



## Volunteer Policy

### Edmonton Speed Skating Association

Effective date: August 31, 2025

---

#### Objective

The Edmonton Speed Skating Association (ESSA) is a volunteer-driven amateur sports organization. Active participation of our member families is essential for our club to provide programs, host competitions, and ensure a safe environment for our skaters. This policy establishes a fair and transparent framework for volunteer commitments, ensuring the workload is distributed equitably among ESSA members.

#### 2. Policy Requirement

To ensure the successful operation of the club, a volunteer commitment is required from each family with a **child to junior athlete** registered with ESSA for the skating season (September 1 to March 31).

- **Volunteer Commitment:** Each family is required to complete **10 volunteer credits** for full-season athletes and **5 volunteer credits** for half-season athletes.
  - Seasonal commitment roles (**Table 1**) will automatically earn the 10 volunteer credits.
  - For the **hourly commitment roles (Table 2)** each hour of volunteering will earn 1 credit.
- **Volunteer Bond:** A volunteer bond of **\$200.00 per family** is required. This fee is a deposit that will be held by the club and refunded when the volunteer commitment is fulfilled.
- **Reimbursement:** Upon the successful completion of the volunteer commitment, the volunteer bond will be fully reimbursed to the family according to the schedule presented in Section 6.

The volunteer bond **does not apply to Masters athletes** for the 2025/26 season.

#### 3. Volunteer Bond Payment

The \$200 volunteer fee deposit must be submitted at the time of registration or prior to the beginning of the season. Families have two options for payment:

1. **IceReg:** Pay the deposit directly through the IceReg registration portal when registering your skater(s).
2. **E-Transfer:** Send an e-transfer for \$200.00 to the ESSA Treasurer at [treasurer@edmontonspeedskating.ca](mailto:treasurer@edmontonspeedskating.ca).
  - Important: please include the skater(s) full name in the message field to ensure the payment is correctly attributed to your family.

A discount code will be provided to confirmed season-long volunteers to cover the cost of the volunteer bond at the time of registration. Contact [president@edmontonspeedskating.ca](mailto:president@edmontonspeedskating.ca) for the discount code.

#### 4. Earning Volunteer Credits

Credits can be earned through two main types of roles summarized in this policy in Table 1 and Table 2:

- i. Season-Long Commitment Roles that fulfill the entire requirement, and
- ii. Hourly Commitment Roles that are tracked by the hour.

All available opportunities will be communicated throughout the season via email, the ESSA website, and by the Volunteer Manager or Volunteer Coordinators.

#### 5. Tracking and Reporting

- **Oversight:** The Volunteer Manager, supported by five Volunteer Coordinators, is responsible for the central tracking of all volunteer credits for the club.
- **Volunteer Responsibility:** For all hourly roles, it is the volunteer's responsibility to sign in and out on the official tracking sheets provided at the event or activity. Failure to sign in may result in credits not being awarded.
- **Process:** On-site event leads will verify sign-in sheets and submit them to the appropriate volunteer coordinator. The Volunteer Manager will maintain the master log of credits earned by each family.
  - Families may request an update on their credit status at any time.

#### 6. Reimbursement and Forfeiture

- **Deadline:** For full season and second-half season members, all volunteer credits must be completed by March 31<sup>st</sup> of the current skating season.
    - For first-half season (October – December) members, all volunteer credits must be completed either by December 31<sup>st</sup> of the current skating period.
  - **Reimbursement:** The Volunteer Manager will provide a final report to the Treasurer by April 15<sup>th</sup>. Reimbursement for the deposit will be issued by April 30<sup>th</sup> to all families who have successfully completed their volunteer commitment.
    - For first-half season members (October – December) a final report will be issued to the Treasurer by January 15<sup>th</sup> and reimbursement will be issued by January 30<sup>th</sup>.
  - **Opt-Out Option:** Families may choose to opt out of their volunteer commitment. In this case, the \$200 fee will be forfeited and considered a direct donation to the club to support its programs. Families choosing this option should communicate with the ESSA volunteer coordinator at their earliest convenience.
  - **Non-Completion:** Families who do not complete their volunteer credits by the deadline and have not chosen the opt-out option will forfeit their deposit. This amount will be retained by the club as a donation.
-

