

## **Winchester Figure Skating Club Volunteer Policy 2020-21**

The Winchester Figure Skating Club is completely volunteer-run and relies on the efforts and support of its members to fulfill its mission. To ensure responsibilities are equitably spread among members, the Board of Directors adopted this volunteer policy. This policy applies to all Full, Introductory, and Non-Representing members of the Club.

### **Required Volunteer Hours**

The following are the minimum *family* volunteer hours for the skating year (July 1<sup>st</sup> to June 30<sup>th</sup>).

- Full and Non-Representing Memberships: 10 hours per skating family
- Introductory Membership: 5 hours per skating family

Member families may opt out of the volunteer requirement by electing to submit an additional \$200 with their membership application and annual fee. Those families who pay this opt-out fee are not obliged to provide any volunteer hours during the skating year.

### **Volunteer Opportunities**

Announcements of opportunities and needs for volunteers will be communicated via email, printed in the newsletter, and/or posted on Facebook. Ice Monitor spots, as well as other volunteer opportunities, will be offered on the Sign-Up.com system. The link for the Sign-Up.com form will be distributed with the announcement of the volunteer opportunity.

There are many opportunities for volunteering. Examples of volunteer opportunities include:

- Serving as ice monitor at Club ice sessions (earn 1 hour per ice hour)
  - Check skaters' names and collect fees
  - Supervise skaters rink-side during sessions
  - Play music
  - Post and enforce freestyle session rules
- Assisting with WFSC-sponsored Test Sessions
  - Greet and check-in skaters, judges, coaches, and volunteers
  - Collect music, distribute info packets, direct people to locker rooms, etc.
  - Make copies for Test Chair
  - Play skaters' CDs as well as standard dance CDs during test sessions
  - Serve as runners (deliver results/music/etc.)
- Providing food and items for WFSC-sponsored Test Sessions
- Organizing or assisting with Fundraising events
- Marketing the Club to the skating and general community
  - Maintain bulletin board, display case, and information bins with current information
  - Act as reporters/photographers
  - Publicize club membership and activities (posters, newspaper/web submissions/etc.)
  - Liaison with BHSA and/or other Basic Skills programs for new members
- Please note, the above are just examples. If a family is unable to volunteer for any of the above, please contact a Board Member and an opportunity that fits the family's schedule and interests will be identified.

### **Ice Monitor Incentive Plan**

The Ice Monitor role is extremely important for the operations of the Club. As such, an incentive plan has been put into place to encourage member parents/guardians to fill this role. For each ice session, one spot is available at a deep discount for the ice monitor's skater. These spots may be purchased via EntryEeze, first-come first-serve.

- The ice monitor must be either: (a) the parent or legal guardian of the skater, or b) a WFSC Adult or Collegiate member. A WFSC Adult or Collegiate member who is serving as an ice monitor may skate during that session, however he/she must not have a lesson during that session, must check in all other skaters before entering the ice, and must place priority on the ice monitor responsibilities listed immediately below.
- Ice monitor responsibilities include:
  - (i) Checking in skaters using the list of contracted skaters (emailed to them prior to the session),
  - (ii) Remaining on the premises in the event of an emergency,
  - (iii) Emailing the names of coaches and parents/guardians who attend the session to [info@winchesterfsc.com](mailto:info@winchesterfsc.com),
  - (iv) Emailing the names of skaters who did not show to the session to [info@winchesterfsc.com](mailto:info@winchesterfsc.com).
- There will be no need for the ice monitor to access the WFSC closet/suitcase/binder - unless there is an emergency need for ice packs or member emergency information. The combination lock code for the WFSC closet remains the same as last year.
- Ice monitors are responsible for finding their own replacement if they cannot attend their scheduled spot. A WFSC Member Directory will be shared with all members for this purpose.
- If an ice monitor does not report for their slot and does not find a replacement, then the member will be assessed a \$20 amount due on EntryEeze. This amount due will prevent purchasing any additional ice until it is paid.

### **Mid-Year Membership Registration**

Members who join the Club before December 31<sup>st</sup> will be responsible for completion of the full number of required hours. Members who join the Club between January 1<sup>st</sup> and February 28<sup>th</sup> will be responsible for 75% of the required hours. Members who join the Club after March 1<sup>st</sup> will be responsible for 50% of the required hours.

### **Tracking Volunteer Hours**

The Club Secretary maintains a log of all volunteer hours earned by member families. To ensure that volunteer hours are recorded, the following procedures should be followed:

- For Ice Monitor volunteer hours, the official record will be the contract for discounted ice monitor spots on EntryEeze.
- For Test Session volunteer hours, the WFSC Test Chair will track volunteer hours. All Test Session volunteers should check in with the Test Chair upon arrival.
- For all other volunteer hours, the hours must be reported to either the Club President or Secretary.

### **Unfulfilled Volunteer Hours**

It is the responsibility of the member families to seek and arrange volunteer hours. At the end of the skating year, the Board will total the volunteer hours earned by each member family. If any family has not fulfilled their minimum required volunteer hours, the Club will bill the family for the unfulfilled hours at the rate of \$20 per hour.

***The WFSC Board truly appreciates all of the Club's volunteers. The Club could not operate without the dedication of its generous member families. Thank you for all that you do for your skater and WFSC.***