



Killarney Gators Swim Club

## PARENT PARTICIPATION POINTS (PPP) AND VOLUNTEERING

The Gators Swim Club uses points and deposit system for parent volunteer hours. The Club is a non-profit organization that is solely operated by parent volunteers. This system encourages parents to contribute their time and effort for a more vibrant and healthier Club. This system also ensures that the Club has enough volunteers for the Club daily operation, the swim meets and others events. It also helps the Gators to reciprocate other clubs' help in running its meets.

### Gators PPP Rule

1. A volunteer deposit is collected at registration. This deposit is divided into 2 postdated cheques, each is for  $\frac{1}{2}$  of the total deposit amount. The first cheque is dated the day of the registration and the second is dated January 31<sup>st</sup>. The Club cashes the first part of the deposit along with the first month of the training fee.
2. The Club volunteer position has point allocation that can be converted into dollars (\$) amount. The conversion rate should be defined by the Club board of directors prior to the beginning of the swim season. For the 2019 - 2020 season, the Club uses **\$10/point** as the conversion rate. The conversion rate is subject to change depending on the number of the Club memberships and event held by the Club.
  - a. For example, you volunteer to become the social event coordinator. For this position, you will collect 10 points that is equal to \$100.
3. PPP is based on per family. In the case of a family with multiple swimmers, the Club requires a full amount of the required PPP deposit for the swimmer with the highest required PPP deposit.
  - a. For example, a family with two swimmers, one is in the Age group, and another one is in the Blue group. Age group requires \$400 for PPP deposit, and Blue group requires \$300 for the deposit. In this case, the family will deposit \$400 for the required PPP deposit.



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4. ***The Club does not keep track the records of when the members volunteer.***  
Each time you volunteer, please record your hours on the Parent Participation Point form. The form must be signed by a meet official or the meet manager of a meet, or by a coach or by the board member to verify that you have volunteered.
5. For the ease of tracking and recording PPP, please hand in the signed/verified form to your Group Representative or the PPP Coordinator prior to January 31<sup>st</sup> for the first part of the season, and prior to June 30<sup>th</sup> for the second part. ***Group Representative or PPP coordinator will not accept unsigned/unverified PPP forms.***
6. The Club cashes the second part of the deposit by January 31<sup>st</sup>.
7. If you have collected ***all or more*** the required points, the Club will refund your PPP deposit in full.
8. Parent Participation Points do not carry forward to the next season.
9. If your child moves to the new training group, your required PPP deposit will be pro-rated based on your child's new training group.
10. Early withdrawal from the Club. Killarney Gators Swim Club is a non-profit club that is run by parent volunteer. The Club expects the commitment from you to stay with the club for the whole season since the Club commits to pay its expense for the whole season. If for any reason, you have to withdraw from the Club before the end of the season, the Club will apply the following calculation for your PPP deposit return:

***Amount of Deposit Return = (Total amount of cashed PPP deposit – (Monthly PPP \* number of months the family stay with the Club)) + (Earned PPP \* Conversion Rate).***

Please keep it in mind that the amount of the deposit return should not exceed the amount of cashed PPP deposit. The Club will only return up to the amount of the cashed PPP deposit.

For example, let us use \$200 as the required PPP deposit that is broken down to \$20/month (a season = 10 months in total), the conversion rate is 1 point for \$10.



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- a. For example, a swimmer decides to leave at the end of April and s/he has not volunteered (has not earned any PPP). The Club will return \$40.

Amount of PPP deposit return =  $(\$200 - (8 \times \$20)) + (0 \times \$10)$ .

- b. For example, a swimmer decides to leave at the end of October and his/her earned PPP is 3 points. The Club will return \$90.

Amount of PPP deposit return =  $(\$100 - (2 \times \$20)) + (3 \times 10)$ .

- c. For example, a swimmer decides to leave at the end of March, and his/her earned PPP is 6 points. The Club will return \$120

Amount of PPP deposit return =  $(\$200 - (7 \times \$20)) + (6 \times 10)$ .

