



Description of Volunteer Opportunities 2021-2022

## Board Member Opportunities

### President (Elected Board Position)

#### 40 Points

Accountable for the general oversight and direction setting of the Club.

Responsible for Club management and supervision, including:

- setting Club's direction and vision;
- presiding at and chairing Club meetings when present;
- signing Club resolutions and overseeing preparation of the annual report;
- drafting and negotiating coaches contracts, and reviewing annual coaching performance. In cases where a new Head Coach is needed, the President will take a lead role in recruitment and engagement of this individual, including negotiating scope and compensation;
- representing the Club at a sport level in discussions about general water polo policy and procedures at the community and provincial level ensuring Club representation on the Alberta Water Polo Association ("AWPA") Board;
- and ensuring the Club has required pool times in the best available slots. This includes liaising with the Head Coach to coordinate pool times;
- overseeing schedules for team practices in our various communication tools (website, etc.) and communicating schedule changes through Team Managers and/or coaches;
- overseeing recruitment, marketing and fundraising efforts for the Club, working closely with the Director of Marketing.
- make sure records are filed with Water Polo Canada ("WPC") and WPC databases are accurate;

**This individual has financial signing authority and is required to attend Board Meetings.**

### **Vice President** (Elected Board Position)

#### **30 Points**

Responsible for assisting the President in the general management of the Club, including the following particular duties:

- coordinating leagues and tournaments, ensuring players have quality competitive opportunities;
- coordinating volunteer requirements for games and tournaments as required (i.e., minor officiating positions, setup and takedown, etc.);
- working with the Volunteer Coordinator to fill positions and leading tournament organization as required;
- working with Team Managers and/or coaches to develop out-of-town tournament rosters early and communicating requirements to members through Team Managers (or directly) about costs, timing, and travel arrangements;
- working with organizing bodies to ensure adequate tournament referees are available

**This individual is required to attend board meetings.**

### **Treasurer** (Elected Board Position)

#### **40 Points**

Accountable for Club finances. The Treasurer is responsible for managing and handling the Club's financial resources and records. This includes:

- maintaining accurate, transparent and retrievable financial records that may be subject to audit/review by the Board or other external agents such as the Alberta Gaming and Liquor Commission, Alberta Water Polo Association, Revenue Canada, and others.
- Basic tenets of good accounting practices (ledgers, expenditure/revenue tracking) are essential to this position.
- working with the Registrar to ensure members pay their fees on time and are given receipts for those payments accordingly;

- handling Club bills, verifying their accuracy, and paying them promptly;
- Managing payroll and approved expenses for coaching staff
- creating a budget and presenting it for approval at the AGM;
- tracking expenditures against revenues in alignment with the approved budget and reporting cost variances;
- managing bank accounts and relationships with financial institutions;
- preparing year-end financials (income statements, etc.);
- filing GST, AGLC Gaming, CRA and Annual Registry Returns as required; and
- reconciling bank statements.
- Present a reviewed statement of the financial position of the club at the AGM

This individual is required to attend board meetings.

#### **Secretary** (Elected Board Position)

##### **30 Points**

Accountable for documenting and maintaining Club records and accurate recording of Club proceedings. Responsible for keeping Club records and taking minutes at meetings and other official Club activities when required, including:

- putting together meeting agendas and providing necessary notices;
- recording meeting minutes;
- capturing motions and resolutions;
- capturing action items and reviewing same with Directors;
- facilitating Board orientations; and
- keeping and updating the Club Handbook and other Club documents.

This individual is required to attend Board Meetings.

**Registrar** (Elected Director at Large Board Position)

**40 Points**

Accountable for Club membership. Responsible for managing Club membership, this person will:

- work with Team Managers to keep membership records current and maintain accurate online membership lists
- process tryouts and full registrations and collects fees
- Tracking payments of fees and communicating with members to ensure they are in good standing financially with the Club.
- revise and publish the annual registration package, a responsibility partly shared with the Board (setting fees), the Volunteer Coordinator (determining volunteering positions and need), and Fundraising Coordinator (setting fundraising commitment). The Club Registrar is ultimately responsible for the final, timely issue of the package.

