

2021-22 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 full time 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:

Program	Volunteer Hours Required per Program Participant	Volunteer Bond
Intro to Track Attack / Track Attack	12 hours	\$300
Cross-country T1, T2, LC (Multi, Primo, Supremo)	24 hours	\$600
Biathlon T1, T2, LC (Multi, Primo, Supremo)	24 hours	\$600

The maximum number of volunteer days for families with more than 1 child is set at 48 hours.

Tracking Volunteer Time

NEW FOR 2021-22: It is each member's responsibility to report their time and ensure they fulfill their volunteer requirement. A volunteer tracking spreadsheet will be used for this purpose, the link will be shared with members requiring to fulfill volunteer time.

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).

Event/Position	Date 2021-22 season	Volunteer time earned
Grant Writing	2021-22 year	24 hour bond
Sponsorship and Fundraising Committee	2021-22 year	24 hour bond
Canada Day Fun Run Coordinator	July 1, 2022	24 hour bond
Financial Auditor	2021-22 year	24 hour bond
Canada Day Fun Run Volunteer	July 1, 2022	Hourly equivalent
Ski Swap Coordinator (2 coordinators)	Fall 2021	24 hour bond per coordinator
Ski Swap volunteer	Fall 2021	Hourly Equivalent
CNSC Clothing Coordinator	Early fall	12 hour bond
Main Camp COORDINATOR(S), if needed: - Kaslo (3 helpers share coordination) - Ribbon Creek - TA Camp (1 coordinator) - Lake Louise Camp - LT2/TT (2 coordinators) Main Camp HELPER(S): - Nipika (2 helpers for barn) - Ribbon Creek - TA Camp (3 helpers) - Lake Louise Camp - LT2/TT (3 helpers)	Summer 2021 Fall 2021 Fall 2021 Fall 2021	24 hour bond 12 hour bond 12 hour per coordinator 12 hour per helper 6 hour per helper 12 hours per helper
XC races in Canmore that our club organizes: Noram - Alberta Cup 1-2	December 2021	Hourly shift equivalent
Biathlon races in Canmore that our club organizes: Calforex Cup 1-2 Calforex Cup 3-4	TBD TBD	Hourly shift equivalent
AB Youth Championships, Bragg Creek	March 2022	12 hours for overnight helper

CNSC Board members - Executive Roles: President, VP, Secretary, Treasurer - Media and Communications, Website, Volunteer coordinator - members at large	1 year commitment Sub committee participation	President, Treasurer - Full Family Bond All other positions - 1 full bond
Member on AWCA board, Nordiq Alberta board	1 year commitment	24 hour bond
Wind Up Party Coordinator	May/June TBD	6 hours
Highway Clean Up Coordinator	May 2021	12 hours
Highway Clean Up (day-of)	May 2021	Hourly shift equivalent
Program Coordinator *	full season commitment	24 hour bond
Coach/Assistant Coach/Instructor **	full season commitment	24 hour bond
Race-day wax team member ***	full season commitment	24 hour bond

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

** 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.

**** Our club understands that extenuating circumstances and/or debilitating illness may occur. Special Volunteer Bond Requests may be brought to the CNSC Board of Directors for further discussion.

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 1st, 2022 and the cheque will be cashed April 1, 2022 for those families who have not fulfilled 100% their volunteer obligations, there is no partial fulfilling of the bond.