



## Calgary Torpedoes Water Polo Club Volunteer Policy and Guidelines

### Definitions:

1. Members: athletes or parents/guardians of athletes who are minors
2. Season: September - June

### Purpose:

3. The success of the Calgary Torpedoes Water Polo Club is directly dependent on the dedication and commitment of its members to volunteer for the club. All of our athletes benefit directly from the contributions of our members' time in all capacities throughout the Club. The Club executive has constituted the following policy and guidelines to ensure that a transparent and fair expectation is set forth for all members of the club.

### Requirements:

4. Each member registered (not per family) is required to volunteer for a minimum of 12 hours during the season, excluding requirements 7, 8, 9.

Athletes and families may be required to volunteer additional hours based on the number of Calgary NCL events. Local NCL Clubs are mandated by Water Polo Canada to look after all hosting requirements when an event is taking place at their home location. NCL hosting requirements vary each year from one to four events each season. Events are not posted from Water Polo Canada until September.

\*\*\*Please note Volunteer hours for Alberta Open are NOT considered as part of this policy. This event is considered outside the scope of the season and does require a separate registration cost and a separate volunteer commitment.

5. Volunteer Commitment Deposit (VCD)
  - a. VCD are required per member in order to complete the registration process
  - b. Must be submitted at the orientation prior to the first practice of each season
  - c. No member will be allowed to participate in club activities until their registration is complete. Until registration is complete, your athlete will not be entered into the Water Polo Canada database and will not be covered by WPC insurance.
  - d. VCD will be in the form of a post-dated cheque for the end of the season written for the predetermined amount.
  - e. The VCD will be deposited in the club general account if the member does not volunteer the required hours by the end of the season.
6. Specific roles will be subject to the Screening Policy
7. Complete and pass all Minor Officiating courses available online through the AWPA website.
8. Complete the [Respect in Sport for Parents](#) online course and provide certification number during the registration process.



9. Be compliant with relevant sections of the [Water Polo Canada's Safe Sport Compliance Program](#).
10. Attend all parent meetings and information sessions

**Pledge:**

11. During the registration process the member or their parent/guardian pledge to:  
*As a parent of a member of The Calgary Torpedoes Water Polo Club (the "Club"), I recognize that I am obligated to participate in and assist in volunteer efforts. I understand, and agree, my Volunteer Commitment Deposit cheque will be deposited and cashed in full or partially in the event I do not meet the Volunteer commitment for the season. I understand that the post dated bond cheque is required to be submitted at the time of registration, orientation or prior to the first practice to activate my athlete's registration in the club. All bond requirements are per athlete registered, not per family registered.*

**Guidelines:**

12. As this policy sets forth the expectations for volunteer commitment from our members, it is recognized that the club is obligated to provide opportunities for its members to volunteer and credit will be granted only for positions that are prescribed by the club.
13. You may fulfill your commitment either by volunteering in a key role position or through a variety of variable volunteer options.
  - a. Key volunteer roles are essential to the functioning of the club. They require more commitment from members but provide the benefit of fulfilling the VCD if that role is successfully completed by the end of the season. They also provide a consistent set of expectations of the role for the season or beyond. If the member is unable to fulfill their commitment to a key role, prorated credit will be given and alternate options will need to be sought out by the member to complete the rest.
    - i. Key Roles are:
      1. Board of Directors - maximum of 8 including the executive (minimum 2 year term). Must be voted in during AGM by the membership
      2. Time Commitment for all members of Board of Directors
        - a. Monthly board meetings - approx 2-3 hours
        - b. Club email / administrative obligations - varies throughout the year
        - c. Time commitment varies depending on role and time of year
      3. Board of Director Roles
        - a. Executive directors (minimum 2 year term)
          - i. President or 2 co-presidents
          - ii. Vice president or 3 vice-presidents
          - iii. Treasurer



- iv. Secretary / Communications
  - b. Directors at Large
    - i. Registrar
    - ii. Travel Coordinator
    - iii. Fundraising Coordinator
  - c. Board/Club Supporting Roles
    - i. Age Group Team Chaperone / Manager
    - ii. Club Social Media & Marketing
    - iii. NCL Volunteer/Tournament Coordinator
    - iv. Facility Liaison
  
