

REGINA DIVING CLUB

Family Volunteer Manual

A practical guide to getting involved, supporting our athletes,
and helping RDC events run successfully.

You do not need diving experience to volunteer. There is a role for every family, and many jobs can be learned quickly with support from experienced RDC volunteers.

For RDC families • 2026–27 season

1. Welcome to Volunteering at RDC

The Regina Diving Club is strengthened by the time, skills and energy that families contribute. Volunteers help create quality experiences for divers, support coaches and staff, make competitions possible, and build the sense of community that is essential to a strong club.

Volunteering is not limited to working at diving competitions. Families can help with club events, fundraising, & sponsorship, activity planning, set-up and take-down, hospitality, bingos and many other behind-the-scenes jobs.

Why volunteering matters

- It allows RDC to host safe, organized and welcoming competitions and extra-curricular club events.
- It helps keep operating and event costs manageable for families.
- It spreads the workload across the club rather than relying on a small group of people.
- It brings different skills, experiences and ideas into the club.
- It helps families understand the sport and connect with other RDC families.
- It models community involvement and teamwork for our athletes.

Family volunteer expectations

RDC relies on families to contribute when volunteer opportunities are offered. The type and amount of involvement may vary by program and season, but every family is encouraged to find meaningful ways to help. Current registration materials and club communications should always be used for the exact volunteer or bingo requirements that apply to your family (refer back to registration materials).

How volunteering keeps costs manageable

Diving requires specialized facilities, equipment, coaching and competition infrastructure. When families volunteer, RDC can complete work that might otherwise require paid staffing or outside services. Fundraising, sponsorship and bingo revenue can also help offset club expenses. Together, these contributions support sustainable programming while allowing club resources to remain focused on athlete development and operations.

How the volunteer bond works

- A volunteer bond will be applied to each family's account in September.
- Families will receive a **Volunteer Hours Tracking Form** to record completed volunteer hours.
- Completed tracking forms may be submitted at the end of any month in which volunteer hours are earned by emailing them to info@reginadiving.ca.
- Volunteer hours must be completed by **June 30**. Any outstanding volunteer bond balance resulting from incomplete hours must be paid before the athlete is permitted to return to the pool deck for summer training and/or the next season.
 - Any senior divers with unpaid bonds will not be permitted to participate in the Alumni Summer Diving Program.

2. RDC Volunteer Opportunities

There are many ways to contribute. Some opportunities are one-time jobs; others are ongoing or leadership roles.

Opportunity	What it can involve	Good fit for
Board of Directors	Serving on the RDC Board of Directors and contributing to the overall governance, direction, and sustainability of the club. Board members participate in meetings, help make decisions, provide oversight of club finances and policies, support strategic planning, and contribute their individual skills and experience to the operation and development of RDC. Board members may also take leadership in specific portfolios, committees, projects, or club initiatives. <i>An email will be circulated in late fall for a call for board members</i>	Families and community members who are interested in taking a larger leadership role within RDC and contributing to the long-term success of the club. Board members do not need to be experts in diving. Experience or interest in areas such as finance, human resources, governance, fundraising, sponsorship, communications, event planning, policy, or nonprofit leadership can be particularly valuable.
Set-up & Take-down	Throughout the season if our weekend diving is cancelled, we often must take down our equipment. This involves moving mats, putting away the dry board and moving trampolines. <i>An email will always be sent to indicate with a set up and take down is.</i>	Families who like hands-on, clearly defined tasks.
Extra-curricular club activities	Helping plan optional social events, athlete/family activities, celebrations or team-building opportunities (1 per month) <i>If vacant, an email will be circulated asking for 2 parents to be the lead organizers</i>	Creative organizers and event planners.

