

WISCONSIN FIGURE SKATING CLUB VOLUNTEER POLICY

Last review date: **6/18/19 VT**

Purpose: The Wisconsin Figure Skating Club (WFSC), like most clubs, is run by and depends on volunteers to carry out club activities in a safe and cost effective manner. Volunteers are an integral part of the WFSC organization. Without the dedication and support of our members, the WFSC would not be able to continue to operate and provide services for our members.

Accordingly, the WFSC has implemented an annual volunteer requirement of its members. This ensure that all of its skating families contribute a portion of their time and talents to the operation of the club, and conducting the events that support our Club skaters and the goals of the WFSC.

1. Volunteer Coordinator

The Board of Directors shall appoint a club member as Volunteer Coordinator. The duties of this position include:

- a) Assist competition and show chairs in recruiting volunteers to fill various jobs for specific events
- b) Accurately records completed volunteering
- c) Manages documentation of volunteer sign-ups, including providing documents to competition and show chairs and Board of Directors, as requested
- d) Provide guidance and direction on requests for volunteer compensation for anything not defined by competition or show chairs. Such circumstances shall be presented to the Board of Directors for final determination.
- e) Other duties as assigned by the Board of Directors

2. Volunteer Year

The WFSC Volunteer Year runs from July 1st through June 30th of each membership year. Members must fulfill their volunteer requirement within this timeframe regardless of when they became a member.

3. Volunteer Requirements

- a) Each family of a Home Club, Home Adult, or Home Senior member, is required to contribute a **minimum** of 10 hours of volunteer time during the volunteer year, although it is strongly encouraged to contribute 20 hours per family.
- b) Each family of an Associate member (except Synchro Only members) is required to contribute **minimum** of 5 hours of volunteer time during the volunteer year, although it is strongly encouraged to contribute more.
- c) Introductory/First Year members do not need to fulfill an annual volunteer requirement, however volunteer time is appreciated and encouraged.
- d) Coaches/officials and collegiate members are not required, but are encouraged to, fulfill a minimum of 5 volunteer hours.
- e) **Any WFSC skater, including Introductory/First Year members, who participates in a WFSC sponsored USFSA test session, is required to contribute a minimum of 1 hour volunteering at that test session.**

- f) **Each family, regardless of type of membership, is requested to donate 2-4 food items during the year (test sessions, Skate Milwaukee, Club sponsored events, etc.) in addition to their volunteer time.**
- g) Volunteer hours shall be executed during Club approved events and activities. Examples of volunteer opportunities include WFSC test sessions, sendoff parties, exhibitions, WFSC Board of Directors participation, Skate Milwaukee, coach receptions, annual meeting and the banquet.
- h) Serving on the Board of Directors or as a chair for a preapproved competition or show for a skating season fulfills volunteer requirements for that season.
- i) Excluded from the WFSC volunteer requirements are any subsequent volunteer requirements as defined by the Wisconsin Edge Synchronized Skating Club and the annual Red, White and Blades show, unless determined by the Board of Directors.

4. Red, White and Blades Show Specific Additional Volunteer Requirements

Volunteer hours required for Red, White and Blades will be fulfilled through a separate commitment and shall not be included as part of the required hours in this policy.

5. Guidelines for Fulfilling Volunteer Hours

Each volunteer hour will be awarded based upon one hour of volunteer work, unless otherwise authorized by the Board of Directors. The Board of Directors is responsible for establishing and modifying volunteer hours. Volunteer hours will be recorded in ½ hour increments, rounded up to the nearest half hour as necessary.

Donation of food may or may not be awarded volunteer time, and this shall be clearly stated on the sign-up. Hours, when awarded, will follow these guidelines:

- a) Homemade food will be awarded volunteer hours based upon an estimate of average preparation time.
- b) Store bought food will be awarded 1 volunteer hour per food purchase of at least \$10.

Unless otherwise authorized by the Board of Directors, additional specific rules for achieving volunteer hours include:

- c) All volunteer activities that are intended to be credited to fulfilling volunteer hours must be preapproved and be official club sponsored and endorsed business. To request approval of an activity to be considered for volunteer hours, a written request must be submitted to the Volunteer Coordinator. The Volunteer Coordinator will coordinate Board of Director approval, which is final and binding.
- d) Serving as a chair for a preapproved competition or show will fulfill all volunteer requirement for the volunteer year. Such positions are approved by the Board of Directors and are communicated by the Volunteer Coordinator.

6. Communication and Documentation of Volunteer Hours

Opportunities and needs for volunteers will be communicated to WFSC members via multiple venues; i.e. Club email blasts, newsletters and online. It is the club members' responsibility to keep their contact info updated in the electronic membership system (Entryeze). Sign-up for volunteer hours will be

managed through Signup Genius and/or Entryeze. Each event will include the required slots needed with a description of the positions.

The Entryeze system will be used to record volunteer hours. The Volunteer Coordinator, or an approved designee, will record completed volunteer hours in the Entryeze system within 14 days of the completion of the event. If there is a discrepancy, the member is responsible for contacting the Volunteer Coordinator in writing with accurate volunteer hours completed for an event within 7 days of the volunteer hour entry, or 21 days of the completion of the volunteer activity or event.

Failure of a member to confirm volunteer hours in a timely manner may result in volunteer hours not being credited.

7. “Buy-Out” Option for Volunteer Hours

Members will have the option to “buy-out” volunteer hours at the time of renewing or initiating membership, for \$20 per unfulfilled hour with a maximum charge of \$200 per family. **The system as of the 2018-2019 year has membership set to automatically charge for any unfulfilled volunteer hours at a rate of \$20 per hour. If a family chooses to “Buy-Out” at the beginning of the membership year, they may do so by choosing a \$200 donation that will be noted as a Volunteer Buyout.**

8. Unfulfilled Volunteer Hours

Any family who does not fulfill their volunteer requirement will be required to pay the buy-out price for remaining unfulfilled hours before the end of the skating season. Failure to pay the buy-out amount may result in the WFSC member being restricted from participation in upcoming WFSC sponsored events such as test sessions, Club ice, RWB or Skate Milwaukee; additionally the member may be marked as “not in good standing” with WFSC and USFS.

9. Volunteer No Shows

Volunteers who sign up, but fail to report or fulfill their hours are VERY disruptive to an event. If a member cannot fulfill a volunteer commitment, no volunteer credit will be granted. The member should find a replacement volunteer and the Volunteer Coordinator notified of the replacement. If a replacement cannot be found, the Volunteer Coordinator should be notified with as much advance notice as possible. No show volunteers who do not notify the Volunteer Coordinator in advance or provide a replacement may be assessed extra volunteer hours at the discretion of the WFSC Board.