

## **2019-20 Volunteer Policy - Canmore Nordic Ski Club (CNSC)**

The operation of the CNSC and the programs and services we provide depend upon the volunteer efforts of our members. With the exception of a select group of paid coaches, the CNSC is run entirely by the efforts of our tireless volunteers. Volunteering for our club is a great way to learn new skills, meet new people and have lots of fun!

You can help the club by volunteering in different ways:

1. At CNSC sporting events and fundraising initiatives (see list below) that provide **direct** financial support to the club in order to keep program, camp and race travel fees as low as possible
2. As a Program Coordinator
3. As a volunteer coach/assistant coach
4. As a Board member
5. At select CNSC camps as defined in this document. These events will be updated on an annual basis at the discretion of the CNSC board.

The CNSC has a minimum volunteer requirement for families and individuals involved in many of our programs (see specifics below). It's based on a time commitment and is administered by means of a volunteer bond. The volunteer bond is to encourage those involved in programs with paid coaches to volunteer for club events and positions that provide financial support to the club and thereby keep program, camp and race travel fees as low as possible. Those who cannot contribute time will have to pay the bond in lieu of volunteer work at the end of the season in April.

**IMPORTANT NOTE:** Occasional volunteering within your child's program such as taking kids on a warm-up ski before a race is a great support to your child's skiing experience and is hugely appreciated by Program Coordinators and Coaches. While this is a valued form of assistance, it IS NOT considered part of our club's official Volunteer Commitment and as such, cannot be used to pay off the volunteer bond.

### **Volunteer Commitment**

The following is the list of programs involved, volunteer time commitment and volunteer bond required:

<b>Program</b>	<b>Volunteer Days Required per Program Participant</b>	<b>Volunteer Bond</b>
Intro to Track Attack / Track Attack	2 days	\$300
Cross-country T1, T2, LC, LC+, RAD	4 days	\$600
Biathlon T1, T2, LC, LC+, RAD	4 days	\$600

### **How to Earn Volunteer Time**

Volunteer time is earned by supporting the Club in its commitment to hosting cross country ski and biathlon events, fundraising activities as well as in Club Board member, Program Coordinator and volunteer coach/assistant coach positions (see Event/Position grid).

<b>Event/Position</b>	<b>Date - 2019/20 season</b>	<b>Volunteer time earned</b>
<b>Club Registrar</b>	2019-20 year	full bond
<b>Grant Writer</b>	2019-20 year	full bond
<b>Media Relations</b>	2019-20 year	full bond
<b>Sponsorship and Fundraising</b>	2019-20 year	full bond
<b>Blog Contributor</b>	2019-20 year	full bond
<b>Canada Day Fun Run Coordinator</b>	July 1, 2019	full bond
<b>Financial Auditor</b>	2019-20 year	Full bond
<b>Canada Day Fun Run Volunteer</b>	July 1, 2019	½ day per shift
<b>Ski Swap Coordinator (2 coordinators)</b>	Fall 2019 TBD	full bond per coordinator
<b>Ski Swap volunteer</b>	Fall 2019 TBD	½ day per shift
<b>CNSC Clothing Coordinator</b>	Early fall	2 days
<b>Main Camp COORDINATOR(S), if needed:</b> - Kaslo (3 helpers share coordination) - Ribbon Creek - TA Camp (1 coordinator) - Lake Louise Camp - LT2/TT (2 coordinators)	July 2-8, 2019 Sept 29-30, 2018 November 8-10, 2019	2 days per coordinator 1 day per coordinator 2 days per coordinator
<b>Main Camp HELPER(S):</b> - Nipika (2 helpers for barn) - Ribbon Creek - TA Camp (3 helpers) - Lake Louise Camp - LT2/TT (3 helpers)	October 4-6, 2019 Fall 2019 November 8-10, 2019	1 day per helper 0.5 day per helper 1 day per helper
<b>XC races in Canmore that our club organizes:</b> Alberta Cup 1-2	December 2019	3hrs = ½ day credit 6 hrs = 1 day credit
<b>Biathlon races in Canmore that our club organizes:</b> Calforex Cup 1/2 Calforex Cup	TBD TBD	3hrs = ½ day credit 6 hrs = 1 day credit
<b>AB Youth Championships, Bragg Creek</b>	March 2020	3hrs = ½ day credit 6 hrs = 1 day credit

<b>CNSC Board members</b> - Executive Roles: President, VP, Secretary, Treasurer - Media and Communications, Website, Volunteer coordinator - members at large	1 year commitment Sub committee participation	full bond
<b>Wind Up Party Coordinator</b>	May/June TBD	1 day
<b>Highway Clean Up Coordinator</b>	May 2020	2 days
<b>Program Coordinator **</b>	full season commitment	full bond
<b>Coach/Assistant Coach/Instructor ***</b>	full season commitment	full bond
<b>Race-day wax team member ****</b>	full season commitment	full bond

\*\* applies to the following Program Coordinators: Jackrabbits, Intro to Track Attack/Track Attack, Train to Train, LC/LC+, Biathlon, Adult Rec, Masters

\*\*\* applies to those volunteers who coach on a weekly (not occasional) basis throughout the dryland and/or ski season. Includes Jackrabbit leaders, Intro to Track Attack/ Track Attack Assistant Coaches, Biathlon Coaches/Assistant Coaches, and Adult Recreational instructors. Requires head coach approval.

\*\*\*\* applies to those who are designated members of a race-day wax team that is utilized throughout the ski season. Requires head coach approval.

## **Volunteer Bond**

At the time of registration, it is MANDATORY to write a volunteer bond cheque payable to the Canmore Nordic Ski Club in the amount of the Volunteer Bond for that specific program. Cheques are dated April 1<sup>st</sup>, 2020 and the cheque will be cashed April 1, 2020 for those families who have not fulfilled their volunteer obligations.