



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.

Volunteering at Connaught Skating Club (CSC)

As a non-profit organization, Connaught Skating Club (CSC) is run and managed by a group of volunteers: the CSC Board and skaters' parents. 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 **Volunteer Form and a cheque** when registering at any time during the Fall, Winter, Spring or Summer sessions in the current skating year (**September 2019 to August 2020**).

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

1. **Volunteer Deposit:**

Those who choose the Volunteer Deposit option must submit a **Volunteer form and postdated cheque** in the amount specified in the chart below, which is based on the skater's designation. The specified hours of volunteering for the Club must be completed and documented by August 31, 2020; otherwise the Volunteer Deposit postdated cheque will be cashed.

2. **Volunteer Fee:**

Those who choose the Volunteer Fee/Opt out option must submit a **Volunteer form and an immediately dated cheque** 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.

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



The amount of the Volunteer Deposit, Fee, and Hours is dependent on the skater's designation.

Skater Designation	Minimum Volunteer Hours Required	Cheque Amount
Junior Academy / StarSkate Bronze	3 hrs/season*	-
Bronze	15	\$200
Bronze Plus, Silver, Gold, Diamond B	30	\$350
Diamond A, Top Flight	45	\$400

**Note: Requirement of a minimum of 3 hours per season (ie. 3 hours or more in Fall, 3 hours or more in Winter, etc.)*

The number of hours is per immediate family, not per skater, and is based on the highest skater designation in the family. Those who choose the Volunteer Deposit option must complete the specified minimum number of hours based on their skater's designation.

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 2018. Please be sure to contact the Volunteer Coordinator.

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.

For example:

A Bronze skater is required to complete 15 total hours of volunteer time. 70% of 15 hours (10 hours 30 mins) is the maximum number of volunteer hours allowed to accrue during the Fall/Winter seasons, and the remaining 30% of 15 hours (4 hours 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).

Board Members will get full credits for their volunteer hours.

Volunteer Opportunities

Notification will be sent out by email (via SignUpGenius) and posted on the rink roller board when volunteers are needed. Tasks are assigned on a first come, first serve basis and managed by the Club's Volunteer Committee. If a coach suggests a job, please discuss it with the Volunteer Coordinator before taking on the task in order to receive credit for the time.

It is the responsibility of parents to ensure they provide a valid email address and fulfill the minimum hours' requirement if they would like their deposit cheque returned. **Completed tasks/hours must be recorded on an ongoing basis in a Volunteer Hours Log spreadsheet, 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.

This program is our (the membership's) program; if coaches have requests for works, the requests should be going to through the Volunteer Coordinator for approval and determination of appropriate hours. In the past, coaches were asking people to do tasks and promising them hours, which we had no idea about and took us by surprise.

Tasks performed by children will not be accepted as volunteer hours, unless approved in advance by the Volunteer Committee.

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.

How to email your Volunteer Hours Log spreadsheet to the Volunteer Coordinator

Please ensure that your emailed copy of the Volunteer Hours Log spreadsheet has the following information in the SUBJECT LINE of the email: "2019-2020 [Skater's Skating Level]: [Skater's Last_Name, Skater's First_Name]"

e.g. Subject : 2019-2020 Bronze: Smith, Jane

The sample Volunteer Hours Log spreadsheet will be sent out by email. If you have any difficulty in completing the excel spreadsheet, please contact the Volunteer Coordinator.

For more information, please contact Linda Tam, 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!



Volunteer Form 2019 – 2020

Skater(s) Information:

1.) Name: _____ Skater Designation: _____
First name Last name

2.) Name: _____ Skater Designation: _____
First name Last name

Parent/Guardian Information:

Name: _____
First name Last name

Email: _____ Phone: _____

(NOTE: The email address listed above should be the same as your Uplifter account profile; as SignUpGenius will use your Uplifter email address to send out invites for volunteer opportunities.)

Please check off the box next to the applicable highest Skater Designation in your family:

	Skater Designation	Minimum Volunteer Hours Required	Cheque Amount
<input type="checkbox"/>	Junior Academy / StarSkate Bronze	3 hrs/season*	-
<input type="checkbox"/>	Bronze	15	\$200
<input type="checkbox"/>	Bronze Plus, Silver, Gold, Diamond B	30	\$350
<input type="checkbox"/>	Diamond A, Top Flight	45	\$400

**Note: Requirement of a minimum of 3 hours per season (ie. 3 hours or more in Fall, 3 hours or more in Winter, etc.)*

I choose to:

- ☐ Submit this Volunteer Form and a separate cheque (postdated August 31, 2020) for the Volunteer Deposit at the time of registration.
- ☐ Submit this Volunteer Form and a separate cheque (cashable immediately) for the Volunteer Fee at the time of registration.

Please make cheques payable to: Connaught Skating Club

- ☐ I understand that this Volunteer form and cheque must be submitted in order for registration to be completed. The volunteer hours must be earned during the current Fall, Winter, Spring or Summer sessions and recorded in the Volunteer Hour Log spreadsheet. A \$20.00 charge will be applied to all NSF cheques.
- ☐ I acknowledge I have read and understand the Volunteering Policy at Connaught Skating Club.

Signature of Parent or Legal Guardian **: _____

Date: _____

**In signing the parent or legal guardian represents that consent has been obtained from any other parent or legal guardian who has custodial rights to the child.