

**CALGARY SYNCHRONIZED SKATING CLUB
VOLUNTEER DESCRIPTIONS**

Number of Individuals Required	Position	Approximate Time Commitment
	<u>CLUB JOBS</u>	
2	<u>CLUB CLOTHING COORDINATOR:</u> Coordinates club order with each teams clothing coordinator and places club order. Orders appropriate club apparel, eg. Jackets, t-shirts, etc.	Most time commitment would be at the beginning of season.
X – Assigned position	<u>CLUB EQUIPMENT:</u> Responsible for maintenance of Club storage space, contents and its distribution as needed (eg. Distribution of practice dresses to teams, flags & supplies for Rose Bowl, etc.) to appropriate volunteers. Collecting and returning equipment at end of season.	Beginning and end of season as needed.
1	<u>COMMUNITY OUTREACH COORDINATORS</u> Hanging Club Banners, Poster distribution and other duties as needed. Work closely with Club Social Media Coordinator.	Different times during season.
2	<u>CLUB SPIRIT:</u> Responsible for creating “good wishes” for all teams at competitions (e.g. hand made posters, cards, and any other fun creative ways to share spirit – get other team members involved.) Organize club fun activity during Regionals, lead cheers. This would also include responsibility transporting and hanging the Black Gold banner and bringing it back from all competitions.	Some work prior to competition, at competition, etc. Banner at every competition.
2	<u>SIMULATION AND YEAR END GALA COMMITTEE:</u> CSSC holds a simulation event each year before competitions begin. Work with the Executive member doing Events to arrange for set-up, snacks, clean-up, etc.	Two events each year.
2	<u>FUNDRAISING COORDINATORS:</u> There are various campaigns available for fundraising for the individual skater’s accounts. Each requires a club co-ordinator. Any fundraising ideas must be approved by the Club Executive and co-ordinated with other campaigns to avoid overlap. Examples of successful campaigns we have used in the past are: Shop & Support Fundraising, Purdy’s chocolates, Coco Brooks Pizzas. Keeping detailed	Time to liaise with the distributor, provide all the details to the club, collect payments, organize orders, take delivery of the products and distribute to the teams.

	Financial records for all sales to pass to Treasurer is very important. Recruit more volunteers to help if needed.	Likely would only involve one campaign.
1	CLUB NEWSLETTER: Use current template to create club newsletter and distribute to club via email multiple times during the year. Communicate with Executive, Coaches, Team Managers to gather info. Access to a Computer with appropriate software and basic skills necessary	Multiple times during the year, number of newsletters TBD each year.
X - Assigned position	WEBMASTER: This position would require the skills of understanding web development (or time and willingness to learn) and would receive suggestions and updates from the President or Executive members.	Continuous monitoring and updating of team calendars, photos & club news.
1	SPONSORSHIP/GRANTS: Individuals required to work with the Executive to explore the opportunities for the club to develop a relationship with potential sponsors. Sponsorship material is already developed and ready to use. Appropriate follow-up and thank yous would be required. Ask Skaters to check with employers for opportunities to get support for the club through work grants/sponsorship benefits.	Ongoing
1 (an adult with some clerical background would be best suited)	CASINO COORDINATOR: CSSC is awarded a casino once every 12 to 18 months. This is a major fundraiser for the club as casino funds pay for ice fees and some travel costs. This position requires an organized individual who will need to ensure the appropriate paperwork is filled out, that volunteers from every family are committed to work a shift and that all are scheduled appropriately. Forms need to be distributed and submitted to the Gaming Commission.	The time frame to complete all the paperwork prior to the casino, and the coordination of all volunteers, through the completion of the 2 days of the casino.
1	CLUB VOLUNTEER COORDINATOR: Ensures that all volunteer positions are filled. Confirm positions with each volunteer. Provide a clear job description so that each volunteer is sure of the job requirements. Provide info and support. Liaise with Club Executive and Team Managers as needed. Followup and check in to ensure key activities are completed, support if required. Edit Volunteer forms and Descriptions yearly when necessary.	This needs to be developed at the beginning of each season and should only require further work if a volunteer is unable to fulfill their commitment.