## Summary of Volunteer Roles and Credits

**Table 1: Season-Long Commitment Roles**

*Holding one of these key positions for the full season automatically fulfills the volunteer requirement. The Board of Directors, at its discretion, is able to require additional hours of volunteer service by any coordinator position based on the outcomes of the season. Additional roles may be created and satisfy the credit requirement at the discretion of the Board.*

| Role / Position                                   | Description  | Credit Value                    |
|---|--|---------------------------------|
| Board Director                                    | Responsible for the governance and management of ESSA. Board Directors are elected by the membership at the AGM. | Fulfills the credit requirement |
| Board Officer                                     | Serves an executive function of the Board. Officers are appointed by the Board.                                  | Fulfills the credit requirement |
| Volunteer Manager                                 | The primary lead for the entire volunteer program, tracking all credits and coordinating reimbursements.         | Fulfills the credit requirement |
| Volunteer Coordinators<br>(5 positions available) | Coordinates volunteers for one of the six program groups, including recruiting and reporting hours.              | Fulfills the credit requirement |
| Registrar   | Manages online registration, member data, and ensures skaters are registered with provincial/national bodies.    | Fulfills the credit requirement |
| Competitions Coordinator                          | Leads the planning and execution of ESSA's home competitions (Fall Classic, Winter Classic).                     | Fulfills the credit requirement |
| Program Coordinator                               | Oversees the logistics, communication, and smooth operation of specific skating programs.                        | Fulfills the credit requirement |
| Officials Development Lead                        | Recruits, mentors, and organizes training and scheduling for all competition officials.                          | Fulfills the credit requirement |

| Role / Position                             | Description  | Credit Value                    |
|---|--|---------------------------------|
| Skater Development Committee Representative | Works with Speed Skating Alberta to support skater progression pathways and communicates development opportunities (camps, clinics). | Fulfills the credit requirement |
| Skate Rental Coordinator                    | Manages the club's skate rental inventory, including fittings, distribution, and collection.   | Fulfills the credit requirement |
| Coaching Coordinator                        | Acts as the primary liaison for the coaching staff, managing contracts and certifications.   | Fulfills the credit requirement |
| Fundraising Coordinator                     | Plans and leads major club fundraising initiatives (e.g., raffles, bottle drives, sponsorships).                                     | Fulfills the credit requirement |
| Policy Coordinator                          | Reviews, updates, and maintains the club's official policies and bylaws to ensure compliance.  | Fulfills the credit requirement |
| Casino Coordinator                          | Plans and leads the casino fundraiser event including AGLC paperwork, volunteer coordination, and casino communications.             | Fulfills the credit requirement |
| Marketing and Communications Coordinator    | Manages the social media sites for the organization, plans and prints advertisements, and sends communications on behalf of ESSA.    | Fulfills the credit requirement |
| Web Administrator                           | Manages the ESSA website, maintains its domain, and supports information and account management on Google Workspace.                 | Fulfills the credit requirement |

**Table 2: Hourly Commitment Roles**

*Credits are tracked on an hourly basis. Hourly commitments are tracked by either the volunteer coordinator or the volunteer manager.*

#### 2-1. Eligible roles for hourly commitments

| Role / Position                  | Description   | Credit Calculation               |
|----------------------------------|---|----------------------------------|
| Official<br>(Competition)        | Certified and non-certified roles during meets (Referee, Starter, Timer, Recorder, Lap Counter, etc.).            | 1 credit per hour                |
| Officials Training               | Attending a certified officials' clinic to gain or upgrade qualifications.  | 1 credit per hour                |
| Event Support Staff              | General roles at meets/events, including Hospitality, Registration, Announcing, Setup, and Takedown.              | 1 credit per hour                |
| Practice ice set-up/take down    | Assist with setting up mats at the start or end of the training session   | 0.2 credits per training session |
| Victoria Marshal<br>(Long Track) | Supervises the oval during practice, ensures skater safety, and liaises with the public to keep them off the ice. | 1 credit per hour                |
| Special Projects                 | Assisting with specific club needs like equipment maintenance, awards banquet planning, etc.                      | 1 credit per hour                |