Club fundraising	Coordinating or supporting fundraising campaigns, raffles, bottle drives or other approved initiatives. <i>If vacant, an email will be circulated asking for 1 parent to be the lead organizer</i>	People comfortable organizing, communicating and following through.
Club sponsorship	Helping identify potential sponsors, make connections, organize sponsor information and support recognition. <i>If vacant, an email will be circulated asking for 3-5 parents to form a sponsorship committee.</i>	People with community or business connections and strong communication skills.
Hosted competitions	Serving on the Meet Committee or filling competition-day-of volunteer positions. <i>Opportunities will be communicated through email.</i>	Everyone—there are beginner and experienced roles.
Other club needs	Photography, communications, awards, special projects, administrative support and seasonal needs.	Families with specific skills or flexible availability.

How volunteer sign-up and scheduling works

- Through email, RDC will communicate volunteer opportunities and sign-up information to families as needs arise.
- Competition shifts and event roles may be organized by area so that each volunteer knows where and when to report.
- Some roles require advance training or an experienced lead; many do not.
- Please sign up only for shifts you can reasonably attend and arrive at the requested reporting time.
- If you can no longer attend, notify the appropriate coordinator as early as possible so the position can be filled.
- For major events, families may receive additional instructions, schedules or role-specific information before the event.

3. RDC-Hosted Competitions

Hosting a diving competition takes a large team. RDC uses a Meet Committee structure so key areas have experienced leads, while additional volunteers support the work before, during and after the competition.

Meet Committee Lead ≠ every volunteer in that area. Leads coordinate the area; many supporting jobs are suitable for families who have never volunteered at a diving meet before.

Meet Committee roles

Office Team

Supports meet administration such as entries, paperwork, schedules, results-related documents and general meet-office organization. The lead helps ensure information is accurate and available when needed. Typically, a team of 2-3 people. Two people must always be at the competition. Works closely with the tech team.

Tech Team

Coordinates the technical systems used to run the competition, which may include scoring technology, displays, printers, network or equipment troubleshooting. Requires familiarity or training. Works closely with the office team. Typically, a team of 2-3 people. One person must always be at the competition. Works closely with the office team.

Tables

Coordinates volunteers working at competition tables (score entry and announcing). Typically, a team of 1-2 people. 1 person must always be at the competition. Works closely with the tech team.

Sponsorship / Raffle

Coordinates sponsor outreach and recognition and/or approved raffle activities connected with the competition. This may include securing donations, organizing prizes, ticket processes and sponsor signage. Raffle and sponsorship may be divided. Supporting volunteers in working at the raffle table during an event.

Equipment

Coordinates equipment needed for the meet and assists with set-up, movement, organization and take-down. This can include competition-area equipment, tables, signage and other physical event needs. Typically, a team of 2-3 people. 1 person must always be at the competition. One person must arrive for the start of dryland training on all competition days.

Hospitality

Coordinates food, refreshments and hospitality spaces for officials, coaches, volunteers and athletes. This role also organizes family food contributions when required. Typically, a team of 2-3 people. One person must always be at the competition, supported by a team of parent volunteers during an event.

Awards

Organizes medals, ribbons or other awards and supports an orderly awards process during the competition.

Meet/Competition Volunteer Jobs

Specific day-of jobs vary by competition. RDC will identify the positions needed for each event and provide instructions. Below is typical day of volunteer positions:

Hospitality – work in the hospitality (food) room and help prepare veggies, serve lunch and keep snacks stocked. Typically, 2 people are needed per ½ day shift.

Raffle Table – work at the raffle table selling raffle tickets and club merchandise. Typically, 2 people are needed per ½ day shift.

Announcing – Announce each diver, dive and scores. One announcer is needed for each event (two events typically run concurrently). Shifts are either ½ day or full day shifts depending on the competition. Training is required and typically occurs the evening before the competition starts.

Tables/Score Entry – enter scores on computer as the announcer announces them. Three people are needed per event (two events typically run concurrently). Shifts are either ½ day or full day shifts depending on the competition. Training is required and typically occurs the evening before the competition starts.

4. Hospitality & Food Contributions

Hospitality is an important part of hosting a successful competition. Officials, coaches, athletes and volunteers may spend long hours at the facility, and the hospitality team helps ensure appropriate food and refreshments are available.