- b. Variable Roles provide more flexibility for members. It is a member's responsibility to sign up for a position as various options become available. Consideration will be given to the amount of opportunities available and the effort the member has put in to fulfill their obligation. These efforts should be communicated directly to the team manager. If no attempts to sign up have been recorded and the member has not fulfilled the requirement or alternate arrangements have not been made then their VCD will be cashed.
  - i. Minor Officials make up the majority of the variable roles and therefore as stated in 8. it is expected that all families receive training or a refresher every year. These courses include:
    - 1. Table Supervisor
    - 2. Game Secretary
    - 3. Penalty Secretary
    - 4. Game Clock & Shot Clock Operator
    - 5. Game Clock /Scoreboard Operator
    - 6. Goal Judge
  
- c. Youth Athlete Volunteer Opportunities
  - i. It is acceptable for athletes to help fulfill their volunteer commitment by volunteering for acceptable roles that have been approved by the board (ie. minor officiating Community Club League games, refereeing pups festivals). Mature, respectful and knowledgeable behavior is essential in providing volunteer services for the club. A positive attitude is a must as they are representatives of the club.  
Note: Junior coach duties are not eligible toward member volunteer commitment



#### 14. Multi-athlete families

- a. In order to help alleviate the challenges in covering all necessary volunteer roles on the individual teams we expect your volunteer hours to be split between the different age groups.

#### 15. Volunteer tracking

- a. The Volunteer Coordinator is provided with a Google sheet in which they will track each member's contributions of volunteer hours.
- b. Notification can be sent to members half way through the season on how many hours they accumulated to that point, giving them an opportunity to find volunteer hours before the end of the season. If at the end of the season, a member has not fulfilled their commitment, notification will be given to the board.
- c. NO credit will be given to a member if they do not fulfill an obligation they have signed up for. They should notify their team manager as soon as possible so another member can be recruited to help.
- d. It is the members responsibility to ensure the Volunteer Coordinator is properly tracking their volunteer contribution.
- e. If a member is short of any volunteer hours at the end of the season, a penalty of \$25 per hour missed will be deducted from the VCD. (See Appendix A)

#### 16. Volunteer Commitment Bond

- a. VCD will be cashed on the last day of each registration period of the current season for members determined to not have met their volunteer obligations. All other members who have completed their volunteer obligations will have their cheques destroyed (uncashed cheques will NOT be returned to members).
- b. All VCD cashed for not fulfilling volunteer commitments will be used for future club related assets and expenditures (i.e. equipment, coaching development, paid staff, uniforms, & social parties).
- c. Should a VCD be returned as NSF, a \$50 fee will be assessed.

#### 17. Volunteer Buyout

- a. If a member chooses not to volunteer with the organization, the member is entitled to pay a volunteer buyout in an amount to be determined by the Calgary Torpedoes board on an annual basis. This buyout amount shall be paid by the member at the time of registration. Any member that pays the buy-out amount at the time of registration shall not be required to post the VCD and shall not be required to perform volunteer duties for that season.



- b. The volunteer buyout amount for the current season will be \$500.00 (per athlete) and all funds will be directed to paying staff to fulfill non-budgeted volunteer time, investment in assets, and other expenditures as deemed appropriate by the Board.

18. Exemptions to this Policy

- a. It is acknowledged extenuating circumstances may exist. If you are unable to complete your volunteer commitments and feel additional consideration should be warranted, please submit a request for review in writing to the Calgary Torpedoes Board of Directors for special consideration and/or review.

19. Review Date and Approval Date

- a. This policy can be reviewed annually either by the Board or a committee assigned by the Board for such purpose. Changes should be recommended and presented to the Board for approval.

ALL THE NUMBERS PROVIDED ABOVE ARE ESTIMATES AND THE BOARD RESERVES THE RIGHT TO ADJUST THE REQUIREMENTS TO MEET THE NEEDS OF THE CLUB IN A REASONABLE MANNER.

Approved: June 18, 2024 by Board of Directors

Reviewed: Dean Falkenberg , May 11, 2024



## Appendix A: Volunteer Commitment Deposit Example:

### \$500 Volunteer Commitment Deposit

Parent "A" volunteered in the following:

- Open house – 2 hours
- Tournament official – 8 hours (three tournaments average/season)
- Hospitality suite – 8 hours (three tournaments average/season)

**Total volunteer hours for the season – 18/20**

*Missing 2 hours = (\$25 per hour X 2) = -\$50 penalty*

**Therefore, VCD is cashed and the \$450 difference is returned to the family.**

Please note: If the VCD amount proceeds do not cover the outstanding Volunteer amounts the athlete's active status with Torpedoes will be suspended (not permitted to attend practice/games/tournaments etc.) until the outstanding funds are received.