

Calgary Speed Skating Association

Volunteer Policy

2010 - 2011

Revised and approved, July 2016

Policy Statement

CSSA is committed to fostering a climate that values people who voluntarily offer their services in the activities of the Association. *(Adopted from SSC Volunteer Policy)*

Volunteer Requirements

Like all sports organizations, speed skating relies heavily on volunteers to successfully meet the demands of the sport. Notwithstanding our Policy Statement, members of the Calgary Speed Skating Association are required to volunteer each season. Every member is asked to commit at least 5 hours of volunteering to one of the two sanctioned meets - ABLT and RUFast.

The minimum required hours are 20 per skating member. For a family with more than one skater, each additional skater adds an additional 10 hours of volunteering to a maximum of 40 hours.

Exceptions:

1. CSSA members who skate with other programs, such as the Oval Pathway, and do not use any CSSA ice times are encouraged to volunteer.
2. L2SS skaters (or their parents) are required to complete 5 hours of volunteering.
3. Uncoached adult skaters are required to complete 10 hours of volunteering.

Most volunteer hours must be completed by an associate member (parent or guardian designated as such in the registration process) or a skating member, with the exception of Casino hours, which can be completed by any representative of the skater.

Responsibility for Tracking Hours

Members are responsible for completion and recording of their own volunteer time. They are responsible for having their time verified by a meet co-ordinator, CSSA board member or any coach they may have assisted, and for submitting these records to the Volunteer Vice Chair. We ask that members submit these records as soon as possible after completion to assist the Volunteer Vice Chair and the CSSA Office Manager in completing the season-end paperwork. As a back-up, the on-line volunteer sign-up form does track hours but any volunteer work completed outside of those sign-up forms is not tracked by the Volunteer VC, unless this information has been verified and submitted to the Volunteer VC.

Volunteer Deposit Cheque

At registration, all members (excluding Exception 1 above) are required to submit a cheque post-dated to April the following year.

- With the completion of the minimum volunteer hours, the deposit will be returned or shredded. This is done at the end of the season, usually the end of March.
- If the minimum number of volunteer hours has not been completed by the end of the season, the Association (CSSA) will cash that cheque.

- The amount of the cheque will be five hundred dollars (\$500.00) for an individual skating member or seven hundred dollars (\$700.00) for a family with 2 or more skaters.
- CSSA members have the option of writing 2 cheques in place of one: the first cheque for \$375.00 and a second cheque for the remaining \$125, both cheques post-dated to April. If you have completed only 75% of your volunteer hours, your first cheque will be returned. When you complete all your hours of volunteering, your volunteer deposit cheque(s) will be returned.
- At registration, members may indicate if they want to “pay out” their volunteer hours; in other words, have their cheque cashed rather than volunteer their time.

Volunteer Opportunities

Various opportunities to volunteer will be offered at registration. Other opportunities may be communicated to members on the CSSA website and by email as these occasions arise.

Volunteers are needed in large numbers, 80 to 100 people per day, at scheduled competitions such as Alberta Open Indoor Long Track, and RU Fast, our annual short track meet. Therefore, members are asked to volunteer at least one day at a scheduled CSSA meet if possible as otherwise these meets cannot occur. Please ensure you are recruited by the CSSA administration or Volunteer Vice-Chair, as volunteering at Oval sponsored meets will **not** count towards your CSSA volunteer hours.

Volunteers are strongly encouraged to attend a Level One Officials Clinic prior to working at a sanctioned meet. Credit will be given for the time spent at the Clinic.

Volunteer opportunities include, but are not limited to:

- Sanctioned competitions: ABLT and RUFast. You could complete all your hours at one meet.
- Club mini-meets: This is an excellent opportunity to train for working at a larger meet.
- Registration.
- Coaching: Parents and skaters interested in coaching will be paired with a trained coach. Please ensure the coach signs off on the hours you have completed.
- Casinos: CSSA usually runs a casino every 2 years.
- Skater recruitment events and/or information kiosks for the public.
- Committee work (as needed) i.e. fundraising, grant writing.
- Equipment maintenance team.
- Website management.
- Assisting office staff and/or Meet Coordinator with various tasks prior to a competition.
- All Sports One Day (June event)
- Food purchasing and set up for club events such as Officials’ Clinics, the AGM, the Gala, registration and other events as needed.

Provisions (Adopted from SSC Volunteer Policy)

Recruitment: CSSA will ensure a positive environment for volunteer involvement in our sport through distribution and implementation of its policies. CSSA will promote its principles and values in order that interested people know and understand the process to which they have committed.

Recognition: CSSA will ensure that its volunteers understand the importance of their contribution to the Association through the implementation of its recognition and awards policy. CSSA must ensure that future volunteers develop positively from their experiences with the Association by informing them of the importance of their actions with annual evaluation.

Retention: CSSA will ensure the development of knowledgeable volunteers for continued involvement and leadership throughout the Association. CSSA will take the necessary measures to develop a membership feeling within the Association. CSSA will protect its volunteers by contracting necessary insurance.

FAQs

Some frequently asked questions include:

Q: What happens if I can only accomplish 10 of my 20 required hours?

A: The cheque(s) will be cashed. No pro-ration is possible. With 180+members, the work to pro-rate negates the volunteer hours completed.

Q: What happens if I get to the end of the season and there are no longer adequate hours available for volunteering?

A: There are more volunteer requirements than members to fulfill them at the minimum level, so there should always be an opportunity to complete your hours. If you are unable to do that, your cheque will be cashed.

Q: Are volunteer hours at non CSSA meets eligible for the 20 hour minimum, such as volunteering at OVAL meets?

A: NO. Only CSSA sponsored events are eligible for CSSA volunteer hours. Ask a CSSA representative,(office staff or board member) if the event is eligible.