11. If you decide that you just don't have the time to volunteer, you can choose to use the Buy-Out option at the registration. By choosing this option, you write one cheque for the amount of the required PPP deposit. The Club will cash this cheque along with first month training fee. This option is not final. If you change your mind and decide to participate in the PPP during the season, you can notify our PPP coordinator that you would like to join PPP, and the Club will take into account your submitted PPP forms.

**PPP Deposit Required (by Training Group)**

Groups	Deposit Amount
Developmental (Alligator, Crocodile, Gecko A,B, Salamander A,B, Fitness)	\$300
Pre-Competitive (Gold/Silver, Bronze)	\$350
Competitive (Senior, Age A,B)	\$400
High competitive (Elite A,B)	\$500

**Point to \$ Conversion Rate = 1 point for \$10**

**Points Required (by Training Group):**

Groups	PPP Required
Development (Alligator, Crocodile, Gecko A,B, Salamander A,B, Fitness)	30
Intro-Competitive (Gold, Silver, Bronze)	35
Competitive (Age A,B, Senior)	40
High Competitive (Elite A, B)	50



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The number of points allocated to each volunteer job or task is listed below. Please note that this list is not exhaustive and there may be other ways you can help the Club for which you will receive Parent Participation Points. The board reserves the right to decide new position when it is required.

### Volunteer Jobs and Point Allocations:

Board of Directors		
Duty	Points Earned	No of Positions
President	50/season	1
Vice President	45/season	1
Treasurer	45/season	1
Registrar	40/season	1
Secretary	40/season	1
Member-at-large	30/season	3

*Note: Members of the board of directors must perform the required job. Members of the board must attend the AGM and at least 80% of Board meetings during the season to earn the allocated points. Board Meetings are held approximately once a month.*

Administration and Support		
Duty	Points Earned	No of Positions
Bookkeeper	30/season	1
Communication/club promotional coordinator	30/season	2
Email/Club communication coordinator	30/season	1
Equipment Manager	30/season	1
Event helper (including registration for regular and summer season)	4/event	TBD
Fundraising coordinator	30/season	2
Fundraising event coordinator	20/event	TBD
GATORS meeting (group, club) attendee	1/meeting	Based on the attendance
GATORS AGM attendee	3/meeting	Based on the attendance
Group Representatives (Competitive/High Competitive)	18/season	1/pool/group
Group representatives (Developmental)	12/season	1/pool/group
Past President	30/season	1
Photographer	3/meet or event	1/meet or event



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PPP coordinator	30/season	1
Social event coordinator	10/event	1/event
Webmaster	30/season	1

Swim Meet Officials		
Chief timer	8/session	TBD
Clerk of the course	15/session	TBD
Electronics	12/session	TBD
Meet manager	30/meet	TBD
Referee	15/session	TBD
Safety Marshall	1/meet	TBD
Starter	12/session	TBD
Stroke & Turn Official	10/session	TBD
Timer	6/session	TBD

*Note: The volunteer for Swim Meet Official is required to have certification provided by BCSOA for the volunteered position. To receive the certification, the volunteer must complete the swimming official clinic provided by BCSOA. Volunteer can visit <http://bcsoa.ca> for more complete information on the swimming meet official.*

Swim Meet Support		
Duty	Points Earned	No of Positions
Billeting coordinator	16/meet	TBD
Billeting	6/swimmer/day	TBD
Chaperone	10/day of away meet	TBD
Concession/hospitality coordinator	20/meet	TBD
Concession/food server	4/session	TBD
Official swimming clinic attendee	2/clinic	Based on the attendance

The list above is not exhaustive, parent participation points are available for other volunteer jobs. All the positions above are available only for the parent whose child currently swims with the Club. Please see our website for the job descriptions.

Some of the listed positions above are awarded per “session”. A session in a meet usually runs as long as 6 hours.



