



# 2024 Parent Handbook

North Vancouver Cruisers  
Summer Aquatics Club

[www.cruisersaquatics.com](http://www.cruisersaquatics.com)

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## PRESIDENT'S MESSAGE

On behalf of the board of directors, I want to welcome you to the North Vancouver Cruisers Summer Aquatics Club ("Cruisers Aquatics"). This handbook is intended to provide key information about the club and all it has to offer. As you read it, I hope you are also inspired to take an active role in shaping the future of the club for the benefit of all of Cruisers Aquatics' athletes.

The purpose of the club is to promote an active community of engaged youth through aquatic sports. Our goal is to become a leading aquatics club within the B.C. Summer Swimming Association ("BCSSA") that inspires young athletes to reach their full potential in and out of the pool. To that end, Cruisers Aquatics relies on parent members to foster a vibrant community through leadership and volunteerism, as well as to model the club's core values (see "Cruisers Aquatics Core Values" below).

Young athletes are more likely to remain engaged in sport throughout their lives when they are given opportunities to enjoy their activities, and to participate in multiple sports rather than specializing in one sport at a young age.<sup>1</sup> Our club is one of the few clubs in the BCSSA that offers training and competition opportunities in all four disciplines for all members, and athletes are encouraged, though not required, to participate in the various sports our club offers.

Success is not defined by the number of medals on a young athlete's wall. We succeed as a club every time we help an athlete:

- Develop a lifetime love for aquatic sports through enjoyment and fun;
- Build self-confidence, courage and perseverance; and
- Understand that teamwork, respect, belonging, integrity and fair play are the hallmarks of excellence.

All BCSSA clubs and competitions are entirely operated by parent volunteers. In order to succeed, Cruisers Aquatics counts on all members to donate their time to plan, organize, and run events for the athletes including competitions, fundraisers, and social events. The more we, as parents and community members, put into the Club and swim season the more we all get out of it.

I look forward to working with each and every one of you towards creating an active and empowering community for all of our athletes.

Kim Bernard  
President, North Vancouver Cruisers Summer Aquatics Club

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<sup>1</sup> Swimming/Natation Canada, *Long Term Athlete Development Strategy*, p. 10 ("Specialization": "Swimming skills should be introduced at very early ages, and refined through the key motor learning Fundamentals stage. The important balance at these early stages is one of skill development versus performance development. ... Talent and elite potential are extremely difficult to assess until children fully realize adolescence. Prior to this stage, the key focus should be on the development and mastery of skills, and the acquisition and expression of a love for the sport.")

# WELCOME TO CRUISERS AQUATICS!

Cruisers Aquatics is a non-profit society run by parent-volunteers that has actively promoted swimming and related aquatic sports on the North Shore since 1971. The club is an active member of the BCSSA (British Columbia Summer Swimming Association). Our purpose is to provide training and competition in an environment that encourages fun, sportsmanship, team spirit, and achieving your personal best. Children as well as parents are sure to develop friendships, have lots of fun, and create lasting lifelong memories.

## KEY INFORMATION

### Overview

Participating in Cruisers Aquatics means the year will be filled with friends, fitness and fun. We offer a “learn to swim” Splash program focusing on developing younger children's confidence and endurance to swim a length of the pool unassisted. Once they can swim a full length of on their own, children graduate to full membership and participate in the beginners’ level training programs offered in each discipline. Cruisers Aquatics offers training for athletes of all ages and abilities including experienced athletes, and in addition to our main summer season, we also offer fall/winter “maintenance” training sessions in accordance with BCSSA practices. The club also holds a variety of social events to delight all age groups.

The club focuses on providing positive training experiences in all four aquatic sports. Regular optional competitions with other BCSSA clubs offer opportunities to build a strong sense of community with teammates and other families; they are intended to introduce younger swimmers to basic racing opportunities to give them an understanding of competition, and can help develop self-confidence and courage, and perseverance. We encourage all athletes to participate in at least one competition.

The Cruisers “Hootenanny” swim meet is a signature summer event for many clubs in the province. Starting in 2023, North Vancouver Cruisers partnered with our fellow Vancouver & Districts club (Vancouver Supersharks) to host, coordinate and plan the legendary Hootenanny. Fun Facts: the Hootenanny is the only summer aquatics event other than the BCSSA Provincials Meet to combine all four aquatics disciplines. It has historically been known as the second largest summer swim meet in BC. It is an important event for our club and parents are asked to volunteer throughout the weekend.

