

## MSC 'Family Commitment' Program

### Goals of the Program:

Keep the membership fees as low as possible  
Allows the club to put on great, fun events/competitions for the skaters  
Share the work fairly among the membership  
Ensure that our club runs efficiently  
Reward those that volunteer beyond their commitment

### How it Works - (There are TWO integral components of this program):

1. **CanSkate / Power Table Duty:** duties include handing out colour felt tags and report cards to REC families and answer any FAQ's from Parents/Guardians. Power shifts are similar but include hand out of Jerseys rather than felt. Monthly schedules are done by the Table Coordinator and shifts are rotational throughout the season (Sept-June). More information on page #3.
2. **Flex Volunteer Hours – Club Events:** Roles include: Dress Sale (Fall/Spring), Picture Day, Santa Claus Parade, Special Events (i.e.: Gala), Hosted Events and CanSkate/MSC duties such as Felt Tag prep, Greeter (NEW), Purchaser (NEW), etc.

### Program Details:

- ❖ Volunteer shifts/roles are selected on a first come, first serve basis through ONLINE registration only. Choices will not be accepted in-office.
- ❖ The amount of time asked of families is related to the level of involvement of the skater in the club and based on the session that your skater is enrolled in as of Sept. 2019. For families with more than one skater in the club, the hour requirement is based on the highest level skater within the family.
- ❖ As an incentive for additional volunteering beyond your required commitments, your name will be entered into a draw. You have a chance to win a \$50.00 account credit towards your skating fees, test fees or club merchandise. Two (2) winners will be selected at the end of the season.
- ❖ Skaters 18 years of age and older may fulfill select volunteer commitments; **excluding** CanSkate Table Duty.
- ❖ Families that **do not** fulfill their time commitment will be invoiced \$50.00 for every CanSkate/Power table shift that is missed and \$50.00 PER FLEX hour. So if you miss a 4-hour shift, you will be billed \$200.00. This is to ensure that the program is fair to those that do fulfill their commitment.
- ❖ The Club recognizes that not everyone can or wants to volunteer so a 'Buy Out' option has been provided. **We do highly encourage you to volunteer where you can as the club cannot continue to grow and run its programs without member support.** Please note, special events may be cancelled if there is not enough volunteers to run them well. See page 2 for Buy-out option information.
- ❖ To maintain your status as a 'member in good standing', all commitments must be met or payments must be up-to-date. Non participation in any form, and refusal to honor the buyout, will result in your skater being withheld from all on/off ice sessions and not being allowed to participate in any of the Club events until accounts are settled.

## How to Sign Up:

- ❖ Registration is done **ONLINE**. Choices will not be accepted in office for Table shifts and Flex Hours.
- ❖ Registration for “family commitments” are done under your skaters name to ensure the correct families are contacted should a shift be missed.
- ❖ You will select only **ONE** “CanSkate” or “Power” Table shift. Please see page 3 for available shifts.
- ❖ You will also select your **Flex Hour** Volunteer role(s). Please see page 4-5 for roles and flex times.
- ❖ If a preferred time or volunteer role is full, you will not be able to make that selection and will have to select something else.
- ❖ Once the registrations are completed, you will be provided with more details on your volunteer role, including relevant schedules, closer to the event date. The Volunteer Coordinator will contact members in order of events.

## Buy Out Option:

If you choose at the beginning of the year NOT to participate the Family Commitment Program, there is a Buy Out option. Please ensure you have selected the correct buyout option (i.e.: 2 nights, 3 nights, 4 nights and 5 nights).

With the Buy Out option, families with multiple skaters, must pay the Buy Out amount for each skater, based on the session they skate on.

The Buy Out option is offered under Registration page, similar to the ‘PA Buy-Out’ option. Buy-out fees found on Page 3.

## Unfulfilled Commitments:

- ❖ Families that do not fulfill their time commitment will be invoiced \$50.00 for every CanSkate/Power table shift that is missed and \$50.00 PER FLEX hour. So if you miss a 4-hour shift, you will be billed \$200.00. This is to ensure that the program is fair to those that do fulfill their commitment.
- ❖ Missed shifts cannot be “made up” after the fact. Members may switch shifts with other members in advance of the shift if a member is unable to meet the commitment. Please email the office if you need to find a replacement as they can provide you with a member contact list.

