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**REVISION:**

<b>Section Name:</b>	<b>Section Number:</b>	<b>Date Updated:</b>	<b>Updated By:</b>	<b>Comments</b>



## **1. Purpose**

The Pool Parent is a designated volunteer role assigned to each pool group within OSC to support the Fundraising Director in the coordination, delivery, and management of fundraising initiatives at the pool level. This policy outlines the responsibilities, selection criteria, and expectations for Pool Parents to ensure effective communication and successful fundraising activities.

## **2. Scope**

This policy applies to all Pool Parents serving within OSC and the Fundraising Director overseeing fundraising operations.

## **3. Role and Responsibilities**

The Pool Parent acts as the primary liaison between the Fundraising Director and the families of swimmers in their assigned pool group. Key duties include:

- Assisting the Fundraising Director in distributing fundraising materials and information to families within their pool.
- Coordinating the collection of fundraising orders, payments, and deliveries specific to their pool.
- Communicating deadlines, event details, and other relevant fundraising updates to families.
- Helping to recruit and encourage parent participation in fundraising activities.
- Reporting any concerns or challenges related to fundraising logistics to the Fundraising Director promptly.
- Attending fundraising meetings or briefings as required.

## **4. Selection and Term**

- One Pool Parent will be selected or nominated for each pool group at the start of each swim season.
- The Fundraising Director will coordinate the selection process, ideally involving pool coaches and parent volunteers.
- The Pool Parent serves for the duration of the swim season but may be replaced or rotated annually.

## **5. Qualifications**

- Must be a parent or guardian of a swimmer registered in the OSC.
- Demonstrates good communication and organizational skills.



- Reliable and able to commit time to support fundraising activities.
- Willingness to collaborate closely with the Fundraising Director and other pool parents.

## **6. Points Allocation**

- Pool Parents will receive 25 participation points per swim season in recognition of their volunteer contribution.
- These points will be applied toward their family's participation requirements for the season.

## **7. Expectations and Conduct**

- Pool Parents are expected to maintain confidentiality of member information and fundraising data.
- Should act as positive ambassadors for OSC and its fundraising initiatives.
- Must adhere to all OSC policies, including Code of Conduct and Privacy guidelines.

## **8. Support and Resources**

- The Fundraising Director will provide Pool Parents with training, materials, and ongoing support necessary for their role.
- Pool Parents will have access to appropriate resources to facilitate communication with families.

## **9. Review and Feedback**

- The Fundraising Director will conduct periodic check-ins with Pool Parents to gather feedback and address any challenges.
- This policy will be reviewed annually and updated as needed.