

Lakeland Figure Skating Club Volunteer Policy

The Lakeland Figure Skating Club (LFSC) operates entirely on a volunteer basis. Our members keep the rink running each year, and this volunteer policy allows us to keep programs affordable.

All families are required to complete a set number of volunteer hours per session they are enrolled (Volunteer Hour Sessions run July 1 - December 31 for Session 1 and January 1 - June 30 for Session 2) and are encouraged to help at additional fundraisers. It is the responsibility of each family to fulfill their required hours.

Families who do not complete their hours on time will receive an invoice on the **first of the month after that session is complete (Session 1 - January 1, Session 2 - July 1)**, due by **the first of the following month (Session 1 - February 1, Session 2, August 1)**. If you need more time or have special circumstances, contact the Board for case-by-case consideration.

You will find all of the details regarding the required hours by level/age outlined below. At any point in the year please reach out to a board member with questions or concerns.

Required Hours By Level

Snowplow Sam

- Families at the Snowplow Sam level are **not required** to perform volunteer service or participate in fundraisers.
- Participation in volunteer hours and fundraisers (cash raffle, tournaments, Beef-A-Rama, etc.) is **highly encouraged** to help families learn how LFSC operates

Learn to Skate Basic Levels 1-3

- **5 volunteer hours** per session
- More than one skater: **Each additional skater adds 25% of total hours required to the family total**
- Any hours not completed will be invoiced at **\$25/hr**

Learn to Skate Basic Levels 4 - Pre-Free

- **10 volunteer hours** per session
- More than one skater: **Each additional skater adds 25% of total hour required to the family total**
- Any hours not completed will be invoiced at **\$25/hr**

Freestyle

- **35 volunteer hours** per year
 - More than one skater: **Each additional skater adds 25% of total hour required to the family total**
 - Any hours not completed will be invoiced at **\$25/hr**
- *Max number of hours per family with multiple skaters in figure skating or multiple skaters in figure skating & hockey is 50 hours.**

Hours may be earned through many duties; here are a few:

- Concessions
- Coaching (when unpaid)
- Cleaning (windows, bathrooms, lobby, etc. during sessions)
- Ice Monitor
- Open Skate
- Beef-a-Rama Cow Pie Plop
- Holiday & Spring Ice Show Prep
- Holiday & Spring Ice Show (Admissions, Spotlight, Flower sales, Concessions, Line-up Assistance, etc.)
- Zamboni (must be approved by Rink Mgr)
- Donating items for fundraisers; # of hours credit determined by the Figure Skating Fundraising Rep or Volunteer Coordinator (\$25 value of goods= ½ hour, max of 2 hours/year for LTS and 5 hours/year for Freestyle).

Additional Volunteer Requirements for ALL Members (LTS & Freestyle)

PARTICIPATE IN CASH CALENDAR RAFFLE (Jan-Feb)

- All members must sell **\$200 in Cash Calendar Raffle tickets** (unsold tickets will be invoiced). LHIA will do our best to arrange for opportunities to sign up and sell your tickets in public.

ADDITIONAL REQUIRED SHIFTS FOR LTS LEVEL 4 - PRE-FREE AND FREESTYLE

These hours are part of the total amount of hours owed, regardless of any volunteer or board positions that are credited:

- 1 High School Game Concession Shift
- 1 Open Skate Shift

Submitting Hours

- LFSC plans to use Crossbar for logging most of the volunteer opportunities this year.
- Duties NOT listed in Crossbar will be submitted through a google form.
 - Volunteer QR codes linking to a Google form will be posted at the rink and on our website under **Resources** → **Volunteer**. Scan the QR code and submit your hours within **24 hours** of completion.
 - The Volunteer Coordinator approves all logged hours.
 - Any disputes will be handled via the Google Form with the Volunteer Coordinator.
 - Families can track their volunteer hour progress in their Crossbar account.

Volunteer Hour Timeline

LFSC hours are **July 1 - December 31 (for Session 1)** and **January 1 - June 30 (for Session 2)**. These dates may shift slightly for fundraisers.

Benchmarks:

- Complete all first session hours by December 31
- Complete all Cash Calendar Raffle sales by January 20
- Complete all second session hours by July 31

Excess hours do **not** roll over to the next year.

Incomplete Hours

- Families who do not complete their total required hours and required shifts by **December 31 and June 30** will be billed at **\$25/hr**, which is due in full February 1 and August 1.
- Contact the Volunteer Coordinator with any questions, conflicts, or special circumstances to discuss alternative arrangements.

Our goal is to **distribute rink responsibilities fairly** so that a small percentage of families are not doing all the work and to help us keep our ice fees affordable.

Volunteer Acknowledgement

I, _____ (parent/guardian), acknowledge I have read and understand the LFSC Volunteer

Policy. I agree to submit volunteer hours in a timely manner and understand that if my family does not fulfill

the required volunteer hours and shifts by December 31 (Session 1) and June 30 (Session 2), I will be invoiced at \$25/hr. Payment is due by February 1 (Session 1) and August 1 (Session 2).

Player Name(s): _____

Team(s): _____

Parent Name: _____

Signature: _____ Date: _____