



VOLUNTEER COMMITMENT POLICY

(Approved September 20, 2023)

NOT-FOR-PROFIT ORGANIZATION

Parents and guardians (herein referred to as caregivers) play an important role in helping to maintain and run the Arctic Edge Skating Club (herein referred to as AESC). Without the ongoing support of caregivers, Club fees would need to be increased substantially. Caregiver involvement in the activities of the Club also increases the overall understanding of the Club's operations and the needs and expectations for each skater. This Policy is applicable to skaters registered in Rising Stars/Juniors and up (CanSkate Tots, CanSkate & recreational programming such as Teen Skate/Synchro or Adult Learn to Skate do not have volunteer commitment hours).

The viability of the AESC and the success of each skater depends on a strong enduring partnership between the Board of Directors, coaching staff, and caregiver volunteers.

OBJECTIVES

The Volunteer Policy:

- Establishes a framework that encourages caregivers to become involved in the activities of the AESC and supports the success of their skater(s) through that involvement.
- Embodies a fair and balanced assessment of caregiver requirements based on the amount of training each skater receives and the necessity of all caregivers to participate in the Club's activities.
- Provides flexibility for caregivers to choose from a variety of volunteer activities and the option of fulfilling their volunteer commitments through financial contributions if they are not able to be directly involved in Club activities.

VOLUNTEER REQUIREMENTS

Volunteer hours are established by the Board of Directors and are reviewed each year to ensure the caregiver requirements are adequate for the planned activities each year. When determining volunteer requirements, the Board of Directors considers the amount of time each week that each skater is typically participating in skating related training. In principle, it is hoped that caregivers increase their volunteer commitments as each skater progresses and their weekly training hours increase.

As the skating year progresses and it is determined that the number of volunteer hours available exceeds the volunteer commitments required by the AESC, the Board of Directors may reduce the number of volunteer opportunities required by caregivers. Should this occur membership will be advised of such.

VOLUNTEER HOURS

Volunteer hours are available during the regular skating season (September through May).

Volunteers are expected to select one of the following options to fulfill their volunteer commitment:

Option A:

- Volunteer for **ONE** major event (such as Ice Show, Club Day or Gold Nugget) **AND TWO** sessions volunteer commitments **PER** month (music playing &/or supervision).

Option B:

- Volunteer for **TWO** major events (such as Ice Show, Club Day or Gold Nugget) **AND TWO** other volunteer commitments during the year ad hoc (equipment/storage organization, policy development, requests from fundraising committee or Board, etc).

Option C:

- Serve on the Board of Directors or Fundraising Committee.

Volunteer opportunities will be posted in Sign-up Genius as they become available.

Note: Organization and coordination of fundraising activities is a volunteer activity. Participating in fundraising activities (e.g. ordering Purdy's chocolate, selling raffle tickets, etc.) does not count as a volunteer activity.

OPT OUT

In 2024-2025 AESC will introduce a fourth option (Option D) allowing caregivers to opt out of volunteering in exchange for paying a fee at the time of registration. This option will permit caregivers who may not have the time to offer volunteer hours to opt out by paying a one-time annual fee, PER SKATER*, instead of volunteering. Our policy will be updated in advance of the 2024-2025 season to include this additional option.

*In recognition of the challenge of fulfilling the volunteer commitment for families with two or more athletes, AESC only requires that caregivers volunteer time as though they have only one skater. This does not apply to the opt out fee.

RECORD OF FULFILLED COMMITMENT HOURS

The Board of Directors will have record of volunteer commitments through Sign-Up Genius. It is hoped that caregivers will abide by an honour system to ensure their completion of their volunteer commitments.

POSSIBLE VOLUNTEER COMMITMENT OPPORTUNITIES

Volunteer opportunities necessary to operate the Club include, **but are not limited to**, the following:

Membership on the AESC bodies including, but not limited to the following:

1. Board of Directors Member
2. Fundraising committee
3. Special events planning committees
4. Policy &/or planning committees
5. Other committees or requirements established by the Board of Directors

Maintenance and improvement of skating equipment including the following:

1. Equipment installation and maintenance (such as lighting & event equipment)
2. Costume making &/or care
3. Other as established by the Board of Directors

Event Planning and Support including the following:

1. Event planning & coordination
2. Marketing & sponsorship
3. Organizing and providing hospitality services for athletes &/or special guests
4. Volunteer co-ordination for event
5. Awards preparation and presentation
6. Equipment set-up and take-down
7. Coordination & delivery of building events for skaters
8. Season welcome support (registration table, information sessions, etc.)
9. Other as established by the Board of Directors

Session Volunteers (such as music playing during session times &/or supervision)

WITHDRAWAL FROM SKATING

If a skater withdraws from programming, the volunteer commitment requirement will be calculated by pro-rating time or fees spent for the portion of the skating season completed by the athlete.

INQUIRIES REGARDING VOLUNTEER COMMITMENT POLICY

AESC does not wish for any of our policies, guidelines or procedures that govern the Club to be a barrier to participation in our programming. Should a caregiver wish to discuss this or any policy, procedure or guideline, we appreciate reaching out to the Board Chair at arcticedgechairs@gmail.com to inquire how the Club can best support caregivers and skaters.

This policy will be reviewed annually by the Board of Directors and updated as necessary.