## Strategic Plan

In 2017 Cruisers Aquatics held feedback sessions with members to receive constructive comments and suggestions to help improve the club. In the winter of 2018, the Board of Directors held a strategic planning session to develop a unified purpose and vision for the club, and to identify our mission, values, and priorities. The Cruisers Aquatics Strategic Plan is as follows:

**PURPOSE:** To promote an active community of engaged youth through aquatic sports.

**VISION STATEMENT:** NVC will be the leading aquatics club in the BCSSA inspiring youth to reach their full potential in and out of the pool.

### **MISSION STATEMENT:**

A) NVC provides an empowering community for youth to develop their life skills through:

- Quality aquatics coaching
- Youth leadership development
- Structured training and competition opportunities
- Meaningful volunteerism for youth and parents
- Fun events and activities

B) The NVC is in alignment with the Swimming/Natation Canada Long Term Athlete Development Strategy

The Board of Directors is focused on the following priorities to help achieve its purpose & vision:



## Fundraising

Fundraising is a key component to the financial health of our club and programs. We rely on fundraising initiatives to meet our club's expenses, focusing on minimizing training fee increases. Cruisers, as a non-profit organization, relies on and encourages our members to participate in all fundraising campaigns in order to keep the total cost of all groups in the club at a reasonable level.

## Communication

If you have any questions or concerns, please email your coach directly and they will do their best to respond within 24 hours. Please avoid approaching coaches on deck and they will not be responding to group chats or direct messages in TeamSnap.

They can be reached at:

Artistic Swimming Head Coach	<a href="mailto:headcoach.artistic@cruisersaquatics.com">headcoach.artistic@cruisersaquatics.com</a>
Diving Head Coach	<a href="mailto:headcoach.dive@cruisersaquatics.com">headcoach.dive@cruisersaquatics.com</a>
Speed Swimming Heach Coach	<a href="mailto:josheng@cruisersaquatics.com">josheng@cruisersaquatics.com</a> <a href="mailto:lukasforssander@cruisersaquatics.com">lukasforssander@cruisersaquatics.com</a>
Water Polo Head Coach	<a href="mailto:headcoach.waterpolo@cruisersaquatics.com">headcoach.waterpolo@cruisersaquatics.com</a>

The coaches do their best to reply to your email within 24 hours.

Emails will be sent both by the Club Executive and your child's coach containing information about upcoming events, deadlines, social events, and competitions. It is critical that you read the emails thoroughly to ensure you don't miss any important details!

## Calendar

We use Teamsnap for our season's group specific schedule and communications. You will receive invitations from Teamsnap before the start of the season. Please make sure to accept all of them! You can also find our club schedule on our website at <https://www.cruisersaquatics.com/calendar>

## Social Events

Cruisers Aquatics encourages social interaction and team building within the club. Each year a variety of fun social activities are hosted throughout the swim seasons. As with all club events, they are volunteer-led. The parent volunteering is a key strength and social fabric of the club. It is also a great opportunity to support the club and have some fun with your kids! We strongly encourage all parents to contribute and volunteer with the club in some capacity. For more information on this, refer to the Volunteering section of this document.

### Calendar of Social Events

All social events are posted on our calendar on TeamSnap and Google Calendar on our website. Look for email and our social media for social announcements and details.

# CRUISERS AQUATICS DISCIPLINES

## Artistic Swimming

The goal of the Cruisers' Artistic Swimming Program (formerly "Synchronized" Swimming) is to create a fun atmosphere involving teamwork and commitment, as well as developing new skills. There is the option for either Recreational or Competitive programs this year. For competitive swimmers there will be the opportunity for 1-2 invitational meetings, as well as a Regionals and Provincials meet towards the end of the Summer. Provincials is the largest competition of the season and we hope everyone commits themselves to it! Provincials this year is at UBC so it is local.

Competitive Teams are formed in the first few weeks of May based on the age and ability of the swimmer. Each swimmer will be placed on a team with similar ages and abilities. Each team will then be categorized as either Beginner, Intermediate, or Advanced. Because artistic swim teams practice complex choreography, members are expected to attend all practices for their level. It is not possible to join an artistic swim team late.

Athletes who accept a competitive position in an artistic swimming team must regard their placement as a season-long commitment including, and especially, attending artistic swim teams competitions. Athletes must adhere to the following rules:

- Mandatory attendance of all competitions (only exceptions being illness or injury)
- Relaying of all absences by email to the artistic team coach
- Purchase of costume swimsuits for competitions

Any athlete who does not follow the above rules runs the risk of having their team position forfeited.

