



**Colonial Figure Skating Club  
Volunteer Program Manual  
2024-2025**

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# VOLUNTEER POLICIES AND PROCEDURES

## OVERVIEW

Colonial Figure Skating Club, Inc. (CFSC), a 501 (c)(3) non-profit organization, depends heavily on volunteers to support its events and activities. As a condition of certain membership levels, families are expected to contribute a minimum number of hours per year.

## VOLUNTEER POLICY

MEMBERSHIP LEVEL	HOURS REQUIRED TO VOLUNTEER	FAMILIES MAY CHOOSE TO PAY THE FOLLOWING ASSESSMENT IN LIEU OF VOLUNTEER HOURS:
<b>GOLD, CHILD OF PROFESSIONAL</b>	Ten (10) hours per year.	\$250.00/ten (10) hours
<b>SILVER, TEAM or PROFESSIONAL</b>	Eight (8) hours per year.	\$200.00/eight (8) hours
<b>BRONZE</b>	Four (4) hours per year.	\$100.00/four (4) hours.
<b>PEWTER, COLLEGIATE or ASSOCIATE</b>	No volunteer hours required.	N/A

Volunteer hours are per family, not per member. If there are two members of different membership types, the greater volunteer hour requirements must be completed to avoid the assessment.

Ex. A family has a gold and a silver membership, the family is responsible for 10 hours. If the family has a Professional Membership and a Child of Professional membership, the family is responsible for 10 hours.

**\*\*NOTE\*\*** Volunteer hours may be accumulated from July through mid-June. For events or activities that take place in June, volunteers must register by June 1, or they will be billed for the above assessment. Assessments are billed in early June. Members will not be allowed to renew their membership unless their volunteer commitment is complete, or they have paid the assessment. Volunteer requirements are not prorated for members joining mid-year.

## VOLUNTEER VOUCHER

CFSC is required to track all volunteer hours worked for auditing purposes. When volunteering at an event, it is the member/parent's responsibility to complete a volunteer voucher as described in the following section.

## VOLUNTEER COMMUNICATION, SIGN-UP AND REPORTING

### Pre-Registration

All members are asked to pre-register using the [Google Form](#) that will be provided each year. The form is also available on the "Get Involved" page of the Colonial website. Pre-registration helps you to plan your service for the year, while also helping the club to prepare for our many events and activities.

### Occasional and Small Activity Needs

Many volunteer needs will be posted and communicated, typically using SignUp Genius, Google Forms or other electronic form. An email will be sent to all members when a new need is posted, along with instructions to view and sign up.

### Detailed Event Sign-Up

For competitions and large events, Sign-Up Genius will be used for detailed volunteer registration and management. This will be sent within a few weeks prior to the event.

## Reporting Volunteer Hours

Upon completion of any volunteer activity, members are required to submit a [Volunteer Voucher](#), to ensure they receive credit for their service. This is located on the “Get Involved” page of the Colonial website. Please note that signing up does not automatically credit your hours; you must also submit the voucher. The deadline to turn in volunteer vouchers is two weeks (14 days) after the date of the close of the event at which you volunteered. A copy of your submission will be emailed to you as a receipt. Please be sure to keep the email for your records. Billing questions will not be addressed at the end of the year without this receipt. If no submissions are received, your account will be assessed accordingly.

## VOLUNTEER CHAIR

We are seeking a person to fulfill this key position to support the Colonial Volunteer program, and ensure success through communication, leadership and recognition. This person will assist the Club by carrying out the following activities:

- Annually review and update this Handbook to outline volunteer policies, procedures, needs and opportunities.
- Help to implement and communicate volunteer systems, including communication, registration, reporting and other needs.
- Review and evaluate the effectiveness of systems, and recommend improvements as needed.
- Lead system of volunteer recognition.

The time commitment will average 2-4 hours per month overall, although there may be variation between periods of no activity to times when several hours are needed.

We hope this will be a fun position, with the opportunity to interact with all club members and be a part of exciting events for our skaters (and parents too!).

## VOLUNTEER PROGRAM HANDBOOK

This handbook is updated annually. Here you will find opportunities to sign up for certain volunteer activities, as well as seeing a general outline of needs for the year.

