



## Canmore Nordic Ski Club

### Volunteer Policy

Policy No. CNSC 2023-01

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#### 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 (U12)	18 hours	\$450
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
<b>Nordic Races (that our club organizes)</b> Volunteer - NORAM - Alberta Cup 1-2 Organizing Committee Member Volunteers	December	Hours worked Hourly shift equivalent
<b>Biathlon Races (that our club organizes)</b> Volunteer - Calforex Cup 1-2 Organizing Committee Member Volunteers	November / December	Hours worked Hourly shift equivalent
<b>Canada Day Fun Run</b> Coordinator Volunteer	April - July	24 hour bond Hourly shift equivalent
<b>Highway Clean Up</b> Coordinator Volunteer	May	12 hours Hourly shift equivalent
<b>Wind Up Party</b> Coordinator	May - June	6 hours
<b>Ski Swap</b> Coordinator (2) Volunteer	Fall	24 hour bond per coordinator Hourly shift equivalent
<b>Clothing Coordinator</b>	Fall and Spring	12 hours per season / order

Event / Role	Time (subject to change)	Volunteer Hours
<b>AB Youth Championships</b> Overnight Helpers	March	12 hours per overnight helper
<b>Ski Camp Coordinator(s)</b> 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
<b>Ski Camp Helper(s)</b> 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
<b>CNSC Board members</b> 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
<b>Sponsorship and Fundraising Committee</b>	Full season commitment	24 hour bond
<b>Social Media Coordinator - Cross Country</b>	Full season commitment	24 hour bond
<b>Social Media Coordinator - Biathlon</b>	Full season commitment	24 hour bond
<b>Grant Writer</b>	Full season commitment	24 hour bond
<b>Grocery Card Coordinator</b>	Full season commitment	Hours worked
<b>Program Coordinator *</b>	Full season commitment	24 hour bond
<b>Coach/Assistant Coach/Instructor **</b>	Full season commitment	24 hour bond
<b>Tail Gunners **</b>	Full season commitment	12 hour bond
<b>Race-day wax team member ***</b>	Full season commitment	24 hour bond
<b>Financial Auditor</b>	May - June	24 hour bond

Event / Role	Time (subject to change)	Volunteer Hours
<b>Liaison Member</b> Alberta World Cup Academy board Nordiq Alberta board	1 year commitment	24 hour bond 24 hour bond
<b>Other Position</b> (must be approved by two members of the executive)		Hourly shift equivalent

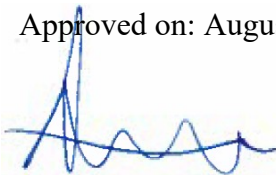
\*Applies to the following Program Coordinators: Jackrabbits, Intro to Track Attack/Track Attack, U14, U16/U18, Biathlon, Masters, Adult Rec.

\*\* 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: August 1, 2023



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 President

*Simon Bagshaw*

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 Executive Member