Athletes who do not want to compete, will be part of a Recreational team. The Recreational teams will work on basic artistic swimming skills and will work on a routine that we will showcase at a water show at the end of the summer. This is geared towards swimmers who are not interested in competing or are unable to commit to the requirements of the Competitive Team.

## Artistic Swimming Age Locator



BCSSA Artistic Swimming		2024	Age Locator
<b>7.1 Athlete Categories and Age Divisions</b> An athlete's age as of December 31st each year, aquatic participation in the non-competitive season and skill level shall be used to determine the athlete's category. All athletes shall declare all artistic swimming participation that occurs from September 1 of the previous year through to April 30 of the current year.			
Categories	Age Divisions		
Summer Categories (S)	Div 3: 12U (aged 12 & under) Div 4: 13O (aged 13 & over)		
	Div 3: 12U (aged 12 & under) Div 4: 13O (aged 13 & over)		
	Div 3: 12U (aged 12 & under) Div 4: 13O (aged 13 & over)		
Open Categories (O Cat)	PS 12U (Provincial Stream)		
	PS 13-15 & NS (National Stream)		

In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.



## Diving

The sport of diving involves the development of athletic skills including strength, stamina, balance and coordination, while at the same time promoting artistic self-expression as the diver's body moves through the air. Both a sport and an art form, diving provides excellent opportunities for individuals to develop a broad range of athletic, artistic, and personal life skills such as goal setting, concentration and emotional control.

Cruisers Aquatics divers build friendships, encourage team members, and most importantly, have a lot of fun. Children as young as six years old are welcome, if they can listen to instruction, swim comfortably in deep water and participate well in a group.

Training groups will be decided upon age and ability/skill. Divers train to perform dives from all the dive groups, including forward, backward, reverse, inward and twisting dives. In addition to the regular practice sessions, there are a couple optional competitions throughout the summer months, where divers have an opportunity to compete in one-meter and three-meter springboard events. Competitions are open to divers, at all levels. Competition level/ group is determined by the child's age as of December 31.



BCSSA 2024 Age Locator					
Diving & Water Polo					
Diving			Birth Year	Water Polo	
Cat "O"	3M	1 M			
O Cat 4	20 & Over	20 & Over	2004 & earlier	19 and older	O Cat 8
O Cat 3 (14 - 19)	17-19	17-19	2005	18 U	O Cat 2 (Was rostered for NCL Westerns and/or Nationals)
			2006	18 & Under	
	15 & 16	15 & 16	2007	16 U	
			2008	16 & Under	
			2009	14 U	
O Cat 2	13 & 14	13 & 14	2010	14 & Under	
			2011	12 U	
	11 & 12	11 & 12	2012		
			2013		
O Cat 1	9 & 10	9 & 10	2014	12 & Under	
	8 & Under	8 & Under	2015		
			2016 & earlier		

Note: December 31 is the determining date for ages

*In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.*

## Water Polo

If you are familiar with European handball, water polo is like handball in the water! If not, it is sort of like a cross between basketball and soccer. Water polo is fast paced, exciting, and extremely fun to play! It takes good team skills as well as individual strength and endurance.

In BCSSA, water polo follows beach water polo rules. Games are played 4 on 4, with both teams consisting of 2 girls and 2 boys. The objective is to swim and pass the ball into the opponents' end, and to score points by throwing into a net defended by a goalie. There are different age categories, determined by the player's age as of December 31 of the current year. In addition to the competitive teams, Cruisers Aquatics offers a novice water polo program to introduce the players to water polo in a fun and semi-structured format where the players learn some of the basic skills and rules of the game. New players are welcome to join the team at any time.