## Leaving the Club mid-season:

If the skater leaves the club for any reason before the completion of the season, the following will apply:

- 1) If having opted to participate in the volunteer program, we ask that you please complete any shifts within the month of departure, as it’s very difficult to find replacements. Any outstanding invoices are to be paid in full and member account in ‘Good Standing’.
- 2) If having participated in the buyout, if you leave prior to October 31<sup>st</sup>, all buy out money will be reimbursed. If leaving between November 1<sup>st</sup> and January 31<sup>st</sup>, half of the buyout amount will be returned. If leaving between February 1<sup>st</sup> and June 30<sup>th</sup>, 2020, no buy out money will be returned.



### Family Commitment Hours Chart

Your commitment is based on the number of days per week your skater skates at the time of registration. Other than Pre-STAR exception noted below, moving up or down a skating level in the middle of the season does not change your required hours.

	<b>CanSkate Table Shift</b>	<b>Flex Hours</b>	<b>Season 'Buy-Out' Amount</b>
<b>2 nights</b> skating per week	1 shift	<b>4 hrs</b>	\$ 200
<b>3 nights</b> skating per week	2 shifts	<b>8 hrs</b>	\$ 400
<b>4 nights</b> skating per week	2 shifts	<b>8 hrs</b>	\$ 400
<b>5 nights</b> skating per week	3 shifts	<b>12 hrs</b>	\$ 500

**Pre-STAR:** While your skater is on the Pre-STAR session, you will not be asked to participate in the Family Commitment Program. If your skater moves up to STAR 1 sessions before December 15<sup>th</sup>, 2019, you will be put on the schedule for CanSkate Table Duty (1 shift only between Jan-June of 2020). You will be notified by email when you are on the schedule!

### CANSKATE TABLE SHIFTS AVAILABLE:

<b>Sunday</b> shifts begin from Oct. 20 <sup>th</sup>	<b>Monday</b> shifts begin from Oct. 21 <sup>st</sup>	<b>Tuesday</b> shifts begin from Sept. 3 <sup>rd</sup>	<b>Thursday</b> shifts begin from Sept. 5 <sup>th</sup>	<b>Friday</b> shifts begin from Oct. 18 <sup>th</sup>	<b>Saturday</b> shifts begin from Sept. 7 <sup>th</sup>
9:30am-11:00am	4:30pm-6:30pm	4:30pm-6:00pm	4:30pm-6:00pm	5:30pm-6:30pm	8:30am-9:45am
11:00am-12:30pm		6:00pm-7:30pm	6:00pm-7:30pm		9:45am-11:00am
					11:00am-12:30pm

### POWER TABLE SHIFTS AVAILABLE:

<b>Sunday</b> (Sept 8-Oct 6 only)	<b>Monday</b> (April 13-June 8 only)	<b>Tuesday</b> shifts begin from Sept. 3 <sup>rd</sup>	<b>Wednesday</b> shifts begin from Sept. 4 <sup>th</sup>
9:30am-11:30am	4:30pm-5:30pm	7:00pm-8:30pm	7:00pm-8:30pm

1. You are to choose only **one** time-slot and register under your skater's name, not the parent/guardian name.
2. Choices will **not** be accepted in the office for Table shifts or Flex Hours.
3. Once the registrations are completed, the Table Co-ordinator will use those lists to create the monthly schedules for the season (September-June).
4. Members will be notified by email only when they are **on** the schedule. This schedule is also be posted on our website under the "Volunteer" section and posted on the MSC bulletin board outside the Club Office in Rink 'A'.
5. In the event of personal illness or scheduling conflicts, it is your responsibility to find another parent to replace your shift. More details will be included in the email notification that you will receive when scheduled for a shift.

6. There will be a 'sign in' sheet at the CanSkate/Power Table. Please be sure to sign-in at every shift to mark your attendance.

