



Canmore Nordic Ski Club

Volunteer Policy

Policy No. CNSC 2022-02

Purpose

The operation of the Canmore Nordic Ski Club (CNSC) and the programs and services provided 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!

The CNSC has a minimum volunteer requirement for families and individuals involved in many of our programs. 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.

Volunteer Commitment

Program	Volunteer Hours Required per Program Participant	Volunteer Bond
Intro to Track Attack	12 hours	\$300
Track Attack	12 hours	\$300
U14/U16/U18	24 hours	\$600

Maximum number of volunteer hours for families with more than one child in CNSC programs is 48 hours.

Volunteer Bond Cheques

At the time of program registration, it is mandatory to provide two volunteer bond cheques, dated April 1st of the following year and payable to the Canmore Nordic Ski Club. Each cheque will be for 50% of the Volunteer Bond amount owed (see above for the total volunteer bond value).

As you begin to fulfill volunteer hours, these should be submitted to the Volunteer Coordinator within a week of the event for accurate and timely tracking of hours. On April 1 of the following year, cheques will be cashed for volunteer hours not completed as per the following schedule:

Volunteer Hours	Volunteer Bond
0% - 49% of requirement	Two cheques cashed
50% - 99% of requirement	One cheque cashed
100% of requirement	No cheques cashed

CNSC understands that extenuating circumstances, such as illness or other reasons, may prevent the fulfillment of the required volunteer hours. Such cases should be brought to the CNSC Board of Directors for further discussion.

Earning Volunteer Hours

You can help the club by volunteering in different ways — from acting as a program coordinator or board member, organizing club events, to volunteering at events and fundraising initiatives that provide direct financial support to the club. Volunteer hours shall be applied to the season they are worked. The season starts each year on May 1 and ends on March 31 of the following year. See the table below for full details.

Event / Role	Time (subject to change)	Volunteer Hours
Nordic Races (that our club organizes) Volunteer - NORAM - Alberta Cup 1-2 Organizing Committee Member Volunteers	December	Hours worked Hourly shift equivalent
Biathlon Races (that our club organizes) Volunteer - Calforex Cup 1-2 Organizing Committee Member Volunteers	November / December	Hours worked Hourly shift equivalent
Canada Day Fun Run Coordinator Volunteer	April - July	24 hour bond Hourly shift equivalent
Highway Clean Up Coordinator Volunteer	May	12 hours Hourly shift equivalent
Wind Up Party Coordinator	May - June	6 hours
Ski Swap Coordinator (2) Volunteer	Fall	24 hour bond per coordinator Hourly shift equivalent
Clothing Coordinator	Fall and Spring	12 hours per season / order
AB Youth Championships	March	

Overnight Helpers		12 hours per overnight helper
Event / Role	Time (subject to change)	Volunteer Hours
Ski Camp Coordinator(s) Kaslo (3 helpers share coordination) Ribbon Creek (1 coordinator) Lake Louise (2 coordinators)	July Fall November	24 hour bond 12 hour per coordinator 12 hour per coordinator
Ski Camp Helper(s) Vernon (4 helpers) Kaslo (4-5 helpers) Kimberley (2 helpers) Ribbon Creek (3 helpers) Lake Louise (3 helpers)	May July Fall Fall November	12 hours per helper 24 hours per helper 12 hour per helper 6 hour per helper 12 hours per helper
CNSC Board members Executive Roles: - President - Vice-President - Treasurer - Secretary Members at Large - Website - Volunteer Coordinator x 2 - Biathlon Representative - Adult Rec - Jack Rabbit - Past-President	President and Treasurer 2 year commitment All other positions 1 year commitment Sub committee participation	President & Treasurer - Full family bond (48 hours) All other positions - 24 hour 12 hour bond
Sponsorship and Fundraising Committee	Full season commitment	24 hour bond
Social Media Coordinator - Cross Country	Full season commitment	24 hour bond
Social Media Coordinator - Biathlon	Full season commitment	24 hour bond
Grant Writer	Full season commitment	24 hour bond
Grocery Card Coordinator	Full season commitment	Hours worked
Program Coordinator *	Full season commitment	24 hour bond
Coach/Assistant Coach/Instructor **	Full season commitment	24 hour bond
Tail Gunners **	Full season commitment	12 hour bond
Race-day wax team member ***	Full season commitment	24 hour bond
Financial Auditor	May - June	24 hour bond
Liaison Member Alberta World Cup Academy board Nordiq Alberta board	1 year commitment	24 hour bond 24 hour bond

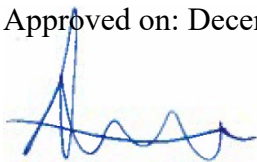
*Applies to the following Program Coordinators: Jackrabbits, Intro to Track Attack/Track Attack, U14, U16/U18, Biathlon, Masters, Adult Rec.

** Applies to those volunteers who coach or tailgun 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.

NOTE: Occasional volunteering within your child's program or 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.

Approved on: December 19, 2022



President



Executive Member