BCSSA 2024 Age Locator					
Diving & Water Polo					
Diving			Birth Year	Water Polo	
Cat "O"	3M	1 M			
O Cat 4	20 & Over	20 & Over	2004 & earlier	19 and older	O Cat 8
O Cat 3 (14 - 19)	17-19	17-19	2005	18 U	O Cat 2 (Was rostered for NCL Westerns and/or Nationals)
			2006	18 & Under	
	15 & 16	15 & 16	2007	16 U	
			2008	16 & Under	
			2009	14 U	
O Cat 2	11 & 12	11 & 12	2010	14 & Under	
			2011	12 U 12 & Under	
O Cat 1	9 & 10	9 & 10	2012		
			2013		
			2014		
	8 & Under	8 & Under	2015		
			2016 & earlier		

Note: December 31 is the determining date for ages

*In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.*

## **Speed Swimming: Splash**

### **Splash Program**

At the entry level for Cruisers is the Splash Program. This is a program for younger children between 5-7 years old. Splash practices take place in the shallow tank of the pool. To qualify for the Splash program, kids must be able to put their head under water and be comfortable swimming up to an hour unassisted. Coaches will NOT be in the water with the swimmers.

## **Speed Swimming: Full Program**

### **Full Membership Program**

Cruisers Speed Swimming provides an opportunity for athletes to improve their technical ability and raise their confidence in the water. They will learn all four competitive swimming strokes, teamwork, and fair play.

Groups are made up of swimmers who are approximately the same age and ability level, and have one main coach. Each group will have between 4 to 5 practices per week. Athletes are welcome to attend as many practices as they choose, keeping in mind that the more practices they attend the greater the improvement they will see in their swimming ability.

As part of the Full Membership Speed Program, athletes can compete at a number of different swim meets throughout the summer. Participation at swim meets is strongly encouraged. They are a lot of fun and are always a fantastic social and team building experience for swimmers AND parents. To learn more about swim meets, see the next section on competitions and swim meets.

# COMPETITIONS

## Speed Swimming Swim Meets

In the world of speed swimming, a swim competition is also known as a “swim meet”. Athletes can compete at a number of different levels from development meets (for beginners) up to the Provincial Championships in August (Regional Qualification Dependant). Throughout the season there are many opportunities to race, but you must RSVP in order to attend.

Participation at swim meets is strongly encouraged. They are a lot of fun and are always a fantastic social and team building experience for swimmers AND parents. They are also a great way to track your progress throughout the season. Parents of swimmers participating in competitions have lots of opportunity to earn some volunteer points helping for at least one timing or officiating shift at each competition.

### Meet PDF Information Packages, Entries & Results

Each meet typically publishes a meet information package with details such as location, time, fees, events, and deadlines. As Meet Packages can be found on the BCSSA website: <https://www.bcsummerswimming.com/2022-meet-package-results>

### Meet Fees

Swim meets typically have competition fees of varying types. Sometimes the fee is a flat fee per meet, and other times the fees are charged by the number of races you participate in. The fees for each meet can be viewed in the meet packages published for each meet. Individual event costs, or flat meet fee costs, will continue to be the responsibility of the member:

- **Individual Events Fees:** each swimmer will be charged for the individual events that they are registered for. Individual event fees vary from meet to meet - within the \$8-\$15 range per event.

Members will be charged the individual meet fees (via Active) on the date of the **Scratch Deadline** on the credit card they used to register and pay. Speed coaches will communicate (via email) ahead of the meet the number of individual racers a swimmer will be in.

If there are any outstanding meet fees at the end of the summer, you will receive an invoice and will be ineligible to register for any upcoming season until the balance is paid.

## Race Selection

Coaches are responsible for selecting races (events) for swimmers at each meet. It is the parents responsibility to RSVP prior to the deadlines set by the coaches. Typically swimmers will race in 2 events per day plus a relay for a total of 4-6 races per weekend. Coaches will select events so that all swimmers will have an opportunity to race in all races.

Draft entries will be emailed after the Parent Deadline. It is the responsibility of parents to review the posted entries prior to the Scratch Deadline. The draft entries will be updated with the final entries after the Scratch Deadline. See the next section for information about the different meet deadlines.

## Meet RSVP's

In order to attend a swim meet you must RSVP using Google Form sent out by your coach two weeks prior to the meet. If there are any additional information, email your coach directly. RSVP's must be received prior to the Parent Deadline.

- The **Parent Deadline** is the last date in which the club accepts RSVPs for attending a swim meet. Parents need to RSVP before this date.
- The **Coach Deadline** is the deadline the coaches have to submit their entries to the club that is hosting the swim meet. After the deadline coaches are usually unable to make additional entries to the meet.
- The **Scratch Deadline** is the deadline coaches have to withdraw (aka. scratch) swimmers from the meet. If you withdraw from the meet before this date, you do not have to pay any meet fees. After the scratch deadline there are no refunds for withdrawal (typically for any reason including illness without exception). If a scratch deadline is not listed, the deadline is the same as the coach deadline.