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## KEY VOLUNTEER JOB DESCRIPTIONS

Position	Job Description
Bookkeeper	<ul style="list-style-type: none"> <li>• Work with the Treasurer to set up and maintain accurate financial records for the Club</li> <li>• Record the income and the expenses of the Club accurately.</li> <li>• Prepare the payroll for the Club staff as directed by the Treasurer and ensure compliance with tax and other government requirements.</li> <li>• Assist the Treasurer in the preparation financial documents in support of the Club's annual reporting requirements for the BC Gaming Commission.</li> <li>• Prepare income statements and balance sheets, and reports to the Treasurer on a monthly basis or as requested by the Treasurer or the Board.</li> <li>• Consult with the Treasurer and prepare the Financial Statements for the Club for presentation to the membership at the Annual General Meeting.</li> </ul>
Chaperone	<ul style="list-style-type: none"> <li>• Accompany the team on a travel (away) swim meet and stay with the team.</li> <li>• Supervise and take care of all the Club's swimmers travelling with the team.</li> <li>• Prepare or obtain meals and snacks for the swimmers.</li> <li>• Assist with transportation of the swimmers as requested by the coaches.</li> </ul>
Email/Club Communication Coordinator	<ul style="list-style-type: none"> <li>• Maintain and update the Club member email list.</li> <li>• Disseminate information to all the Club members accurately.</li> </ul>
Equipment/Clothing Manager	<ul style="list-style-type: none"> <li>• Act as the liaison between the coaches and the Board in the selection of team clothing and merchandise.</li> <li>• Take orders for equipment, clothing, and other merchandise from members.</li> <li>• Collect payments for merchandise, place orders with suppliers, pick up or take delivery of merchandise, and distribute the merchandise to the members.</li> <li>• Maintain accurate records of orders, payments, and deliveries of merchandise.</li> <li>• Maintain and update inventory lists.</li> <li>• Remit all payments and payment records to the Treasurer on a monthly basis, or as requested by the Treasurer.</li> </ul>
Events/Social Coordinator	<ul style="list-style-type: none"> <li>• Work with the Group Representatives to organize group social activities during the season.</li> <li>• Organize Club social activities at the request of the Board, including the reservation of facilities, advertising of the events, and the recruitment of volunteers.</li> <li>• Plan and organize the year-end BBQ and Christmas/New Year party in consultation with the Board and Head Coach.</li> </ul>



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Fundraising Coordinator	<ul style="list-style-type: none"> <li>• Work with the Board to identify, organize, and implement fundraising activities to assist the Club in controlling fee levels and to provide members with options for achieving their mandatory fundraising requirements.</li> <li>• Work with and act as a resource person for the individual fundraising event coordinators, including assisting with the recruitment of volunteers and the collection and recording of funds raised.</li> <li>• Report to the Treasurer on a monthly basis or as required.</li> </ul>
Group Representative	<ul style="list-style-type: none"> <li>• Act as a liaison between the parents of swimmers in the group and the Board and coaches; will communicate, upon request, information from the Board and coaches to the parents of swimmers in the group;</li> <li>• Answer procedural questions from new parents, refer coaching issues to the group coach or Head Coach, and refer policy questions to members of the Board;</li> <li>• Distribute and gather forms and payments for fundraising events, swim meets, parent participation point reporting, and social events;</li> <li>• Organize at least one social event or activity per season for the group;</li> <li>• Assist the Board, Officials Coordinator, meet organizing committee, and fundraising event coordinators with the recruitment of volunteers from the group's parents to help with GATORS meets and other Club events.</li> </ul>
Meet Manager	<ul style="list-style-type: none"> <li>• Work with the Head Coach to handle all the organizational details of a GATORS-hosted swim meet, including having the necessary equipment and personnel available during the meet.</li> <li>• Work with the BC Swim Official Association (BCSOA) to ensure the necessary meet officials are available during the meet.</li> <li>• Disseminate all meet information and forms.</li> <li>• Ensure that the preparation of sanction applications, entry lists, heat sheets, and results are completed on time.</li> <li>• Coordinate the set up and take down of the meet and meet equipment.</li> <li>• Does everything that needs to be done to ensure a successful meet, must have attended a Meet Manager clinic.</li> </ul>
Official Coordinator	<ul style="list-style-type: none"> <li>• Oversee the training of GATORS parents as officials (eg. timers, stroke and turn officials, clerks of the course, referees) for swim meets, including organizing officials' clinics for the training of GATORS parents, and informing GATORS parents of officials' clinics hosted by other clubs, in order to build the base of trained officials within the Club.</li> <li>• Maintains a roster of Club parents listing each parent's swim</li> </ul>