- Families may be asked to donate specific food items, beverages or supplies (a sign-up list will be circulated in advance of a competition).
- Follow the requested quantity, packaging and drop-off time so the hospitality team can plan accurately.
- Clearly identify foods when requested, particularly when allergy or dietary information is relevant.
- Do not assume a food contribution replaces volunteer commitment hours unless RDC communicates that it does.
- Hospitality volunteers may also help with set-up, replenishment, clean-up and monitoring supplies throughout the event.

5. Expectations While Volunteering

RDC volunteers represent the club. A positive, dependable and athlete-centred approach helps create a safe and professional environment.

Be punctual: Arrive by the requested reporting time and allow enough time to receive instructions before your role begins.

Be dependable: If you commit to a role, make every reasonable effort to complete it. Communicate changes as early as possible.

Be professional and respectful: Treat athletes, coaches, officials, families, volunteers, facility staff and visitors respectfully.

Keep athlete safety first: Follow facility rules, event procedures and directions from coaches, officials and volunteer leads. Do not enter restricted areas unless your role requires it.

Respect roles and boundaries: Volunteering at an event does not change the responsibilities of coaches, officials or meet leadership. Bring concerns to the appropriate lead rather than interrupting competition operations.

Protect privacy: Do not share private athlete, family, staffing or meet information you may encounter while volunteering.

Ask questions: If you are uncertain about a task, ask the area lead. It is better to clarify than to guess.

Stay focused on your assignment: Complete the role you have been assigned and check with your lead before leaving or switching duties.

6. Other Club Events & Opportunities

Volunteer needs continue throughout the season, not only at competitions. RDC may ask families to assist with information nights, celebrations, banquets, athlete activities, fundraising initiatives, community events, equipment projects, communications or other special activities.

If you have a skill, you think could benefit the club—event planning, photography, design, technology, fundraising, sponsorship, administration, food service, trades or something else—let RDC know. Not every contribution needs to fit a pre-existing job title.

7. I'm New—Where Should I Start?

If this is your first season with RDC, use this simple approach:

1. Watch club emails and communications for volunteer opportunities.
2. Choose a role that feels manageable. Set-up/take-down, hospitality, awards support and many competition support jobs are good places to begin.
3. When you sign up, tell the coordinator if you are new. That helps the lead provide the right orientation.
4. Arrive on time and check in with the person responsible for your area.
5. Ask questions and learn the role. No one expects a first-time volunteer to know everything.
6. Try different roles over time. You may discover an area you enjoy and want to return to.

Best first step: volunteer for one clearly defined job, learn how the club operates, and build from there.

8. Frequently Asked Questions

Do I need to understand diving to volunteer?

No. Many RDC roles require no diving knowledge. Roles that require specific technical knowledge or training will be identified.

Can I volunteer if my child is new to the club?

Yes. New families are welcome, and volunteering is one of the easiest ways to meet other families and learn how RDC operates.

What if I sign up and can no longer attend?

Contact the appropriate coordinator as soon as possible. Early notice gives RDC the best chance to fill the role.

Can grandparents or other family members help?

Often, yes, depending on the role and event requirements. Confirm with the volunteer coordinator when signing up.

Do all competition jobs require training?

No. Some technical or specialized roles do, but many event positions include a short orientation and can be performed by first-time volunteers.

Does working a bingo or selling raffle tickets count towards by volunteer hours?

No. These activities help you meet your bingo requirement and fundraising commitments. If you are unsure of what your bingo commitment and fundraising commitment are please email info@reginadiving.ca

What if I have a skill that is not listed in this manual?

Please let RDC know. Clubs benefit from a wide range of professional, practical and creative skills.

9. Contact Information

Volunteer contacts may vary by season and event.

Area	Contact	Email / Phone
General club volunteering	Admin	info@reginadiving.ca
Competition / Meet Committee	Bonnie Vickaryous Carla Ash	bonniecwickaryous@gmail.com carlaraeash@gmail.com
Bingo coordinator	Admin	bingo@reginadiving.ca
Fundraising		fundraising@reginadiving.ca
Sponsorship		fundraising@reginadiving.ca

Thank you for contributing to the Regina Diving Club. Every shift, task, connection and helping hand strengthens the experience we can provide for our divers.

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