



VOLUNTEER COMMITMENT POLICY

(Updated June 7, 2026)

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 increase 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 the StarSkate Program. CanSkate Tots, CanSkate & recreational programming such as SynchroSkate/Ice Theater 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 credits 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. As the skating year progresses and it is determined that the number of volunteer credits 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. Conversely, if more volunteer hours are required to meet the programming needs, then the membership will be advised of additional volunteer opportunities and credit requirements.

VOLUNTEER CREDITS

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

Volunteer opportunities will be listed in the Uplifter registration system. Caregivers are expected to select from a list of known volunteer tasks prior to finalizing their registration and payment. Volunteer tasks are assigned a certain credit value. The number of volunteer credits required per season is communicated during the fall registration launch of the upcoming year and on the website. Volunteer openings not listed during the fall

registration launch will be communicated to caregivers throughout the season as additional opportunities to get involved and support the club.

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

Caregivers can opt out of volunteering in exchange for paying a \$200 fee at the time of registration. This option is available through the subscription icon in the Uplifter system. The opt out function will permit caregivers who may not have the time to offer volunteer hours to opt out by paying a one-time annual fee, instead of volunteering.

RECORD OF FULFILLED COMMITMENT HOURS

The Board of Directors will have record of volunteer commitments through the Uplifter Registration system and Sign-Up Genius for music playing/session support. Caregivers will abide by an honour system to ensure 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.