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	<p>official status.</p> <ul style="list-style-type: none"> <li>• Works with the Meet Manager in organizing officials for all GATORS-hosted meets.</li> <li>• Recruit, organize and schedule all GATORS officials for non-GATORS meets.</li> <li>• Act as the Club’s LMR Representative at monthly Lower Mainland Region Meetings, and report to the Board on LMR proceedings and developments.</li> </ul>
<p>Parent Participation Point Coordinator</p>	<ul style="list-style-type: none"> <li>• Advise parents on the requirements of the Parent Participation Point (PPP) system.</li> <li>• Communicate deadlines to and collect PPP reporting forms from parents.</li> <li>• Create and maintain accurate records of parent participation points attained.</li> <li>• Provide reports to the Treasurer and the Board twice annually on the point status of all member families.</li> </ul>
<p>President</p>	<ul style="list-style-type: none"> <li>• Preside at all Board and General Meetings.</li> <li>• Work closely with the Head Coach and the Board to identify and implement the goals, directions, and policies of the Club.</li> <li>• Act always in the best interests of the Club and its membership as identified by the Board in consultation with the Head Coach.</li> <li>• Carry the duty as the official spokesperson of the Club and the Club’s official representative.</li> <li>• Perform all duties required for the position and as may be assigned by the Board.</li> <li>• Carry the duty as an ex-officio member of all Club committees.</li> <li>• Become the board member of Killarney Community Centre Society.</li> </ul> <p><i>Note: the President must have served on the Board for at least one year prior to election to this position.</i></p>
<p>Registrar</p>	<ul style="list-style-type: none"> <li>• Consult with the Head Coach and the Treasurer, for the development and distribution of the Club’s registration package.</li> <li>• Organize, advertise, set up, and oversee registration day(s).</li> <li>• Recruit volunteers to assist with registration;</li> <li>• Oversee the registration of new members on an ongoing basis throughout the season.</li> <li>• Maintain and take the ownership of the computer entry of member’s registration information.</li> <li>• Produce registration summaries and contact information for distribution on a monthly basis to the Head Coach and Treasurer.</li> </ul>





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Secretary	<ul style="list-style-type: none"> <li>• Take and produce the minutes of the Board and General Meetings.</li> <li>• Distribute the meeting minutes to the Board Members within 14 days of the meeting.</li> <li>• Assemble the agenda and distribute it to all Board Members prior to a Board Meeting.</li> <li>• Collect all Board directed correspondence and keep files as directed by the Board of Directors;</li> <li>• Distribute Board Communications to the members.</li> <li>• File the Annual Report with the Registrar of Companies within 14 days of the Annual General Meeting.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Make all the financial arrangements for the Club as directed by the Board and oversee the integrity of the financial records as prepared by the bookkeeper.</li> <li>• Prepare the gaming grant application and ensure compliance with gaming grant conditions and requirements.</li> <li>• Consult with the Head Coach for the preparation of the annual budget for the Club.</li> <li>• Follow up with delinquent accounts owed to the Club.</li> <li>• Work with the Fundraising Coordinator to ensure achievement of the fundraising requirements of the Club.</li> <li>• Report to the Board monthly on Club finances.</li> <li>• Report to the membership on Club finances annually at the Annual General Meeting.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Assist the President and perform all duties of the President when the President is absent.</li> <li>• Strike and monitor all Club committees;</li> <li>• Keep all Club insurance policies in good standing.</li> <li>• Ensure the compliance of the Club with all municipal, provincial, and federal laws and regulations, as well as all reporting requirements in connection with the laws and regulations.</li> </ul>
Past President	<ul style="list-style-type: none"> <li>• Provide advice to the Board.</li> </ul>
Member At Large	<ul style="list-style-type: none"> <li>• Set up committees or are responsible for one area require a concentrated work effort for a limited time each year.</li> </ul>

*Note: The Board duties and responsibilities here should be supplementing the duties listed within the Club by-laws.*