
 - Keeps accurate minutes of these meetings;
 - Has charge of the Board's correspondence;
 - Makes sure a record of names and addresses of all Members of the Club is kept;
 - Files the annual return, changes in the Directors of the Club, amendments in the Bylaws and other incorporating documents with the Corporate Registry;
 - Carries out other duties assigned by the Board
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Position: Treasurer

No. of Volunteer Points: 40

No. of Positions: 1

Responsibilities:

- Attends all meetings of the Club and board;
 - Makes sure all monies paid to the club are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
 - Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
 - Ensures all payroll and other payables are remitted in a timely manner;
 - Makes sure an audited statement of the financial position of the Club is prepared and presented to the AGM;
 - Carries out other duties assigned by the Board
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Position: Directors

No. of Volunteer Points: 20

No. of Positions: 3

Responsibilities:

- Attends all meetings of the Club and board;
 - Review and approve all water polo activities, programs and undertakings of the Club;
 - Determine Club membership and registration fees, other fees, dues and levies;
 - Establish, appoint and direct the work of various committees to advise the board on general or specific issues;
 - Direct any undertaking necessary to provide the Club with sound and effective administration;
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Position: Registrar

No. of Volunteer Points: 30

No. of Positions: 1

Responsibilities:

- Attends all meetings of the Club and board;
 - Coordinate all incoming registrations;
 - Respond to emails and enquiries related to registration;
 - Calculate prorated fees for athletes who register during the season;
 - Ensure all members are registered with AWPAs as required. Ensure all information in WC database is up-to-date and all members are registered in appropriate role and correct membership category;
 - Provide all coaches and team managers with up to date information on team membership
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Position: Equipment Manager

No. of Volunteer Points: 15

No. of Positions: 1

Responsibilities:

- Responsible for ordering and managing team equipment purchased by members;
- Maintain inventory of equipment;
- Organize equipment sales

- Ensure all sales are recorded with costs and payment records maintained;
 - Produce a bi-annual inventory report together with financial record keeping.
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Position: Minor Officials Coordinator No. of Volunteer Points: 15
No. of Positions: 2

Responsibilities:

- Responsible for ensuring that the clubs minor official positions are filled for each hosted tournament;
 - Assist with training and orientation of minor officials
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Position:	Team Managers	No. of Positions:	No. of Volunteer Points:
		1 for Pups	5
		1 for 10 & U	5
		2 for 12U (1 each for girls and boys)	10
		2 for 14U (1 each for girls and boys)	10
		2 for 16U (1 each for girls and boys)	10

Responsibilities:

- Requires active involvement with the team parents, serving as an ambassador for their team both within and outside of the club;
 - Responsible for concise, accurate and timely communication of team information to all team members and from parents/team members back to the Board as required;
 - Communicates information related to practice changes, tournaments and travel information;
 - Works with Registrar to maintain accurate information related to team membership;
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Position: Fundraising Social Night Coordinator No. of Volunteer Points: 15
No. of Positions: 2

Responsibilities:

- Responsible for coordinating the booking of an appropriate venue to host the event;
 - Responsible for ordering tickets for distribution to members at registration;
 - Responsible to coordinate the purchase of items for the Silent Auction;
 - Responsible for obtaining the AGLC licence for the event.
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Position: Fundraising Social Night Assistants No. of Volunteer Points: 5
No. of Positions: 4

Responsibilities:

- Responsible for collecting Silent Auction Items from team members;
 - Responsible for setting up and tear down on the night of event;
 - Responsible for selling raffle tickets on the night of the event;
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Position: **Masters Swim Meet Officials Coordinator** No. of Volunteer Points: 15
No. of Positions: 1

Responsibilities:

- Ensure all timing shifts are covered throughout the duration of the swim meet;
 - Ensure all setup and teardown volunteer positions are filled;
 - Ensure all hospitality and runner positions are filled throughout the duration of the swim meet;
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Position: **Club Photographer** No. of Volunteer Points: 10
No. of Positions: 2

Responsibilities:

- Responsible for taking photographs at club events, and tournaments;
 - Responsible for capturing, posting and providing a variety of action shots of team members throughout the season;
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Position: **Tournament Hosting Room Coordinator** No. of Volunteer Points: 10
No. of Positions: 1

Responsibilities:

- Responsible for coordinating food in Officials Hosting Room during Edmonton tournaments;
 - Responsible for ensuring hosting shifts are filled;
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Position: **Tournament Pool Deck Deputy** No. of Volunteer Points: 2
No. of Positions: 1 per game

Responsibilities:

- The Pool Deck Deputy program is designed to empower one representative from each team to speak up on behalf of the referees and officials in order to ensure parents/spectators contribute to promoting a positive atmosphere during all AWPA sanctioned events.
 - Responsible to monitor the behaviour of Thunderbirds Water Polo parents and spectators;
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Activity	Eligible Points
Club President	40
Vice President	30
Secretary of Board	30
Treasurer	40
Registrar	30
Directors of Board	20
Equipment Manager	15
Minor Officials Coordinator	15
Team Managers	Varies
Fundraising Social Night Coordinator	15
Fundraising Social Night Assistants	5
Masters Swim Meet Officials Coordinator	15
Club Photographer	10
Water Polo Tournament Minor Official Shift (3 games per shift)	5
City League Minor Official Shift (per game)	1
Casino Volunteer (Banker, Cashier)	10
Casino Volunteer (Chip Runner, Count Room)	5
Masters Swim Meet Minor Official (Morning or Afternoon timing shift)	5
Masters Swim Meet Volunteer (Setup or Teardown)	2
Organize or lead a Recruitment Event	10
Year End Season Wrap up Party Coordinator	5
Tournament Hosting Coordinator	10
Pool Deck Deputy during Tournament Games	2
Registration Day Assistants (1 per age group)	5
Volunteer / Mentor Coach with Pups or U10's	1