## Speed Swimming Age Categories (Divisions)

When you race at a swim meet, athletes are divided into categories based on their age and their "summer status". To see what division your swimmer will be in this year and for future years you can use our BCSSA Age Locator here or see the image on the next page:

- <https://www.bcsummerswimming.com/age-locator>

BCSSA 2024				
Speed Swimming				
Speed Swimming		Birth Month	Birth Year	Age
Cat "O"	Div "S"			
O8 (Div VII & Over)	O8 (20 & Over)	Jan - Dec	2002 & earlier	20 years and older
		Jan - Dec	2003	
		Jan - Apr	2004	
	Div. VII	May - Dec	2004	17 - 19 years
		Jan - Dec	2005	
		Jan - Dec	2006	
		Jan - Apr	2007	
O2 (Div IV - VI)	Div. VI	May - Dec	2007	15 & 16 years
		Jan - Dec	2008	
		Jan - Apr	2009	
	Div. V	May - Dec	2009	13.5 - 15 years
		Jan - Oct	2010	
	Div. IV	Nov - Dec	2010	12 - 13.5 years
		Jan - Dec	2011	
Jan - Apr		2012		
O1 (Div III & Under)	Div. III	May - Dec	2012	10.5 - 12 years
		Jan - Oct	2013	
	Div II	Nov - Dec	2013	9-10.5 years
		Jan - Dec	2014	
		Jan - Apr	2015	
	Div I	May - Dec	2015	8 years and under
		Jan - Dec	2016	
Jan - Present		2017 & later		

April 30th is the determining date for ages. Some clubs have an additional 'division' known as Turtles or 6& unders. These swimmers must qualify as a Div 1 swimmer to qualify for Regional & Provincial Championships.

All Div 8 swimmers shall be classified as O8.

In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.

## Artistic, Diving and Water Polo Competitions

### Artistic

- Athletes will commit to competing or not at the start of the season. Those on the Competitive Teams will be emailed the competition details and reminders as the competitions approach.
- Prior to each competition a swimmer is entered in, the related meet fees will be owed. Payment can be made via e-transfer or QR code/ square link provided by the club. The amount owed will be communicated to parents via email.

### Dive

- Prior to each meet, parents will receive email communication with the competition details. Please ensure to respect the deadline to confirm if your child will be attending that meet.
- Prior to each meet a diver is entered in, the related meet fees will be owed. Payment can be made via e-transfer or QR code/square link provided by the club. The amount owed will be communicated to parents via email.

### Water Polo

- Prior to each tournament, parents will receive email communication with the competition details. Please ensure to respect the deadline to confirm if your child will be attending that tournament.
- Prior to each tournament a swimmer is entered in, the related meet fees will be owed. Payment can be made via e-transfer or QR code/square link provided by the club. The amount owed will be communicated to parents via email.

If there are any outstanding meet fees at the end of the summer, you will receive an invoice and will be ineligible to register for any upcoming season until the balance is paid.

## 2024 BCSSA Provincials

Provincials is the annual BCSSA meet that encompasses all 4 disciplines, from clubs across the Province. Swimmers in each discipline must qualify for Provincials through the Regional meets for each discipline.

**When:**

August 12-18, 2024

Schedule of Events:

Diving - Monday, Aug 12, 2024

Water Polo - Tuesday, Aug 13 -14, 2024

Artistic - Thursday, Aug 15, 2024

Swimming - Friday, Aug 16-18th, 2024

**Where:**

UBC Aquatic Centre, 6000 Student Union Blvd, Vancouver, BC V6T 1Z1

**Meet fees, shirts and swim caps:**

Families will be charged for meet fees (across all disciplines their swimmer participates in) along with the V&D swim cap and t-shirt.

## Discipline & Club Awards

At the end of each season, Cruisers has an awards ceremony to celebrate the end of the season and to recognize our outstanding athletes! Please watch for announcements and plan on attending this fun-filled night!



# VOLUNTEERING

## Volunteer coaching

Cruisers offers a volunteer coach program for athletes in speed swimming, diving, artistic and water polo. It is a great opportunity for the older athletes who are looking for a pathway into coaching. Interested athletes will need to speak to the discipline head coach and apply. There will be a mandatory Volunteer Coaches Clinic on May 11, 2024.

Please note, hours volunteered by volunteer coaches are not eligible hours to fulfill the parent volunteer requirement.