2	<p>YEAR END CELEBRATION/BRUNCH COMMITTEE: Responsible to work with the Executive member for Events to create a Club celebration at the end of season for skaters and families. Tasks involved include choosing and booking a venue, stick to a set budget, pick menus, organize any non-skater ticket sales, collect payments, set-up, clean-up, etc.</p>	Begin planning early in the new year.
1	<p>CHRISTMAS WREATH COORDINATOR: Being one of the club fundraisers, this person will coordinate the sale and distribution of Christmas wreaths with each Team. Skaters who purchase wreaths are to arrange pickup at a place of your convenience in a reasonable time frame.</p>	Mid November
1 – Assigned position	<p>SOCIAL MEDIA COORDINATOR: This position will help create, share, and exchange information and ideas in virtual communities such as facebook and twitter. This is an Executive position typically. To work together with the Community Outreach Volunteer.</p>	Throughout the year
1 – Assigned position	<p>OFFICIAL CLUB PHOTOGRAPHER: This person will capture images of all CSSC teams in action at competitions as well as club-based events.</p>	All club competitions and events
8	<p>ROSEBOWL COMMITTEE MEMBER(S): This team will be responsible for the preparation and planning of the competition. Typically 8 positions are assigned on the committee at the discretion of the chair. The competition chair is also a role to be filled (support will be provided by past competition chair). Rosebowl is a very important fundraiser and tradition in our club as well as for the sport in our region.</p>	Sept- Jan monthly meetings and duties as pertaining to specific role on committee.

	<u>TEAM DUTIES</u>	
2 per team	TEAM SOCIAL COORDINATOR: Plan social events for your team. Liaise with Coach/Manager to organize team-building events. Lunches, bowling, dinners, sleepovers, makeovers, whatever it takes! This is to build connections, friendships and welcome new members to your team so you can gel early in the season.	An early start to this every season ensures that team building begins early! Ongoing.
2 or more (Juvenile and Elementary teams only)	MUSIC PLAYER: Plays music at skating practices coordinating on a rotating basis with other volunteers, talk to coach/manager to determine needs.	Dependant on number of volunteers – 2 to 3 practices per month
1 per team	TEAM CLOTHING ORGANIZER: Works with Club Clothing Coordinator to organize sizing of samples and your teams order. Ensure adherence to budgets, working with Club Clothing Coordinator to track all samples, orders and distribution of items. Communicate with parents to attend for sizing of samples date and also upon delivery to ensure clothes get home.	Most time commitment would be at the beginning of season.
2 per team (possibly less for Adult teams)	FOOD VOLUNTEER: Each competition requires 2 food volunteers to work together to: consult with Coach, plan nutritious meals and snacks for team (inquire for allergies if necessary), purchase food and food prep as required. Select restaurants for eating out, ensure reservations, advise skaters of cost guidelines (as per club limits), make payment and submit detailed reports/receipts to Treasurer for reimbursement. Accommodation (1 double room per team) is arranged and paid for by the Club. Travel is arranged by the Club. Potentially also required to chaperone team on road trips as needed. One person is the lead with the other being an assistant (or however you both agree). Connect with Food Volunteers from other teams and Travel coordinator for road trip food planning (could organize meals together).	Planning prior to competition based on tentative schedules. Total commitment throughout competition. (Travel to arenas with team to watch them compete.) Adaptability is the key here!
1 per team	TEAM PHOTO and VIDEO END SLIDE SHOW: Take and collect team photos from the skaters to send to club Social Media Coordinator for posting on our Facebook, Instagram, Twitter, Website etc.. Ensuring that all still photos that should be shared are shared. Collect team	Involvement at each competition, social events, and practices. Have fun taking and

