



Connaught Skating Club Volunteer Policy, 2024-2025

Volunteering at Connaught Skating Club

Skate Canada is a very successful national organization and one of the reasons for this is the involvement of thousands of volunteers that help to keep things running. Some individuals have been volunteering for more than 50 years! There are many types of volunteer positions available and these can range from playing music at a club skating session to making policy at the national board level. Each year Skate Canada pays tribute to its volunteers at its annual meeting and awards are presented to those whose contributions have been recognized by their peers.

As a non-profit organization, Connaught Skating Club is run and managed by a group of volunteers: the CSC board and skaters' parents. The volunteer work is essential to the quality and success of our club, and to your child's experience here. Prior experience is not required. Volunteering in the Club is a great opportunity to learn about the sport of figure skating and how the club runs, as well as a fun way to meet other Club members and have a good time while helping out.

Skaters registered in Junior Academy and higher levels are required to submit the **Online Volunteer Form** when registering at any time during the Fall, Winter, Spring or Summer sessions in the current skating year (**September 2024 to August 2025**).

Volunteer Form

On the Volunteer Form, CSC members are to indicate their choice of two options:

1. Volunteer Participation Agreement:

Members who choose to volunteer must indicate their intention by selecting "Yes" on the Volunteer Form. The **form needs to be submitted by September 30th 2024**. If the form is not submitted by September 30th 2024, the club will assume that the family has chosen the Opt out option, which an invoice will be issued on October 7th 2024. It is important to note that if the required volunteer hours are not completed by the end of the skating year (August 2025), **an invoice for the full payment** of the volunteer fee will be issued to the member's account. This fee must be paid before the start of the next skating season of 2025-2026.

Link for Volunteer Form 2024-2025

https://docs.google.com/forms/d/e/1FAIpQLSd7wYKUk2XKN8X7sFN6Oq6dW9J62YTWISJqmWaC-qQEt_ixMA/viewform

2. Volunteer Fee:

Those who choose the **Volunteer Fee/Opt out** option **an invoice** of the submit a **Volunteer form and im** in the specified amount to be paid at the time of registration. This cheque will be cashed immediately and the family is not required to perform a minimum number of volunteer hours.

There is no partial option for hours or payment amount; the two choices are fulfilling the specified number of hours of volunteering making the specified payment of the full amount based on designation.

Please note:

Families that have completed the volunteer hours in the prior year are eligible to access the Skater Development Fund in the current year. Some examples of funding may include: coaches travel, accommodation and expenses associated with competitions. Here are the requirements to get the funding.

Eligibility Criteria for Skater Development Funding: Volunteer Requirements and Membership Duration

1. Volunteer Participation: Your family must fulfill the volunteer hour requirements to be eligible for funding.
2. Membership Duration: Only families who have been part of the club for **two** or more years can apply for funding.
3. Previous Year Requirement: Families must have completed the volunteer requirements from the previous year to qualify for funding.

Requirement Hours and Fees

Skater Designation	Volunteer Hours Required 24/25	Volunteer Fee Amount 24/25
Junior Academy/StarSkate	3 per season	-
Bronze	25	\$250
Silver	35	\$350
Gold	40	\$400
Diamond	45	\$450
Top Flight	55	\$550

The number of hours is **per immediate family, not per skater**, and is **based on the highest skater designation in the family**. The volunteer hours requirement will be prorated for midyear promotions (partial or full), or from Junior Academy into Bronze category; and for those registering in programs after September 2024. Please be sure to contact the Volunteer Coordinator for detail.

Important: The maximum number of completed volunteer hours accrued for the Fall/Winter season will be capped at 70%. The remaining 30% will have to be completed during the Spring/Summer seasons.

Example:

A Bronze skater is required to complete 25 total hours of volunteer time. 70% of 25 hours (17 hrs and 30 mins) is the maximum number of volunteer hours allowed to accrue during the Fall/Winter seasons, and the remaining 30% of 25 hours (7 hrs and 30 mins) should be completed in Spring and Summer season. This restriction ensures that we have enough volunteers to operate club functions during the Spring/Summer seasons.

Volunteer hours cannot be carried over into the subsequent year(s). The volunteer hours may be adjusted accordingly each year.

Partner Clubs

Partner Clubs will be required to fulfill volunteer commitments for skaters who are registered for **three or more sessions** (including day ice sessions) per week at Connaught Skating Club for a consecutive duration of 15 weeks or more. Please note partnering club will not have access to the Skater Development Fund.

	Volunteer Hours Required 24/25	Volunteer Fee Amount 24/25
Partner Club	15	\$150

Volunteer Opportunities

Notification will be sent out by email directly from the Volunteer Coordinator. Weekly music playing position is organized and sent out by using SignUpGenius domain. Please email the Volunteer Coordinator if you are not sure if your email is on the list. Tasks are assigned on a first come, first serve basis and managed by the Club's Volunteer Coordinator. It is the responsibility of parents to ensure they provide a valid email address and fulfill the minimum hours' requirement. **Completed tasks/hours must be recorded and submitted on an ongoing basis via the online Volunteer Hours Form, as per Club policy.**

Tasks are assigned and managed by the club's Volunteer Coordinator, and not by the coaching team. If a coach suggests a job please discuss it with the Volunteer Coordinator before taking on the task if you want to receive credit for the time.

Skaters helped out as Program Assistant in the CanSkate Program **does not count as Volunteer Hours.**

Members are allowed to use **BC Coast Region test days and competition volunteer hours** to be part of their Connaught commitment with a **cap at 8 hours per year**. Hours where skaters/parents are required to volunteer at competitions by virtue of being a member of any **BC/YK organized Team**, are **not eligible for Connaught volunteer hours** as these are commitments the skater must make to be considered for membership for those teams.

Examples of volunteer positions:

1. Music Player (Can sign up every week by SignUpGenius).
2. Music Folder Keeper (one person per term, per pod).
3. CanSkate Sign In and Out (Weekly commitment per term).
4. Speical Events (ex. Winter Skate, Ice Show, Seminar, Award Banquet).
5. Board Members (by elections at AGM).
6. If you have special skill that you think you can contribute, please email the volunteer coordinator.

How to submit your Volunteer Hours

- By online Form through our website

Link for Volunteer Hours Form 2024-2025

<https://docs.google.com/forms/d/e/1FAIpQLSfFgoYYgryJMGKYebZkZ8ba-LLI6nRVmn-RVHci0iqjrAy2iw/viewform?vc=0&c=0&w=1&flr=0>

For more information, please contact Yvonne Ho, Volunteer Coordinator.

Email Address: Connaught.volunteers@gmail.com

We appreciate your time and talents.

Your support makes a HUGE difference in how well the Club runs.

Thank you for volunteering!