## Parent Participation Points and Volunteering

The Cruisers Swim Club is a parent run, not-for-profit children's swim club. In order to operate, the Club relies on parent volunteers. The club uses a point and deposit system for parent volunteer hours. This system helps to ensure that we have enough volunteers to organize and run the Club, our swim meets and other Club events. It also helps us reciprocate with other clubs that help in running our meets.

We require ALL parents to participate in some way. The children love seeing us taking part in their sport, the Club runs on volunteers and it's a great way to make new friends and learn more about the sport of swimming.

This is how it works:

- Each time you volunteer, please record your hours on the [Volunteer Point Form](#). The Club does not always keep records of when members volunteer, especially when volunteering at another club's event. Do not rely on the job signups as proof of your volunteering.
- 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.
- If you have more than one swimmer in the Club (for example, in Splash Deep and Group 3), PPP requirements are based on the child in the higher group (group requirements are shown below).
- **Cruisers host a swim meet in July called the Hootenanny. We need many volunteers to run our meet and everyone with a swimmer in the meet will be expected to help at least once at one of the sessions.**
- Complete and submit an electronic [Volunteer Points Form](#) for every Event you volunteer at.
- You can also earn Regular Points by officiating at other clubs' meets that the Cruisers compete at.
- Parent Participation Points earned do not carry forward to the next season.

## 2024 Volunteer Points Requirement

The number of points required per year will depend on the level of your swimmer(s). For families with two or more swimmers, the volunteer requirement is equivalent to the most senior swimmer.

The points are loosely proportional to the number of hours that each group trains, the Summer 2024 points requirements are as follows:

Membership type	Points Requirement
Splash	10
Full/Affiliate/Alumni	20

When you register for Summer 2024, you are agreeing to the above volunteer requirements. Each family will be required to submit a cheque for \$200, payable to **North Vancouver Cruisers Summer Aquatic Club** dated **Sept 1, 2024**. This cheque must be handed in prior to the first practice of the Summer 2024 season. Your swimmers will not be able to participate in any practices until this is received. You can hand the cheque in at the Pancake Breakfast. Upon receiving the cheques, they will not be cashed. If at the end of the summer, your family has not fulfilled their volunteer requirement, the cheque will be cashed. If your family has completed their volunteer requirement, you will be given back the cheque. As laid out on the previous page, it is your responsibility to submit your volunteer points.

Our volunteer vision is to have an exciting, invigorating volunteer program that engages all swimming families.

We are open to suggestions from members for ways of improving the club. If someone wants to volunteer to do something that is not on the list, they can contact the Club Manager at [clubmanager@cruisersaquatics.com](mailto:clubmanager@cruisersaquatics.com)