	<p>photos and put together year end slide show to be played at the year end Brunch. Ask others to help as needed. May involve creating team bag tags if they have a photo on them, door signs at competitions or anything else that has a photo needed.</p>	<p>gathering photos to document the season.</p>
2 per team	<p>TEAM VIDEOGRAPHER: Usually using iPad/IPhones (coaches equipment usually or your own as needed) to video teams during practices for coach and team reviews. Coach usually will download files but technical abilities would be encouraged in this role (help would be available). Attend practices as needed, work together to be at all skates as requested by your coaches.</p>	<p>Throughout seasons, most practices.</p>
1	<p>MAKE-UP COORDINATOR: An individual to work with the Coach/Manager on the needs of the make-up for the season. Responsible to search out the best source, price and purchase quantity of make-up required. Purchase of eyelashes (& spares). Submit detailed receipts and expense reports to Treasurer for reimbursement. Some makeup application skills would be expected as doing the makeup of the skaters will be required for younger teams and this person may also be asked to help with chaperone duties on the road. Attending competitions with team is encouraged, any travel costs are at this persons expense. Doing skaters buns may also be needed.</p>	<p>After Coach has decided on the theme, initial purchases should be the only requirement.</p>
1 per team	<p>TEAM MANAGERS: Manage all aspects of the team through practices and competitions. (Required to be at all practices for Beginner to Novice.) Takes attendance, supervises the dressing room, advises parents of changes, assists Coach with ill or injured skaters. At competitions, responsible for safety and security of skaters from point of departure to return to Calgary (minor teams only). Transports team apparel, coordinates hair & make up preparation. Cost of transportation, food and hotel (1 room per team) are arranged for and paid for by the Club (minor teams only). (A more detailed outline of this position is available.). Meetings with Team Managers of other CSSC teams for support and guidance as well as to keep consistency between teams will be planned through the season.</p>	<p>Commitment from beginning of season to end. All competitions and exhibition events.</p>
2 per team	<p>TEAM SPIRIT: Once theme is set for team work on banners, noise makers etc for competitions. Can work with team socials people to potentially coordinate craft nights or other activities as needed. Get creative to make this role what you wish and what is</p>	<p>Through season, busiest during competition times.</p>

	best for your team. Connect with Club Spirit and Team Spirit persons from all CSSC teams to work together.	
1 per team	FIRST AID KIT UPKEEP: Replenishes items as requested by Coaches. Submits receipts to Treasurer for reimbursement. Ensures first aid kits include common items needed for all skaters and that expiry dates have not passed.	Inventory of First Aid kits at the beginning of season. Replenish as needed.
	Executive	
1	PRESIDENT: elected position Chairperson of all Executive and General meetings. Oversees all club committees and individual chairpersons (e.g. budget, travel, ice co-ordinator, fundraising, recruiting, team tryouts, etc.). Sets the agenda for each monthly executive meeting. Responsible as 1 of 3 signing authority. Assists in preparation of annual budget. Key contact in all club correspondence. Approves all public correspondence. Receives and responds to club email.	Ongoing.
1	VICE PRESIDENT: elected position Backup role to the President. 1 of 3 with signing authority. Assists in preparation of budgets. Attends monthly Executive meetings.	Ongoing.
1	TREASURER: elected position Attends monthly Executive meetings and presents the monthly financial statement. Prepares Annual Budget with assistance from Executive and is responsible for ensuring the budget is followed on an ongoing basis. Maintains monthly skater accounts and is responsible for preparation and distribution at year-end. Maintains all club financial records using standard accounting practices. Responsible for all club cheques and is one 1 of 3 signing authorities. Ensures invoices, expenses, inquiries and collections are all managed in a timely manner. Presents the Year End Financial Statements at the AGM.	Ongoing.
1	SECRETARY: elected position Attends all Executive, and General Meetings, as well as responsible for recording minutes and distributing them in a timely manner. Maintains all Club forms and documentation in an organized manner. Responsible for collecting and ensuring that all skater information is current (eg. Release forms, medical, AHC, etc.). Provides information as required by the various teams and executive. Ensures Club registration status with Skate Canada and Alberta Society Act is current and up to date. Responsible for all member correspondence as required.	Ongoing.

2	MEMBER AT LARGE (2 elected POSITIONS) Attends monthly Executive meetings. Assists in any aspects of the Club as required.	Ongoing.
1	PAST PRESIDENT (not elected) Attends all Executive and General meetings. Chairs the Nominating Committee. Assists in any aspects of the Club as required.	Ongoing

UPDATED - August 2, 2018