



Volunteer Commitment Form (2017 - 2018) Competitive Swimmers

This form must be completed and submitted with registration forms (please print clearly)

Both Parents - First and Last Name:

Both Parents - Signature * (Three Phase Volunteer Acknowledgement - Fundraising, Officiating, Committee):

Swimmer #1 - First and Last Name / Age / Pool / Squad:

Swimmer #2 - First and Last Name / Age / Pool / Squad:

Swimmer #3 - First and Last Name / Age / Pool / Squad:

* Volunteering is mandatory within the NCSA; the three main volunteer requirements are: Fundraising, Officiating and Committee.

By signing this form, you acknowledge and understand that each family has three phases of volunteer responsibilities throughout the swim season. For further details, please review the Volunteer Policy, Roles and Responsibilities document and the Handbook on the NCSA website.

This 'Volunteer Commitment Form' encompasses the 'Committee' component of club volunteerism only.

Please, indicate your 'top three' (only your top three) committees which you would be willing to work and rank them in order of preference.

Preference Order: 1 (high), 2 (medium), 3 (low) and return this form along with your registration package.

The Director of Volunteers will try to accommodate one of your top three committee choices.

Priority will be given to those members willing to take on additional responsibilities or the Coordinator role.

Coordinators will be expected to keep track of member participation / contribution and report to the director in charge if there is a concern.

Director In Charge	Committee	Role	Approx. Volunteer Hours	Preference	Brief Description
President	Social	Social Committee Coordinator (3 to 5 Positions)	20 - 30 Hrs per Event		Responsible for organizing, managing, coordinating and the successful execution of all the club social events throughout the year. The Coordinator will plan events, review budget and duties required to carry out each social activity to the benefit of the swimmers, families and their guests. Responsible for activities such as: Fall Fun Event, Winter Warm-Up, two NCSA Fun Meet Parties and the Year-End Awards Banquet.
		Social Committee Member (5 to 10 Positions)	15 - 20 Hrs per Event		Responsible for the successful execution of the social committee plans. This includes attending and preparing for team meetings, designing and constructing the chosen theme, purchasing supplies, organizing food and beverage, silent auction items, managing the ticket table, event set up, food preparation, take down and final clean up.
Volunteer	New Parent	New Parent Coordinator (2 Positions - One per Pool)	20 - 40 Hrs per Season		Organize and host a new parent orientation meeting and remain the New Parent contact throughout the season. Be the liaison for new families who join the club throughout the season. Be available to answer questions and provide guidance to new families, either poolside or via email. A regular presence at the pools is expected.
Treasurer	Finance	Finance Member (4 Positions - Two per Pool)	5 - 6 Hrs per Quarter		Assist the Treasurer with the budget process. Provide hands-on financial report reviewing support to the Treasurer. Provide advisory support to help finance continuously improve reporting and overcome cost constraints.
Team Manager	Action Squad	Action Squad Coordinator (7 Positions - One per Age Group)	15 - 20 Hrs per Season		Assist with the distribution of equipment and execution of events such as the swim-a-thon, food bank food drive, spring clean-up and numerous other events held throughout the season. This role combines the previous swim-a-thon, equipment supply and community spirit roles and responsibilities all into one. One family per age group: Airdrie Genesis (AG1, AG2, AG3) Calgary Thornhill (AG1, AG2, AG3) Repsol (Sr).
	Away Camp	Away Camp Coordinator (2 Positions)	20 - 40 Hrs per Season		Organize and coordinate various fundraising activities for the away camp. Act as a liaison between the Head Coach and the parents to get all the documents in place for travel, insurance, etc. Work on logistics regarding the trip. Away Camp is held in the spring during even years: 2018, 2020, 2022, etc. Odd years should be spent working with the Head Coach sourcing and securing venues and planned activities. Even years should be dedicated to fundraising.

