



www.sqsaparade.com  
Minneapolis MN USA

# SQSA Parade Figure Skating Club Volunteer Policy 2011-12

SQSA Parade is committed to keeping membership fees reasonable for families. In order to achieve this, we rely heavily on volunteers for social, fundraising and many of the skating activities of the club.

In order to ensure responsibilities are equitably spread among members, the Board of Directors adopted this policy in August 2011. This policy is effective with the 2011-12 membership.

Following are MINIMUM family volunteer hours for the 2011-12 skating season (August 2011 – May 2012).

It is understood that many families will contribute **more** than the minimum. To accomplish the many activities the club sponsors and the large Blades of March Competition and Spring Ice Show productions at the accomplished level this club is known for, it is imperative families contribute AT LEAST this threshold of hours.

## **Regular Members:**

- 16 hours – per family, a minimum of two should be completed by skaters who are age 10 or over. See below for skater/age appropriate volunteer opportunities
- 6 hours - each additional skater in the family
- 8 hours – adults (working or attending college)

**Associate Members** (are members at another home club or do not skate on club ice):

- 6 hours - per family
- 3 hours - each additional skater in the family

Spring Ice Show Participants who are NOT Regular members of SQSA Parade will be required to complete a minimum of three hours of volunteer time per skater on the Spring Ice Show.

## **Mid-Year Membership Registration:**

Members who join the club before December 31<sup>st</sup> will be responsible for completion of the full number of required hours. Members who sign up between January 1<sup>st</sup> and February 28<sup>th</sup> will be responsible for 75% of the required hours. Members who sign up after March 1<sup>st</sup> will be responsible for 50% of the required hours.

## **Unfulfilled Volunteer Hours:**

Unfulfilled volunteer hours will be billed to the family at a rate of \$15.00 per hour in mid-May 2012 after the Spring Ice Show. If hours are not completed or signed up for completion during the Spring Ice Shows, the skater will not be allowed to skate in the show.

All club activities including testing, contract ice purchases, social events, Spring Ice Show and Spring Awards Banquet and will be suspended until billed hours are paid in full.

## **Volunteer Jobs for Adults:**

The majority of volunteer hours needing to be fulfilled are during *Blades of March*, our club-hosted competition, which is held the first weekend of March. We host several clubs and nearly 400 skaters. We run on two sheets of ice from Saturday 8:00 am–9:00 pm and Sunday from 8:00 am– 5:00 pm. Filling these jobs is critical and the bulk of volunteer hours should be concentrated here. The other major volunteer need is for the Spring Ice Show which is usually late April or early May. We produce and run three performance of this show.

Other opportunities include board members, fall “Ice Breaker” kick-off party and used dress sale, Halloween Party, holiday party and Snow Daze Exhibition in January.

There are dozens of kinds of jobs from registration, concessions, flower sales, set-up/tear down for events, announcing, etc. Many duties require no knowledge or experience. With the variety of duties available, we’re confident families will find a match for their interests and talents. Most families find volunteering at events to be a great way to meet other families and share the skating experience with their child.

## **Volunteer Job for Skaters (age 10 and up):**

The board feels that skaters should share in the responsibilities for club activities. Skaters 10 and over can fulfill their two hours in one of the job below. Skaters have proven to be valuable volunteers over the years and we welcome them to fulfill more than their two-hour minimum.

Party decorating or clean up

Blades of March–Score Runner (10 or up), Concessions (16 and up), Dress Sale (12 and up)

Spring Ice Show – Set up or clean up (age 12 and up)

Skaters should use the Sign-up Genius System to *pre-register* for their job. We will discourage “trading” jobs or “sharing” jobs where multiple skaters take credit for the same hours.

## **Tracking Volunteer Hours:**

Announcements of opportunities and needs for volunteers will be communicated in club emails and will be posted and tracked using the SQSA Parade *Sign-up Genius* system; therefore a permanent record of volunteer hours exists. The sign-up link to the appropriate Sign-up Genius form will be included in club emails.

Please check-in at all events where you are volunteering to be checked off the official *Sign-up Genius* roster to receive your hourly credit.

If you volunteer in some other *pre-approved* capacity, please email [sqsaparade@gmail.com](mailto:sqsaparade@gmail.com) WITHIN TWO WEEKS of completing the hours to request approval of credit. All volunteer hours must be approved by the board and be official club-sponsored and endorsed business.

## **Volunteer No-Shows:**

Volunteers who sign up and then do not show up are VERY disruptive to an event. If you cannot fulfill a time slot you signed up for, please try to find a replacement. Event coordinators will be busy and cannot fill in for last minute cancellations. If you cannot find a replacement, please email [sqsaparade@gmail.com](mailto:sqsaparade@gmail.com) with as much notice as possible.

No show volunteers who have not let us know if advance will not receive volunteer credit and may be assessed extra volunteer hours at the discretion of the Board of Directors.

**We sincerely appreciate the efforts of all our volunteers. The club could not exist or function without your dedication and commitment. Thank you in advance for all you will do this year for your skater and SQSA Parade**