

COAST SIRENS
ARTISTIC SWIMMING CLUB
Volunteer Handbook

2026-27 Season Edition



At a Glance

- Each family commits to 20 volunteer hours per season (September 1 – June 30), plus a refundable \$200 deposit due at registration.
- All 20 hours must be completed and signed off to get the deposit back — there is no pro-rating for partial completion.
- Hours can be signed off by a Board Member or the Volunteer Coordinator.
- A Criminal Record Check (CRC) and RAMP registration are required before your first volunteer shift.
- Aim to have hours completed by the Jean Peters competition — it's usually the last volunteer opportunity of the season.
- Joining or leaving partway through the season affects your hour and deposit requirement — see "Joining or Leaving Mid-Season" below.
- Disagree with a decision? You can appeal in writing to the Board — see "Questions, Contact & Appeals."

Full details on each of these points follow below.

Welcome

Coast Sirens Artistic Swimming Club is a volunteer-supported club serving the Tri-Cities/Coquitlam area. We have been built by families who believe in the sport and in each other. Our ability to run practices, host club events, and keep registration fees affordable depends directly on the time our families contribute.

This handbook explains why we ask families to volunteer, how the volunteer hour and deposit program works, the roles available, and how to get involved. Thank you for being part of the Coast Sirens community.

Why We Ask Families to Volunteer

As a not-for-profit club, Coast Sirens relies on its members to run club events. Although some activities are coordinated by the Board, most are carried out by a larger group of parents. Volunteering ensures that the workload of fundraising, meet-day operations, and general club administration doesn't fall on a small group of people, and helps keep fees affordable for everyone.

Our volunteers and Board of Directors give their time to create a vibrant club and manage the Society for the benefit of all athletes. As with all volunteers in the club, they do not receive any discounts or rebates on swim fees for their contribution.

Board of Directors

The Board of Directors is the club's governing body and holds final authority on matters under this handbook, including hour sign-off and deposit decisions. The Board consists of the following positions:

Board Position	Core Responsibilities
President	Overall club leadership, chairs Board meetings, primary signing authority, final decision-maker on Board matters
Secretary	Meeting minutes, club records, correspondence, maintaining governance documents
Treasurer	Club finances, deposit collection/refunds, budgeting, financial reporting to the Board
Member at Large (Vacant)	Supports the Board with general duties and special projects as needed

The Member at Large position is currently vacant. If you are interested in joining the Board, please reach out to a current Board member.

References to "the Board" in this handbook mean a majority of the President, Secretary, Treasurer, and Member at Large (once filled), or their designate.

Volunteer Hour & Deposit Requirement

- Each registered athlete family is required to complete 20 volunteer hours per season.
- The season runs from September 1 to June 30.
- A refundable deposit of \$200 per family is due at the start of the season, at the time of registration.
- Hours may be completed by any adult member of the athlete's family (parent, guardian, or designated adult).

There is no pro-rating of the deposit. All 20 volunteer hours must be completed and signed off by the Board or the Volunteer Coordinator for the deposit to be refunded. If fewer than 20 hours are completed by season end, the deposit is fully forfeited.

Full details are set out in the Coast Sirens Volunteer Hours & Deposit Policy, available online.

Volunteer Roles

Hours may be earned through the volunteer roles below, which support the Board but are not Board positions, or through other activities approved in advance by the Board:

Volunteer Role	Typical Activities
Registrar	Manages athlete registration, membership records, and registration-related communications
Volunteer Coordinator	Recruits volunteers, tracks hours, may sign off completed volunteer hours on behalf of the Board
Wardrobe Coordinator	Uniform ordering, distribution, and inventory
Grant Writer	Researches and prepares grant/funding applications on behalf of the club
Fundraising	Plans and runs fundraising events and campaigns
Team Parents	Works with team families and the coach to support coordinating team activities and competition suits
Volunteer Support at Swim Meets	Deck help, timing, registration, hospitality — roles allocated as per BCAS
Social / Events	Planning and running club social events

Activities not listed above must be approved by the Board in advance to count toward the 20-hour requirement.

How to Get Involved

- Let the Volunteer Coordinator know which role(s) interest you, or complete the Volunteer Commitment Form at the start of the season.
- Watch for email announcements about upcoming volunteer needs, especially around swim meets and club events.
- New opportunities are posted throughout the season as they arise — you are not limited to your initial role preference.

Tracking Your Hours

- Record each volunteer shift on the Coast Sirens Volunteer Hours Record Sheet as it is completed.
- Each entry must be signed by a Board Member or the Volunteer Coordinator at the time of completion — please do not lose this sheet, as there is no other way to confirm your recorded hours.
- It is the responsibility of each family to keep their Record Sheet up to date and submit it by the deadline communicated by the Board — typically around the Jean Peters competition, as this is usually the last volunteer opportunity of the season.
- The Board will confirm total completed hours at the end of the season.

Volunteer Screening & Training

To comply with BC Artistic Swimming (BCAS) requirements, all volunteers must complete a Criminal Record Check (CRC) and be registered through RAMP before their first volunteer shift. Additional screening checks and training requirements set out in Coast Sirens Artistic Swimming Club (CSASC) and BCAS policy also apply.

Deposit Refund

The full \$200 deposit is returned once a family has completed and received sign-off from the Board or Volunteer Coordinator for all 20 volunteer hours. Refunds are processed by the Treasurer after season end.

Joining or Leaving Mid-Season

Families who register after the season start date will have their 20-hour requirement and \$200 deposit prorated based on their registration date, as determined by the Board. [Board to confirm proration method.]

Families who withdraw from the club before the end of the season will have their volunteer hour requirement and deposit handled on a case-by-case basis by the Board, taking into account hours already completed and the circumstances of the withdrawal. [Board to confirm standard approach.]

Questions, Contact & Appeals

Questions about volunteer roles, hour tracking, or deposit status should be directed to the Volunteer Coordinator in the first instance. Issues that cannot be resolved with the Volunteer Coordinator will be reviewed and decided by the Board.

If a family disagrees with a decision regarding volunteer hours or deposit refund, they may submit a written appeal to the Board within [Board to confirm timeframe, e.g. 14 days] of the decision. The Board will review the appeal and provide a final decision within [Board to confirm timeframe, e.g. 14 days].

This handbook works alongside the Coast Sirens Volunteer Commitment Form, Volunteer Hours Record Sheet, and Volunteer Hours & Deposit Policy. Thank you from the Coast Sirens Board and athletes for your donation of time.