



2017-2018 VOLUNTEER CREDIT

The Figure 8 Skating Club is governed entirely by a volunteer board of directors. Our primary mandate is to create an environment that maximizes the potential for all skaters and provides a positive experience for all members. The success of the Club depends on the volunteer efforts of the members. 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. There are many ways to volunteer in the Club.

It is mandatory for every family to work one shift at the casino on a year that we have a Casino and volunteer 10 credits. The next Casino will be October 6 and 7 2017 at the Argyll Casino.

Every parent of a private Starskater or Introduction to Figure Skating (IFS) may choose to either:

1. Donate the \$150 fee at the time of registration, or
2. Volunteer for the Club and submit a post dated cheque in the amount of \$150 (Volunteer Deposit - post dated cheque for March 1st 2018 cashed only if 10 volunteer credits are not completed during Fall and Winter programs)

A post dated cheque must accompany the skater's registration form in order for their registration to be processed. The \$150 volunteer fee may be earned back by completing 10 credits worth of volunteer service. Credit values for individual tasks are listed below. The volunteer credits must be earned during the Fall and Winter sessions. Email notification will be sent out when volunteers are needed and tasks will be assigned on a first come, first served basis at registration. It is the responsibility of parents to ensure they fulfill the minimum 10 credit requirement if they would like their cheque returned.

If you have more than 1 skater (private and IFS) registered to the Club, you are only asked to work 10 credit.

Volunteer positions :

Board member (10 credit) – The club will elect a president, vice president, treasurer and secretary at the Annual General Meeting (date to be confirm). The board has one meeting every month.

- Sandy Marsh
- Alexia Wagner
- Renée Gauvreau
- Michelle Grant

- Lyrisa Payne
- David Dorn
- Anj Augert

Financial reports (10 credits) - Bruce Poon

Volunteer liaison (10 credits) : Communicate with all the volunteers before their shift and answer the questions on the responsibilities for their positions.

1 volunteer : Anj Augert

Ice Show :

Ice Show coordinator (10 credit)- Coordinate the annual Ice show at the end of the winter session with the Skating Director and the Board. Coordinate all volunteers for the event. Be available for monthly meetings with the board or give a report. **Ice Show – Saturday March 17 2018.**

1 volunteer : _____

Decor coordinator (10 credits) – Responsible to plan the decor of the Ice Show and work with the volunteers to help prepare the decor.

1 volunteer : _____

Costume coordinator (10 credits) – Responsible to submit costumes ideas and work with the volunteers to help prepare the costumes.

1 volunteer : _____

Decor Assistant (5 credits) – Help prepare the decor before the event and set up at the Ice show.

2 volunteers : _____ & _____

Costume Assistant (5 credits) – Make costumes for the skaters before the event and help to distribute the costumes at the rehearsal.

3 volunteers : _____ & _____ &

Raffle basket and tickets (10 credits) – Collect the supplies for the raffle basket and be available to sell the tickets at the Ice show information table. Also, prepare and distribute loot bags for the Ice Show. Be available at the end of the Ice Show for the return of the costumes.

1 volunteer : _____

MC @ Ice Show (5 credits) – MC for the Ice Show (March 17 at Kenilworth arena)
1 volunteer : _____

Canskate liaison (10 credit) – Responsible to do the liaison between the parents, coaches and the board. Work with the Skating Director with the theme days and the Canskate Event. Help with registration. Have to be available for monthly meetings with the board.

Must have a child in CanSkate – 1 volunteer : _____

Photographer (10 credit)– Responsible to find a photographer for the Club for events such as Ice Show and Christmas Gala and coordinate the logistics with the photographer and the board. Be available to collect money from parents.

1 volunteer : _____

Canskate element + F8 competition for IFS and Star 1 (5 credits) – Help to organise the Canskate element competition. This event is for the Canskaters. A list of position will be given closer to the event but we will need ice captain, judges and score calculation. (2 volunteers)

Sunday November 12, 2017 (Meadows) :

Welcome table (5 credits) : Be available on **first and second day** of Canskate classes to welcome the skaters and answer any questions from new parents. Also, have a volunteer at the ice level to welcome skaters and make sure they have their helmet. Work 1 shift for 5 credit. (2 volunteer each day)

Fall

- ✓ Monday September 25th & October 2nd (Kenilworth arena)
_____ & _____
- ✓ Saturday September 16th and September 23rd (Kenilworth arena)
_____ & _____
- ✓ Sunday September 24th and October 1st (Meadows Rec Center)
_____ & _____

Test days (5 credit) - A list of position and times will be given closer to the event but we will need ice captain, bring snacks and coffee, play the music for tests and help to collect the test fees.

- ✓ Thursday Dec. 2, 2017 - (2 volunteers) @ Kenilworth Arena

2 volunteers: _____ & _____

✓ Thursday Feb. 22, 2018 - (2 volunteers) @ Kenilworth Arena

2 volunteers: _____ & _____

Christmas Gala (5 credits) - Annual event held at Christmas, volunteers help organize and promote the event, decorate and give programs at the entrance.

2 volunteers : _____ & _____

Annual General Meeting (10 credits) – Help to coordinate the AGM in the spring – find location, look after snacks and prizes.

1 volunteer : _____

Party organizer for the beginning of the Year (10 credits) – Find a location and prices for a party for privates and IFS skaters for the beginning of the year. Collect money from the families that are interested to participate. Coordinate the event.

1 volunteer : _____

Communication (5 credits) : Listen to messages every week at the office and write the message on a piece of paper – phone number, program interested and name for a board member to call back. (1 volunteer)

1 volunteer : _____

Storage clean-up (10 credits) – Cleanup of storage room at the Kenilworth arena at the beginning of the year and at the end of the year. Work on a inventory of the costumes. (2 volunteers)

2 volunteers : _____ & _____

Dress sale (10 credits) - Responsible to organize a dress sale before a test day or a competition. Have skaters bring their old dresses and/or have a person come with some new dresses at the rink. Need to be available for a few weeks.

1 volunteer: _____

Apparel (10 credits) - Be in charge to find a club uniform and collect orders from the skaters.

1 volunteer: _____

Office organisation (10 credits) - Responsible to organise the office once a month. Cleanup and organise the Canskate props, sweep the floor and organise the office. Make sure the first aid kit is up to date.

1 volunteer: _____

You will pick your position when you register online.

Board of directors