## Key Volunteer Job Opportunities

Job Title	Volunteer Name	Email Address	Points
<b>Board of Director Positions (20 pts)</b>			
President	Kim Bernard	<a href="mailto:president@cruisersaquatics.com">president@cruisersaquatics.com</a>	Full
Vice-President	Andrea Tully	<a href="mailto:vice.president@cruisersaquatics.com">vice.president@cruisersaquatics.com</a>	Full
Treasurer	VACANT	<a href="mailto:treasurer@cruisersaquatics.com">treasurer@cruisersaquatics.com</a>	Full
Secretary	Sarah Hamilton	<a href="mailto:secretary@cruisersaquatics.com">secretary@cruisersaquatics.com</a>	Full
Director Artistic	Berangere Petit	<a href="mailto:director.artistic@cruisersaquatics.com">director.artistic@cruisersaquatics.com</a>	Full
Director Dive	Damien Clapa	<a href="mailto:director.dive@cruisersaquatics.com">director.dive@cruisersaquatics.com</a>	Full
Director Waterpolo	Prabh Sanghera	<a href="mailto:director.waterpolo@cruisersaquatics.com">director.waterpolo@cruisersaquatics.com</a>	Full
Director Speed	Ian Young	<a href="mailto:director.speed@cruisersaquatics.com">director.speed@cruisersaquatics.com</a>	Full
Registrar	Tara Steinberg	<a href="mailto:registrar@cruisersaquatics.com">registrar@cruisersaquatics.com</a>	Full
Marketing Director	Kaitlin Lilley	<a href="mailto:director.marketing@cruisersaquatics.com">director.marketing@cruisersaquatics.com</a>	Full
Social Director	Cindy Lund Chow	<a href="mailto:director.social@cruisersaquatics.com">director.social@cruisersaquatics.com</a>	Full
<b>Annuals Positions (20 pts)</b>			
Volunteer Coordinator	VACANT	<a href="mailto:volunteer@cruisersaquatics.com">volunteer@cruisersaquatics.com</a>	20
Parent Participation Points Coordinator	Shirley Wong	<a href="mailto:volunteerpoints@cruisersaquatics.com">volunteerpoints@cruisersaquatics.com</a>	20
New Parent Liaison	Alix Da Lomba & Caroline Parmar		20
Cruisers Tent Coordinator	VACANT		20
Officials Coordinator	VACANT	<a href="mailto:officials.coord@cruisersaquatics.com">officials.coord@cruisersaquatics.com</a>	20
<b>Speed Group Coordinators</b>			
Speed Parent Group Coordinator	Kait Lilley	<a href="mailto:kaitlilley@gmail.com">kaitlilley@gmail.com</a>	15
Splash	Cynthia Li	<a href="mailto:cynthyli@gmail.com">cynthyli@gmail.com</a>	15
Group 1	Heather Reid	<a href="mailto:carbonsixty@yahoo.com">carbonsixty@yahoo.com</a>	15
Group 2	Sarah Hamilton	<a href="mailto:hamilton.sarahn@gmail.com">hamilton.sarahn@gmail.com</a>	15
Group 3	Malti Nijhowne	<a href="mailto:Malti.nijhowne@icloud.com">Malti.nijhowne@icloud.com</a>	15
Group 4	Kathryn Fowles	<a href="mailto:Kathfowles@yahoo.ca">Kathfowles@yahoo.ca</a>	15
Group 5	Christine German	<a href="mailto:christinepgerman@gmail.com">christinepgerman@gmail.com</a>	15
<b>Fundraising Coordinators</b>			
Fundraising Coordinator	VACANT		15
Fundraising - Flip Give	VACANT		15

<b>Job Title</b>	<b>Volunteer Name</b>	<b>Email Address</b>	<b>Points</b>
Fundraising - Neufeld Farms	VACANT		15

<b>Job Title</b>	<b>Volunteer Name</b>	<b>Email Address</b>	<b>Points</b>
<b>Training/Official Clinics</b>			
Attending training clincis	N/A		5
<b>Meet Officials/Volunteers</b>			
Head Referee			8/shift
Starter			8/shift
Stroke and Turn Judge			6/shift
Timing			2/shift
Meet Photographer			4/day

## Key Volunteer Job Descriptions

### Registrar (20 Credits)

- Cruisers Board of Directors position;
- is responsible, in consultation with the Head Coach and the Club Manager, for the development and distribution of the Club's registration package;
- is responsible for organizing, setting up, and overseeing registration day(s) and recruiting volunteers to assist with registration;
- oversees the registration of new members on an ongoing basis throughout the season;
- is responsible for computer entry of member's registration information, and for producing registration summaries and contact information for distribution on a monthly basis or as requested to the Head Coach and Treasurer;
- oversees the collection of all registration fees and other payments made in connection with the registration process and remits the payments and payment records to the Treasurer;
- ensures compliance with SwimBC, SNC, MSABC, and TriBC registration and payment requirements.
- requires good knowledge of Excel and web based programs.

### Treasurer (20 Credits)

- Cruisers Board of Directors position;
- makes all the financial arrangements for the Club as directed by the Board and oversees the integrity of the financial records;
- is responsible for the preparation of the gaming grant application and for ensuring compliance with gaming grant conditions and requirements;
- is responsible, in consultation with the board and Club Manager, for the preparation of the annual budget for the Club;
- is responsible for following up with delinquent accounts owed to the Club;
- works with the Fundraising Coordinator to ensure achievement of the fundraising requirements of the Club;
- reports monthly to the Board or as requested on Club finances;
- reports annually to the membership on Club finances at the Annual General Meeting.

### Volunteer Coordinator (20 Credits)

- maintains a list of current volunteers;
- responsible for filling the Cruisers volunteer positions;
- works closely with Group Representatives, Parent Participation Points Coordinator, website coordinator and Board of Directors.

### Parent Participation Points Coordinator (20 Credits)

- is responsible for advising parents on the requirements of the Parent Participation Point (PPP) system;
- communicates deadlines to and collects PPP reporting forms from parents;
- creates and maintains accurate records of parent participation points attained;
- provides reports to the Treasurer and the Board twice annually, or as requested, on the point status of all member families.