Examples of areas in which volunteers are needed include, but are not limited to the following:

- Competitions
- Celebrations
- Events
- Committees
- Donations of goods and services
- Occasional and Other Activities

By submitting a membership to Colonial Figure Skating Club, Inc., you will be automatically signed up to receive volunteer opportunities via Club-wide emails throughout the season. Please review these when you receive them, as they may be time-sensitive. It is your responsibility to seek opportunities.

## SAFESPORT AND BACKGROUND SCREENING

The USFS Safesport program exists to help prevent abuse, harassment and other misconduct, to provide a safe environment for all participants. Certain individuals, including volunteers over the age of 18, are required to complete the online Safesport training program and a background check prior to serving in a volunteer capacity where they have regular contact with athletes. The following link provides FAQs, detailing compliance requirements and other information. Regardless of your capacity as a volunteer, you are encouraged to complete the Safesport training.

Individuals who are required to complete both the training and pass a background check are as follows:

- All volunteers in any sanctioned events or club activities who have regular contact with Athletes
- Team Managers / Team Service personnel for synchronized skating and theatre on ice teams

- Locker room volunteers for all competitions, ice shows, club events, programs, etc.
- Club SafeSport Compliance Chairs
- Club Board of Directors

To learn more about, and complete Safesport training and Background check, please use this link:

<https://www.usfigureskating.org/safesport> Scroll down to Additional Resources and click on “Compliance Toolkit,” where you will find links and instructions.

## TEEN SKATERS AND ATHLETE ADVISORY COMMITTEE (AAC)

Colonial has a proud tradition of teen participation, and our athletes, young and old, are always welcome to volunteer for many activities described in this handbook. In addition, the Athlete Advisory Committee is led by our Teen Skaters, and this group not only supports the Club, but also plans and hosts social, charitable and fundraising activities throughout the year. All teens are encouraged to become involved, and younger skaters are able to participate in activities sponsored by the AAC.

Please see the [AAC page](#) on the Colonial website.

## VOLUNTEER OPPORTUNITIES

### COMPETITIONS

- Colonial Classic - first weekend in January
- Colonial Open - first weekend in June
- Other competitions when possible

### Competition Volunteer Roles

<b>LOCAL ORGANIZING COMMITTEE (LOC)</b>	This group is responsible for planning and carrying out all aspects of the competition. Meetings begin several months prior to the event. Members should plan to dedicate significant time leading up to and at the event.	LOC roles include the following: <ul style="list-style-type: none"> <li>• Event Chair</li> <li>• Event Co-Chair</li> <li>• Awards Chair</li> <li>• Volunteer Chair</li> <li>• Registration Chair - must be comfortable with technology, all registrations and the check-in process will be managed on EMS</li> <li>• Vendor Coordinator</li> <li>• Social Media Coordinator</li> <li>• Hospitality Chair</li> </ul>
<b>COMPETITION VOLUNTEERS</b>	These will mostly be on site the days of the competition.	Below are examples of what is needed: <ul style="list-style-type: none"> <li>• Loading and unloading vehicles before and after the competition</li> <li>• Setting up the venue</li> <li>• Registration table</li> <li>• Hospitality</li> <li>• Runners</li> <li>• Music</li> <li>• Announcing</li> <li>• Awards</li> <li>• Clean Up</li> </ul>

## EVENTS

- Summer Club Outing
- Fall Sendoff
- Synchro Kickoff
- Holiday Exhibition
- Synchro Celebration and Sendoff
- Adult Skater Exhibition and Sendoff
- Ice Crystals Show - Early May
- Spring Skater Exhibitions
- Theatre on Ice Celebration and Sendoff
- Social Activities - scheduled periodically throughout the year

### Event Volunteer Roles

<b>ORGANIZING COMMITTEE OR CHAIR</b>	Help to plan activities, outline To Do list, including volunteer needs, materials, food, etc. Work to fill needed roles and ensure that everything is done for the event
<b>ACTIVITY PLANNING</b>	Help to plan and/or lead activities
<b>HOSPITALITY / REFRESHMENTS</b>	Coordinate refreshments
<b>MUSIC and ANNOUNCING</b>	Play music or be the announcer for exhibitions
<b>GIFTS and GOODY BAGS</b>	Help to procure items and assemble for participants
<b>INVITATIONS, PROMOTION and COMMUNICATION</b>	Spread the word and help to keep people informed
<b>REGISTRATION</b>	Check people in at events
<b>EVENT DAY ASSISTANCE</b>	Many more roles may be needed, such as: <ul style="list-style-type: none"> <li>● Video and photography</li> <li>● Tickets</li> <li>● Locker room and backstage help</li> <li>● Costumes</li> <li>● Music</li> </ul>
<b>SET-UP, CLEAN-UP</b>	Always needed!