### **FAMILY COMMITMENT VOLUNTEER ROLES FOR FLEX HOURS**

Event	Volunteer Role Description	Flex Hours	Positions available
Board Member	Monthly meetings, committee members, events	30+	FULL
<b>CanSkate Duty-Felt Tag Prep QUICKSTART &amp; FALL programs</b>	Cut and pin felt tags for CanSkate programs - can be done at home. MSC office will contact you as needed.	4	1
<b>CanSkate Duty-Felt Tag Prep WINTER &amp; SPRING programs</b>	Cut and pin felt tags for CanSkate programs - can be done at home. MSC office will contact you as needed.	4	1
<b>CanSkate Duty - Purchaser Felt Tag/Pin supplies</b>	Ongoing throughout REC season and as needed by CanSkate Coordinator. Role is to purchase CanSkate items. Member will submit receipts for reimbursement of funds through the office	4	1
<b>CanSkate Duty - Greeter Quickstart (Sept.) &amp; Winter (Jan)</b>	Greeters will be directing REC families to appropriate rinks, dress rooms and CanSkate table for check-in, etc. Shifts will be assigned on first 2wks of each program start	4	4
<b>CanSkate Duty - Greeter Fall (Oct) &amp; Spring (April)</b>	Greeters will be directing REC families to appropriate rinks, dress rooms and CanSkate table for check-in, etc. Shifts will be assigned on first 2wks of each program start	4	4
<b>Pre STAR - Greeter Seasonal: Fall/Winter/Spring</b>	Greeters will be assisting new figure skating families with any questions they may have to ensure a smooth transition into this program. Shifts will be assigned on first 2wks of each program start.	4	2
<b>Dress Sale - On-site Coordinator (1) FALL &amp; (1) SPRING</b>	Responsible for volunteer attendance and assign volunteers to roles to ensure event runs smoothly. Runs twice per season. Fall is Sept. 21 <sup>st</sup> and Spring is May 2020 (date tbc).	4	2
<b>Dress Sale - Volunteer FALL September 21<sup>st</sup>, 2019</b>	Includes set up, shift and take down. (i.e.: sales, transactions/handling of funds, dress rooms/try-ons, security of sale items)	4	6
<b>Dress Sale - Volunteer SPRING May 16<sup>th</sup>, 2020</b>	Includes set up, shift and take down. (i.e.: sales transactions, handling of funds, dress rooms/try-ons, security of sale items)	4	6
<b>Picture Day - Coordinator October 24<sup>th</sup>, 2019</b>	Assist Photographer to ensure event runs smoothly and on time and responsible for volunteer attendance and their assigned roles.	4	1
<b>Picture Day - Volunteer Afternoon &amp; Evening shift October 24<sup>th</sup>, 2019</b>	Assistant to Photographer/Coordinator to ensure event runs smoothly and on time and that skaters are checked in for their assigned photo time.	4	2

Event	Volunteer Role Description		
<b>Santa Claus Parade - On-site Coordinator</b> November 17 <sup>th</sup> , 2019	Attend Town meeting prior to parade date to gather information. Day of parade, will take attendance of volunteers and organize skaters & parents (walkers/float riders), giveaways, banners, props, etc.	8	1
<b>Santa Claus Parade - Parent Walker - Nov. 17/19</b>	Supervise skaters during the parade.	4	4
<b>Santa Claus Parade - Parent Float Rider - Nov. 17/19</b>	Supervise skaters during the parade	4	2
<b>Special Events - GALA</b> December 20 <sup>th</sup> & 21 <sup>st</sup> , 2019	This special event will be held over 2 days (FRI & SAT). Volunteer roles/schedule will be provided closer to event date. More information to follow. (i.e.: roles may include security, registration, hospitality, set-up/take-down)	4	20
<b>Skate-A-Polooza - Security</b> June 13 <sup>th</sup> , 2020	Schedules for the security shifts will be provided closer to the event date. Security will be in shifts. Role is to ensure only paid spectators gain entry into designated areas and also skaters and coaches only in designated areas.	4	4
<b>Skate Canada – Super Series - MSC Hosted Event</b> January 24/25/26, 2020	This hosted event will be held over 3 days (FRI/SAT/SUN) and include choice of shifts: AM, Mid-day, PM. Roles/schedule will be provided closer to event date. More information to follow.	4	200
<b>Storage Room Organizer</b> (date/time is flexible)	To clean out and organize MSC storage room. Ensure shelves and bins are accessible and room remains clean.	4	2

Again, we do highly encourage you to volunteer where you can as the Club cannot continue to grow and run its programs without member support.

We would like to extend our thanks for your continued support and contributions to the Club throughout the year and we look forward to another great season!

**Milton Skating Club**