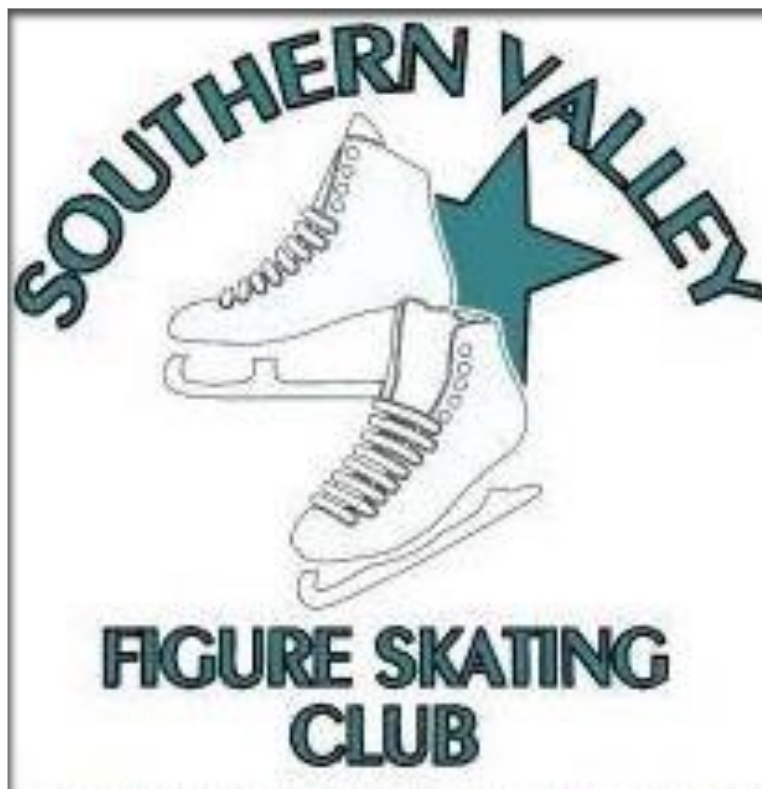


Volunteer Handbook SVFSC



Updated October 2024

Volunteer Agreement

Each family is required to sign a volunteer agreement upon registering with Southern Valley Figure Skating. This is signed at registration for each session and should be reviewed by returning families as forms may change when there are updates to volunteer requirements and policies made by the board.

- SVFSC encourages parents and other family members to support their skaters' by being an active participant in the club. SVFSC requires a mandatory minimum of 3 volunteer hours, per first skater and 1 additional hour per skater thereafter, per session. Additionally, any hours over the family mandatory minimum can be applied as a monetary "credit" (\$10/hour, \$100 Maximum per skater per session) on your next session enrollment. Any mandatory minimum volunteer hours not fulfilled will be invoiced at the end of the session at \$50/hour. These hours can be served by parents, grandparents and older siblings (13& up) There are several opportunities to acquire these hours, including, but not limited to: Holiday Show, Leap & Compete, Spring Show or staffing the skate counter on Sunday's. All volunteer hours must be validated by a board member.

Exceptions:

- Any family who has not had a figure skater registered with SVFSC in the past will have their required volunteer hours waived during the first registered session.
- Skaters who are registered for LTS Hockey Class only are not required to fulfill volunteer hours.
- For the Winter 2024 Session all volunteer hours must be turned in or logged by midnight Dec. 20th, 2024 Invoices for volunteer hours not completed will be sent out by Jan. 1st and must be paid before the start date of the Spring 2025 Session.
- For the Spring 2025 Session all volunteer hours must be turned in or logged by midnight June. 20th, 2025. Invoices for volunteer hours not completed will be sent out by July 1st and must be paid before the start date of the Winter 2025 Session.

Volunteer Requirements

- Each family is required to fulfill 3 volunteer hours for the first skater and 1 hour for each additional skater during each session.
 - Exceptions to this requirement include:
 - Any family who has not had a figure skater registered with SVFSC in the past will have their required volunteer hours waived during the first registered session. (New for Spring 2024 Session)
 - Skaters who are registered for LTS Hockey Class only are not required to fulfill volunteer hours. (New class for Fall 2023 Session)
 - Regular season coaches are not required to fulfill volunteer hours.
 - All hours must be turned in and approved by the due date listed on the volunteer agreement. Any hours not completed by the date listed will be billed out at 50\$ per hour.

Volunteer Credit

Once the required hours have been met any additional hours will earn credit towards the family account. Credit is earned at a rate of 10\$ per hour, up to 100\$ in credit can be earned for each registered skater with required hours on the account. Credits are applied after the session has ended and can be used for group classes, private ice blocks and show fees.

Volunteer Opportunities

- Ice Monitor and Music Player for Private Ice Blocks
- Skate room supervision
- Serving on committees
- Cleaning Club Room
- Attending a Board Meeting

Watch for additional opportunities to be posted on SVFSC announcements on the website.

Ice Monitors/Music Players

Ice Monitors are needed to cover all private ice blocks. Blocks are offered in 30-minute increments, ice monitoring is also split into 30 minutes increments for sign up on the website.

