



NBSC Volunteer Policy

Purpose:

The North Bay Skating Club (NBSC) relies on the dedication and support of its members to provide high-quality skating programs to athletes in our community. This policy outlines the expectations, roles, and procedures regarding volunteer participation by members. As a non-profit organization, we require members to complete mandatory volunteer hours to ensure the sustainability of our operations and programs.

This policy applies to all members of the North Bay Skating Club, including parents/guardians of skaters, coaches, and Board members. It governs volunteer participation in various club activities, including but not limited to competitions, fundraisers (including working Bingo), events, and operational support.

Volunteering with the North Bay Skating Club (NBSC) provides the opportunity to meet other club members and parents, learn more about the sport of skating and experience how the NBSC operates. Volunteering helps reduce costs to the skating club by not spending funds on things members can assist with and contributes to raising funds to help reduce programming costs for all skaters. The combined efforts of all our members ensure the successful facilitation of our events and activities. Hundreds of hours go into running our club and each member is required to volunteer their time to ensure ongoing success.

Volunteer Opportunities:

During the fall/winter and spring seasons, the NBSC provides many volunteering opportunities with a variation of time commitments and requirements. Some of these opportunities include but are not limited to:

- Assist with Precan/Canskate programming - attendance, name tags, other duties
- Event setup and takedown (competitions, showcases, etc.)
- Organizing team activities or club-wide initiatives (Christmas, year end party, parade planning)
- Fundraising activities (raffles, auctions, Blue Sky Bingo, etc.)
- Administrative tasks (test day, registration, etc.)



- Board of Directors
- Committee Member

A full list of opportunities will be provided each season and updated regularly.

Volunteer Hour Requirements:

All member families are required to complete a minimum number of volunteer hours per skating season as a condition of membership and to maintain membership in good standing. The purpose of this requirement is to distribute the workload evenly and ensure that all members contribute to the success of the club.

Program Specific Volunteering Responsibilities:

Precanskate/canskate - Volunteer 2hrs to assist with club programming **OR** raise \$50 through fundraising **OR** work one (1) bingo.

Prestar/Intro to Starskate - Volunteer 4 hrs to assist with club programming **OR** raise \$50 through fundraising **OR** work one (1) bingo.

Starskate A & B (starskate 1-3) - Raise \$50 through fundraising **AND** work two (2) bingo.

Adult Starskate/Synchro - Raise \$50 through fundraising **OR** work one (1) bingo.

Exemptions

- Board members hold volunteer roles and are exempt from completing additional volunteer hours (including bingo) requirements but will participate in other fundraising activities.

Bingo Requirements:

Bingos are held every other Friday and Sunday at the Blue Sky Bingo Hall in North Bay. Bingos are on average a 4 hour commitment. There will be at least 2 members volunteering for bingo each session. Volunteers for bingos must be at least 18 years old. Instructions on what to do at bingo and the roles and responsibilities will be included in the sign-up emails and instructions. Experienced volunteers will provide support to members. A schedule will be sent out at the start of the season for members to sign up on a first-come, first-served basis beginning with those members who have a mandatory requirement to work bingo. Those members who do not sign up for mandatory bingo requirements, will have bingo assigned at random at the discretion of the NBSC board.



Failure to Complete Volunteer Hours:

Members who fail to complete their required volunteer hours will be subject to the following actions:

- **Incomplete Hours:** A reminder will be issued and an opportunity to complete remaining hours will be provided.
- **Missed Bingo:** Bingo volunteers are required to provide 48 hours' notice if they are unable to work their scheduled bingo and to find their own substitute. Failure to find a substitute and give notice in the required timeframe are subject to the applicable charge of \$100 per bingo. Members who do not pay the fee will be deemed a member not in good standing and applicable by laws will apply.
- **Incomplete Fundraising Amount:** There will be a charge for the difference of fundraising fees of those members who do not raise the required fees.

Non-compliance may result in the suspension of the skater's participation in club activities until the requirements are fulfilled.

The NBSC board is committed to providing our volunteers with a safe working environment. Any volunteers for on ice roles will need to be a member with Skate Canada. All volunteers must follow the club's code of conduct and policies and procedures. It is expected that all volunteers represent the club, and its members with respect and dignity.

Review and Amendments

This policy will be reviewed by the Board of Directors annually. Amendments to this policy must be approved by the Board.

Last Updated / Effective Date: September 2024