**This individual may attend Board Meetings.**

**Equipment & Facilities Manager** (Elected Director at Large Board Position)

**20 Points**

Accountable for Club equipment and facilities used by the Club for practice or hosted competitions. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- under the directions of the President, overseeing schedules for team practices in our various communication tools (website, etc.) and communicating schedule changes through Team Managers and/or coaches;
- overseeing athlete sizing, ordering, and distribution of player swimsuits, t-shirts and other gear; and
- tracking and managing Club equipment including balls, nets and other, replacing same as required;

When there is sufficient volunteer support, an Equipment Coordinator position

may be filled and that role will take on the management of equipment and athlete gear under the direction and coordination of the Equipment and Facilities Manager.

*This individual may attend Board Meetings.*

**Marketing Manager** (Elected Director at Large Board Position)

*20 Points*

Accountable for Club communication, recruiting, and fundraising. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- developing and executing promotional strategies to grow Club membership and promote the Club externally in the community;
- overseeing website and other communication tools utilized by the Club (i.e., Team Pages, Instagram, Twitter, newsletters, Facebook, etc.) to promote effective communication internally and externally; and
- developing and executing fundraising strategies and objectives, including researching and developing sponsorship, grants, and other fundraising opportunities;

*This Individual may attend Board Meetings.*

**Safety and Minor Officials Director** (Elected Director at Large Board Position)

*20 Points*

Accountable for Club members health and safety. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- developing and executing all health and safety procedure for the Club(i.e, Concussion and Covid Protocol)
- along with the President and Head Coach ensure that all members of the Thunderbirds Water Polo Club adhere to the Code of Conduct and work with members to find resolutions to incidents as they occur.
- Keep accurate record of all incidents that pertain to the health and safety of all

members

- familiarize yourself with all Safe Sport protocol as outlined by Alberta Water Polo.
- Ensure that parents and coaches have taken the Respect in Sport Program
- Responsible for ensuring that the clubs minor official positions are filled for each hosted tournament;
- Assist with training and orientation of minor officials

This Individual may attend Board Meetings.

**Covid 19 Club Response Coordinator**(Elected Director at Large Board Position)

20 Points

Accountable to the clubs to ensure it is able to provide a safe return of athletes to water polo and quickly respond to any potential cases or outbreaks of Covid 19 within the club. Responsible for assisting the President in the general management of the Club, this individual has the following particular responsibilities:

- Keep up to date on policies and procedures published by: Alberta Water Polo Association, Return to Water Polo, Water Polo Canada, Facilities utilized by the club, Municipal and Provincial Governments and Public Health Agencies Facilities
- Learn and comply with facility usage requirements
- Ensure the facility has:
  - o an Emergency Action Plan that is current and complete for each location.
  - o A Health & Safety Kit that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available at each location.
  - o Proper signage is in place so that all risk mitigation measures within the facility are easy to follow.
- Report to your club board, managers and coaches on any practice restrictions or recommendations from the facility.
- Collaborate and coordinate with facilities in the instance that any new COVID-19 cases arise. Communication
- Create, implement and maintain contact tracing logs for every club practice or event for all athlete, coaches, volunteers or spectators for your club
  - o Contact

tracing logs must

- Be the primary club contact to address all club concerns/issues regarding COVID-19
- Ensure training groups and cohorts (when approved by AWPA) comply with AWPA Return to Water Polo Policy and Procedures o AWPA will spot check all clubs for compliance
- Advise the club board and coaches of any need to modify, restrict, postpone, or cancel club activities due to an evolving COVID-19- related case, outbreak\* or emergency within the club or at the facility.
- Report a club related COVID-19 outbreak\* to the AWPA COVID-19 Response Coordinator. \*An outbreak is defined as 2 or more cases of COVID-19 diagnosed within a training group within a 14-day period.

**This Individual may attend Board Meetings.**

### **Non Board Volunteer Opportunities**

#### **Team Managers; 1 per team**

**10 Points**

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12U (1 each for girls and boys)

14U ( 1 each for girls and boys)

Youth (1 each for girls and boys)

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;
- Take Photo of team member for team Roster,
- Take Pictures at games and upload to team pages.

### **Fundraising Coordinator**

10 Points, 2 Positions

- Assist Marketing Manager in developing and executing fundraising strategies and objectives, including researching and developing sponsorship, grants, and other fundraising opportunities;

### **Minor Official Shift**

5 Points, per shift (3 Games Per Shift)

- All parents are required to take the Minor Official course available through Waterpolo Canada.

### **Pool Deck Deputy**

5 Points, per shift (3 Games Per Shift)