#### **Meet Chaperone (4 Credits Per Day)**

- assists with the care and supervision of all the Club's swimmers at swim meets, while parents are fulfilling their volunteer assignments;
- assists with getting swimmers prepared and ready for marshalling as requested by the coaches.

#### **Fundraising Coordinator (20 Credits)**

- works with the Board to identify, organize, and implement fundraising activities to assist the Club in controlling fee levels;
- works with and acts 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;
- reports to the Treasurer on a monthly basis.

#### **Fundraising Event Coordinators (15 Credits Per Event)**

- coordinates Club Fundraising Activity;
- works with the Fundraising Coordinator to coordinate fundraising event;
- opportunities include:
  - o Swim-A-Thon
  - o silent auction (?)

#### **Group Coordinator (15 Credits)**

- acts as a liaison between the parents of swimmers in the group and the Board, the Volunteer Coordinator and Coaches;
- will communicate, upon request, information from the Board, Volunteer Coordinator and Coaches to the parents of swimmers in the group;
- answers procedural questions from new parents, refers coaching issues to the group coach or Head Coach, and refers policy questions to members of the Board;
- distributes and gathers forms and payments for fundraising events, swim meets, parent participation point reporting, and social events;
- organizes at least one social event or activity per season for the group;
- assists the Board, Officials Coordinator, meet organizing committee, and fundraising event coordinators with the recruitment of volunteers from the group's parents to help with Cruisers meets and other Club events.

#### **Officials Coordinator (20 Credits)**

- is responsible for overseeing the training of Cruisers parents as officials (e.g.. timers, stroke and turn officials, clerks of the course, referees) for swim meets, including organizing officials' clinics for the training of Cruisers parents, and informing Cruisers parents of officials' clinics hosted by other clubs, to build the base of trained officials within the Club;
- maintains a roster of Club parents listing each parent's swim official status;
- works with the Meet Manager in organizing officials for all Cruisers hosted meets;
- recruits, organizes and schedules all Cruisers officials for non-Cruisers meets;
- acts as the Club's LMR Representative at monthly Lower Mainland Region Meetings, and reports to the Board on LMR proceedings and developments.

### **Club Photographer (5 Credits Per Day)**

- Attends meets, group or club functions and take pictures of swimmers, coaches, parents, etc;
- sends pictures to the Website Coordinator / marketing director.

### **Cruisers Tent Coordinator**

- Cruisers has 2 large pop up tents that are used at our swim meets
- Responsible for ensuring tents are at all swim meets: either transporting them to and from the meet themselves or coordinating with other parents to transport them
- Will be given the key to the storage unit where the tents are kept and can be stored here in between meets. The key must remain with the tent coordinator at all times

### **Meet Official**

- Senior Meet Officials (head referee, starter, etc) - 8 credits/session
- Stroke and Turn - 6 credits/session
- Timing - 5 credits/session All parents are requested to volunteer to time for one session at swim meets their children attend. In particular, distance events often require at least one parent to be present and timing for their child.
- Catering - 5 credits/session

### **President (20 Credits)**

- is the Chief Executive Officer and presides at all Board and General Meetings;
- works closely with the Head Coach and the Board to identify and implement the goals, directions, and policies of the Club;
- acts always in the best interests of the Club and its membership as identified by the Board in consultation with the Head Coach;
- is the official spokesperson of the Club and the Club's official representative;
- performs all duties required for the position and as may be assigned by the Board;
- is an ex-officio member of all Club committees;
- must have served on the Board for at least one year prior to election to this position.

### **Secretary (20 Credits)**

- is responsible for taking and producing the minutes of the Board and General Meetings, and distributing them to the Board Members within 14 days of the meeting;
- assembles the agenda and distributes it to all Board Members prior to a Board Meeting;
- is responsible for collecting all Board directed correspondence and keeping files as directed by the Board of Directors;
- is responsible for distributing Board Communications to the members;
- is responsible for filing the Annual Report with the Registrar of Companies within 14 days of the Annual General Meeting.

### **Vice-President (20 Credits)**

- assists the President and performs all duties of the President when the President is absent;
- strikes and monitors all Club committees;
- is responsible for keeping all Club insurance policies in good standing;

- is responsible for ensuring 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;
- is expected to be willing and able to assume the position of President upon the retirement of the current President, or when the position becomes vacant for any other reason.