Competition	Hospitality	<p>Hospitality Coordinator</p> <p>(6 Positions)</p>	20 - 30 Hrs per Event		Organize and coordinate the food service for each hosted meet. Supervise and train the hospitality volunteers. Manage all food, equipment, utensils, purchasing supplies, food preparation. Oversee the session volunteers and hospitality suite during the event, including set up and tear down. Two Coordinators will be assigned per hosted session and this will count as one officiating commitment (each).
		<p>Hospitality Member = (No Longer A Committee Role)</p> <p>(Sign-Up With Officials Coordinator)</p>	Not Applicable	Not Applicable	Hospitality Member is no longer a 'Committee' role. In lieu of Officiating, members who haven't obtained their Level One officiating status now have the option of working as a hospitality volunteer during hosted swim meets. Hospitality volunteers will be required to sign up prior to the hosted swim meet in the same way that the Officials sign up to Officiate through the Officials Coordinator. Various hospitality volunteers will be assigned per hosted session and this will count as one officiating commitment.
	Officials	<p>Officials Coordinator Hosted Meets</p> <p>(1 to 2 Positions)</p>	10 - 20 Hrs per Event		Organize and assign all positions required for hosted meets. Monitor member qualifications and encourage members to be continually upgrading their officiating skills. Pass on officiating information to the Officials Database Coordinator and other clubs regarding officiating duties completed. Each hosted session worked will count as one officiating commitment.
		<p>Officials Coordinator In-Training</p> <p>(1 to 2 Positions)</p>	10 - 20 Hrs per Event		Organize and assign all positions required for hosted meets. Monitor member qualifications and encourage members to be continually upgrading their officiating skills. Pass on officiating information to the Officials Database Coordinator and other clubs regarding officiating duties completed. Each hosted session worked will count as one officiating commitment.
		<p>Officials Coordinator Non-Hosted Meets</p> <p>(1 Position)</p>	2 - 5 Hrs per Event		Organize and staff on-deck officiating positions for non-hosted swim meets. Communicate with other swim clubs both before and after non-hosted meets to determine who from NCSA volunteered.
		<p>Officials Database Coordinator</p> <p>(1 Position)</p>	2 - 5 Hrs per Event		Keep detailed records of each officiating level parents have achieved. Update the Officials database on the Swim Alberta website with the most current levels of certification obtained by members.
	Meet Management	<p>Meet Manager</p> <p>(2 to 3 Positions)</p>	30 - 80 Hrs per Event		Organize, manage and coordinate all activities related to hosted meets. This position requires full officiating certification – can be in-training while gaining the certifications. Minimum qualifications: have officiated at least one "desk" position (ie: Clerk of Course, Recorder Scorer, CFJ, Electronics). Approximate Workload: 30 to 40 Hours per Junior Circuit Meet, 40 to 60 Hours per four session meet, 60 to 80 Hours per six session meet. This is a long-term assignment typically 2 or 3 years. Each hosted session worked will count as one officiating commitment.
		<p>Meet Manager In-Training</p> <p>(1 to 2 Positions)</p>	30 - 80 Hrs per Event		Assist the Meet Manager while learning how to organize and manage hosted meets. This position requires full officiating certification – can be in-training while gaining the certifications. Minimum qualifications: have officiated at least one "desk" position (ie: Clerk of Course, Recorder Scorer, CFJ, Electronics). This is a long-term assignment typically 2 or 3 years. Each hosted session worked will count as one officiating commitment.
		<p>Meet Management Electronics</p> <p>(2 to 3 Positions)</p>	2 to 5 Hrs per Event		Coordinate the electronics set up and take down for hosted meets and time trials including computers, printers and network. Maintain software. Assist the Meet Manager as required.
		<p>Meet Management Coordinator</p> <p>(1 to 2 Positions)</p>	2 - 5 Hrs per Event		Coordinate and schedule the meet management members with the set up and take down for hosted meets and time trials. Assist the Meet Manager as required.
		<p>Meet Management Member</p> <p>(10 to 15 Positions)</p>	2 - 5 Hrs per Event		Set up and take down for hosted meets and time trials. Be prepared to help however necessary including the lifting of heavy objects and abiding by venue restrictions including waiting on clearance or items from the venue operator. Assist the Meet Manager as required.

Fundraising	Casino	Casino Coordinator (1 Position)	30 - 40 Hrs per Casino		Responsible for the organization of one to two Casino's per year as hosted by the club. One Casino is under the banner of the Airdrie Swim Club (ASC) held every 18 months and the other is under the banner of the Thornhill Thunderbolts Swim Club (TTSC) held every 12 months. Exact casino dates will be determined by random draw by the AGLC and sent to the Director of Fundraising as the dates draw closer.
	Bottle Drive	Bottle Drive Coordinator (3 to 5 Positions)	5 - 10 Hrs per Drive		Responsible for the organization, leading and overall coordination of bottle drives. Tasks range from organizing swimmer and parent sign in, assigning the drivers maps and areas, ensuring signs are put up in neighbourhoods and removed following the bottle drive, helping unload vehicles and organizing food and refreshments. Ensure that all tasks related to the bottle drive have been successfully accomplished.
		Bottle Drive Member (5 to 10 Positions)	5 - 10 Hrs per Drive		Assist the coordinator with the various bottle drive duties. Tasks range from organizing swimmer and parent sign in, assigning the drivers maps and areas, ensuring signs are put up in neighbourhoods and removed following the bottle drive, helping unload vehicles and organizing food and refreshments. Complete all the tasks required to run a successful bottle drive.
	Fundraising	Fundraising Event Coordinator (3 to 5 Positions)	20 - 30 Hrs per Season		Organize and manage the various fundraising events for the club such as: Westjet and/or Air Canada Raffle, fill your freezer fundraiser (meat and perogies) gearing up for xmas fundraiser (gift card survivor), wine survivor, Calgary Flames and/or Calgary Hitmen 50/50 ticket fundraiser, Raffle and Silent Auction, etc. Solicit donations from members and local businesses. Organize committee members for pickup and delivery of donated goods.
		Fundraising Event Member (10 to 15 Positions)	10 - 20 Hrs per Season		Assist the coordinator with the various fundraising efforts within the club. Participate in the organization and successful execution of the clubs various fundraising activities.
	Co-op / Safeway	Co-op / Safeway Coordinator (2 Positions - One per Pool)	5 - 10 Hrs per Month		Arrange the purchase of Co-op and Safeway gift cards to benefit member swim accounts. Communicate with members regarding the program, collect orders, place orders on an ongoing basis. Complete bookkeeping for cards. Submit payments to the bookkeeper and communicate with the Treasurer. Arrange for pick-up of payment and distribution of gift cards.