

Volunteer Committee

Requirements for Advanced Families:

- Every mom with an advanced skater needs to have safe skate
 - Directions to complete this are on the following page:
 - <https://bismarckfigureskatingclub.com/safesport-information/>
 - Background will only be required if you want to volunteer to be in a locker room
- There will be one Volunteer Chair for each event – Testing, Advanced/LTS Comp, Synchro Comp and Ice Show
 - This will be on the sign-up genius form for each event
 - They will be responsible for tracking who does and does not volunteer
 - Outreach to those who have not signed up prior to billing
 - Submit names to Treasurer & Bookkeeper for billing after event
- **Test Sessions**
 - 1 volunteer spot is required per family per session that your skater is testing in
 - Cannot sign up for additional spots remaining until the day before the test session
 - Billing starts when people have to sign up for multiple spots
 - Explain spots
 - Runner: This person must be a parent and is responsible for running the judges results to the test chair. Once results are entered then this person runs the results to the coach of the skater
 - Announcer/Music: This person will announce each skater, the test they are performing, and run the music for the test
 - This can be a skater in grades 7 or up and will fulfill the family requirement
 - The club iPad is setup to make this easy as all music is to be loaded on the iPad prior to the test session
 - There will be a special schedule in the announcer box with the music number assignment for dance tests
 - Bill for not volunteering their time - **\$50** per session
 - Cannot register for next test session until fee is paid
- **Individual Comp Advanced and LTS & Synchro Comp**
 - 1 spot required per family for individual & synchro comp combined
 - Those who do not volunteer for Individual must be first to volunteer for synchro
 - Send the synchro comp sign-up to the non-volunteers from the individual comp first to fill the spot
 - Allow 72 hrs (3 days) to sign-up
 - If spots are still open 3 days prior to comp then Volunteer Chair will start tracking towards billing
 - Billed amount for those not volunteering - **\$50**
 - Cannot register for next skating opportunity until paid (lessons, comps and etc.)
- **Fundraisers**

- Advanced & Synchro– Plant Perfect, Butter Braids, Pizza
 - Have teams responsible for each piece (example: Chips families unload truck, Crystal parents collect forms) – plan around ice time if possible
 - Jenny will work with team managers to accomplish this

Requirements for both Advanced and Learn to Skate Families:

- **Ice Show** – will include both Advanced and LTS Families
 - Everyone must be volunteering – 1 spot is required per family
 - Advanced families will be required to be an Ice Show Committee Chair
 - This person will work together with the volunteers to ensure everything needed is handled
 - Example: Ice Show Pizza Party Chair works with the volunteers to plan, setup and run the Pizza Party
 - Some of the Committees are:
 - Ticket Sales
 - Advertising
 - Pizza Party
 - 50/50 Raffle
 - Ice Show Book Sales
 - Learn to Skate families are required to volunteer for spots available within the committees
 - A sign-up genius form will be sent out with all the spots available
 - Billed amount for those not volunteering - **\$100**
 - Cannot register for next skating opportunity until paid

Things to Note:

- Please be patient as this is new and will likely need changes
- Coaches and Directors families will be excluded
 - They are putting in hours at each event anyway
- You cannot trade extra volunteer hours above the requirements for money off of fees – this is illegal per USFS rules