Ice Monitoring Basics

- Arrive at the arena before the block starts to be prepared for skaters who want to enter the ice at the beginning of the block. This ensures skaters can use the entire block purchased.
- Ice Monitoring Binder is in the lobby on the south wall, unless someone is ice monitoring in the block prior to the one you have signed up for in which case they may have the folder out already.
 - Music Player: Ice monitors during specific morning ice will also be playing music for skaters using private ice. This will be discussed further on a later slide.
- There are 4 different ways a skater may have paid for a particular block of ice.
 - Pre-purchased Blocks – skater's names are listed on the ice monitoring form, check off the block next to the skater's name for the times they skate.
 - Punch Cards – punch cards are split into 15-minute segments, each circle represents one hour of ice time. Circles are separated into 4 segments representing 15-minute slots. Skater should hand the ice monitor their punch card; the ice monitor will keep the punch card in the pouch inside of the binder until the skater exits the ice. The skater's name and the time they enter the ice is recorded on the form.
 - Walk On Ice – Walk on Ice must be paid for online, write the skater's name down and note paid online. Walk on ice is offered in 30-minute blocks only, at 5\$ per block.

- Make Up Ice – Skaters are allowed to make up ice missed in full block sections only. If a skater is using make up ice record the skaters name, the amount of time they skated and the date they are making up ice time for.
- PLEASE NOTE: MAKE UP ICE IS ONLY FOR FULL BLOCKS, A SKATER MAY NOT EXIT THE ICE AND RETURN TO THE ICE DURING A DIFFERENT BLOCK OF ICE WITHOUT PURCHASING ADDITIONAL ICE TIME TO MAKE UP A PORTION OF A BLOCK OF ICE.
 - For example, if a skater has purchased a block of ice from 1:00-1:30 and exits the ice at 1:20 they may not return to the ice at 2:45 to skate the additional ten minutes of time they left the ice. They would have to purchase additional ice to skate on the second block.

Music Player

- During weekday morning private ice time, ice monitors will also be responsible for playing music for skaters and coaches. Pick up folder and clip board from the lobby.
 - During morning ice times when the ice monitor is also playing music, ice monitors will sit in the box on the east side of the arena where the coaches will have the computer set up to play music. Place the ice monitor sign in the window of the box for skaters to see where they need to check in.
 - Clip board will have forms for skaters to write their name and routine they would like their music played for. Music is played in the order signed up for unless a skater is in a private lesson and the coach is requesting their music be played, private lesson skaters and coaches' music will be played first.
 - Music is saved in a list by skater name, scroll down to their name and click to play their music, coaches are willing to show volunteers how to play music the first time.
 - DRESS WARM AND CONSIDER THE LENGTH OF TIME YOU SIGN UP FOR AS VOLUNTEERS WILL BE SITTING NEAR THE ICE.

Skate Room

The skate room volunteer is responsible for handing out and collecting skates for skaters who do not have their own personal skates. This opportunity is available on Thursdays and Sundays.

Cleaning Club Room

- A checklist with a to do list can be found in the storage room in the club room along with a container of cleaning supplies that can be used for cleaning.
- Reminder do not wash the floor, sweep, or vacuum only.
- Club Room cleaning is offered on Sundays from 2:30-3:30 pm

Attend a Board Meeting

Club members are welcome to attend board meetings and can earn volunteer credit for attending.

- Volunteer Credit is only given if attended in person.
- Members are welcome to attend via zoom, however they will not be given credit for attending in this way, this is a change from previous sessions.

Join a Committee

Committees are made up of 3-5 members, when there are openings, they will be posted in the weekly announcements and on the website.

Committee List:

- Costume Committee
- Decorating Committee
- Concessions Committee
- Compensation Committee
- Competition Committee
- Financial Assistance Committee
- Session Kick Off Committee
- Apparel Committee
- Camp Committee
- Volunteer Committee

Special Events

Sometimes there are additional opportunities that come up throughout the session when volunteers are needed, these will be posted on the weekly reminder email and in the announcements on the website.

- Dress Sales- SVFSC will often have used dress sales at the start of a session, these usually occur on a Sunday during group lessons and are scheduled by the board.
- Competition Gift Bags – When skaters attend out of town competitions the club puts together a small gift bag for each skater. If this is of interest, please reach out to the Volunteer Coordinator for more information.

Event Opportunities

Southern Valley Figure Skating Club has four main events that take place throughout the year, there are two events that take place during each session.

- Holiday Exhibition – Fall Session
- SVFSC skating camp – Fall Session
- Leap and Compete – Spring Session
- Spring Ice Show - Spring Session

Updates 2024

- A volunteer table will be set up for all events with a volunteer committee member available to help answer any volunteer questions.
- Volunteers must sign up with a volunteer committee member when arriving for their scheduled time for events, the sign in/out procedure will only be used for events. A description of each job will be provided. This sign in is used for an event previously signed up for, not to sign up for a job at the event.
- If you sign up for a volunteer job and are unable to attend, please delete your sign up to allow someone else to take your spot this allows us to be prepared to fill a position. Please reach out to the Volunteer Coordinator to let them know of the change, or if you are unable to work your shift.
- All volunteer hours are subject to approval prior to being added to the account, if you sign up for a job and arrive late or leave early without fully completing the tasks included in your volunteer job task list for that event your time will be adjusted.
- Please do not complete jobs that you have not signed up for ahead of time without approval of a board member. This may interfere with a volunteer who may have signed up for that opportunity completing the hours they have signed up for.
- Committees are asked to provide information about volunteer needs to be posted for sign up.

Contact Information:

Please feel free to reach out with any additional questions.

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