



CFSC Volunteer Policy

Volunteers are greatly needed to help our figure skating club run smoothly. Volunteer hours are especially needed to run the club (i.e. board members), to plan/execute club sponsored events and fundraisers (i.e. annual ice show, exhibitions, competition, Gerten’s plant pick-up, Holiday Boutique, etc.) and other community events. These volunteer hours help to run club sponsored events, some of which provide substantial funds used to subsidize ice costs and reduce the need for increases in ice fees.

This policy was designed to encourage club members (mainly adult family members but also skaters) to contribute to the running of the club. Hours required are based on level of membership of the skater(s). See chart below:

Annual Hour Requirements			
	Join July -Sept	Join Oct - Dec	Join Jan - March
Home Club Membership	20	10	0
Aspire Membership	12	6	0

**For more than 1 skater per family, take full # of hours for highest level skater and add ½ the required hours for the second, third, etc. skater.*

For example:

- Two Home Club Membership skaters would be $20 + 10$ ($\frac{1}{2}$ of 20) = 30 hours
- One Home Club Membership skater and one Aspire Membership would be $20 + 6$ ($\frac{1}{2}$ of 12) = 26 hours
- Two Aspire Membership skaters would be $12 + 6$ ($\frac{1}{2}$ of 12) = 18 hours

Ice Show & Star of the North Mandatory Hours		
	Required Hours	Buy-out Fee
Ice Show	2	\$50
Star of the North	4	\$100

**For more than 1 skater per family, take full # of hours for the event and add ½ the required hours for the second, third, etc. skater.*

The first chart lists the full Annual Hour Requirements. A minimum portion of these hours must be completed for the Ice Show and Star of the North as listed in the Ice Show and Star of the North Mandatory Hours chart above. If the hours for the events are not completed as part of your total hours you will be assessed a fee as listed in the chart. This fee will be in addition to the fee billed for not completing your full Annual Hour Requirement.

For example:

- If you do not complete your hours for the Ice Show but do meet the total Annual Hour Requirement you will be assessed a \$50 fee.
- If you do not complete your hours for Star of the North but do meet the total Annual Hour Requirement you will be assessed a \$100 fee.
- If you do not complete your hours for the Ice Show and do not complete your total Annual Hour Requirement you will be assessed the \$50 fee for the Ice Show and the Volunteer Hour Fee of \$100 - \$350 based on the Volunteer Hour Fee Assessment Chart below.
- If you do not complete your hours for Star of the North and do not complete your total Annual Hour Requirement you will be assessed the \$100 fee for Star of the North and the Volunteer Hour Fee of \$100 - \$350 based on the Volunteer Hour Fee Assessment Chart below.
- If you do not complete your hours for the Ice Show and do not complete your hours for Star of the North and do not complete your total Annual Hour Requirement you would be assessed a \$50 fee for the Ice Show, \$100 fee for Star of the North and the Volunteer Hour Fee of \$100 - \$350 based on the Volunteer Hour Fee Assessment Chart below.

As of May 31, if the total annual hours are unfulfilled, the volunteer fee will be assessed as follows:

Volunteer Hour Fee Assessment			
	Join July -Sept	Join Oct - Dec	Join Jan - March
Home Club Membership	\$350	\$175	0
Aspire Membership	\$200	\$100	0

**For more than 1 skater per family, take full # fee for highest level skater and add ½ the fee for the second, third, etc. skater.*

The following membership levels are not required to volunteer but are encouraged to do so whenever possible: sustaining, collegiate, associate, reciprocal, and introductory.

If you prefer not to volunteer your time to the club, you may pay the fee up front and then are not required to volunteer during that membership year but your participation is encouraged when possible.

1. **All** volunteer hours must be fulfilled by May 31 or the **full fee** will be assessed to your account on **June 1st**. All hours volunteered after May 31 will count towards the next membership year.
2. Unforeseen situations, for which no rule yet exists, will be brought to the Board for discussion and decision, and the family involved will be notified.

The only exceptions to the required hours of volunteer time are the following:

- If a skater joins, upgrades their membership or renews winter quarter, the volunteer requirement is reduced as per the Annual Hour Requirement chart above and the volunteer fee is prorated as per the Volunteer Hour Fee Assessment chart above if all hours are not fulfilled. Joining or renewing in spring quarter has no volunteer requirement for that membership year.
- If a skater transfers or withdraws their membership, prior to June 30, the volunteer hours will be prorated to 1.5 hours per month from July 1 or from their membership start date through the end of the month in which their membership was terminated. If these volunteer hours were not fulfilled in their entirety, the prorated volunteer fee will be billed.

Can a Grandparent or sibling volunteer?

Family members will receive credit for time volunteered, however, some age restrictions may apply on an event-by-event basis. All hours must be approved by the board to qualify for fulfilling volunteer hours.

How will I know how many hours I've volunteered?

The volunteer hours will be tracked by the chair of each event (e.g. River City Days, garage sale, ice show chair, etc.) or by the person asking for the volunteer time. All volunteer hours will be submitted to the volunteer coordinator within two weeks of the date of volunteering. The volunteer coordinator will keep a record of all volunteer hours which will be updated to club members on a quarterly basis.

How will I know about volunteer opportunities?

Volunteer opportunities will be made available to club members for any CFSC-sponsored event or events that benefit the club either monetarily or by recruiting and retaining members. The number of hours able to be claimed for volunteer hours will vary on an event-by-event basis. Most volunteer opportunities will be posted on signupgenius.com.

What can I do to volunteer?

There will be many opportunities throughout the year. These are communicated via e-mail and the process to choose shifts is usually done via signupgenius.com.

Am I required to volunteer for the ice show?

One of our biggest events each year is the annual Ice Show in March. This is a great opportunity to get in hours. The planning and coordination of the show takes over 500 volunteer hours starting as early as October. All club families are expected to volunteer for the ice show on the planning team before the show, helping with prep work or during the weekend of the show. Home Club and Aspire Members are required to volunteer for the Ice Show or will be assessed a fee as noted above.

Am I required to volunteer for Star of the North?

Like the ice show, the competition is also one of our biggest events each year. It is expected that all club families will volunteer in one way or another for the competition. Home Club and Aspire Members are required to volunteer for the Star of the North or will be assessed a fee as noted above.

Does Rink Monitoring count as volunteer hours?

Rink monitoring does NOT count towards the volunteer requirement.

Below lists some of the current opportunities available:

- Serve on the Board of Directors or in a key volunteer role
- Volunteer to chair or help on a committee for the ice show (i.e. ad sales, volunteer coordinator, marketing, decorating, etc.)
- Assist or organize a fundraiser (i.e. work with the Fundraising Chair to plan, organize, or help with the Glow Walk, Gerten's Plant Pick-up, Holiday Boutique, etc.)
- Assist with Exhibitions

There are many ways to get involved! Grab a friend or meet someone new and help out the club!

This is a work in progress. We are looking for new ways to improve the volunteer program and encourage your comments/suggestions. Please provide your feedback to us via e-mail at chaskafigureskatingclub@gmail.com.