## COMMITTEES

The following committees help to strengthen club functions. Committees may be combined, and others may be developed as needed.

<b>Board of Directors</b>	The Board of Directors governs the business and affairs of Colonial as described in the Club Bylaws. Directors are elected at the Annual Meeting, which is typically held in June.
<b>Nominating Committee</b>	Appointed by the Club President in late Winter to determine nominees to stand for election to the Board of Directors.
<b>Ice &amp; Program</b>	This advisory committee annually reviews and makes recommendations regarding Freestyle Ice use, fees, booking, change and other policies
<b>Professionals</b>	This advisory and working committee is responsible for promoting communication between professionals, staff and the Board, reviewing requirements and applications for professionals, and supporting club functions related to compliance and documentation. One non-coach club member is needed to complete the committee.
<b>Finance</b>	Led by the Club Treasurer, finance committee members provide input and support for the financial needs of the Club, including budgeting, forecasting, monitoring and reporting. One to three members are needed.
<b>Skater Safety and Wellness</b>	The committee exists to provide a healthy and supportive Club environment that ensures the safety and well-being of its members. Committee members are needed to plan and implement activities that support and promote a safe environment. Interested individuals should review the full <a href="#">Skater Safety and Wellness Program</a> information available on the Colonial website.
<b>Membership</b>	The committee supports the Club through member acquisition and retention activities.
<b>Marketing &amp; Communications</b>	This committee seeks to market the Club internally and in the community through advertising, promotion, events, and the sponsorship program. The committee will also evaluate communication systems and make recommendations for improvement.

## OCCASIONAL AND OTHER ACTIVITIES

These may include activities such as the following:

<b>Awards &amp; Recognition</b>	Keep records of skater achievements and ensures they are recognized and celebrated throughout the year.
<b>Fundraising</b>	Plan and carry out one major Club fundraising activity.
<b>Adult Skaters</b>	Advise Club leadership and coordinate events and activities for adult skaters.
<b>Athlete Advisory (AAC)</b>	A community built within the Colonial Figure Skating Club that emphasizes and increases athlete teamwork, spirit, cooperation and participation in the club.
<b>Membership</b>	Annually review membership categories, policies, pricing and member utilization, and assist with review and updates to membership documents in preparation for annual registration in June.
<b>Communications</b>	Report on event results such as competition activities and results for the club newsletter.
<b>Bulletin Boards</b>	Set up and maintain bulletin boards, displays and information spots at the rink.
<b>Other Opportunities</b>	Participate in a focus group or interview. Be part of a parent advisory group. Offer a professional presentation, based on your own expertise (e.g. a Sport Psychologist could hold a seminar on sport readiness).

## THANK YOU

Colonial Figure Skating Club truly appreciates our volunteers. With your generous contributions of time and talent, we are able to hold a variety of club activities, host world-class events, and maintain a supportive club structure for our skaters and families. Thank you for all that you do for your skater and CFSC.

## FAQs

<b>My skater is new to the Club, and only skates once per week in addition to her Aspire class. Am I still obligated to volunteer?</b>	If your skater is an Introductory member, there is no volunteer obligation; however, we would love your help if you are able!
<b>I signed up for a volunteer job on Sign Up Genius, and have completed the activity. Do I still need to report my hours?</b>	YES! The only way you receive credit for volunteer service is by submitting the <a href="#">Volunteer Voucher</a> , within 14 days of completing the activity.
<b>How can I check my volunteer hours? What if some are missing?</b>	Log into your account in <a href="#">Entryeeze</a> , and click on “Volunteer.” There you will see the total hours for the current year for your entire family. If hours are missing, please make sure you have submitted your <a href="#">Volunteer Voucher</a> . Volunteer hours are updated approximately once per month. If more than one month has passed since submitting your voucher, please contact the office.



<b>I pre-registered to volunteer at a competition, but have not heard anything since then. Should I be doing anything else?</b>	You do not need to do anything else. You will be contacted within a few weeks before the competition to sign up for specific activities and time slots.
<b>I joined Colonial in January; is my volunteer obligation prorated?</b>	No, volunteer hours are not prorated.