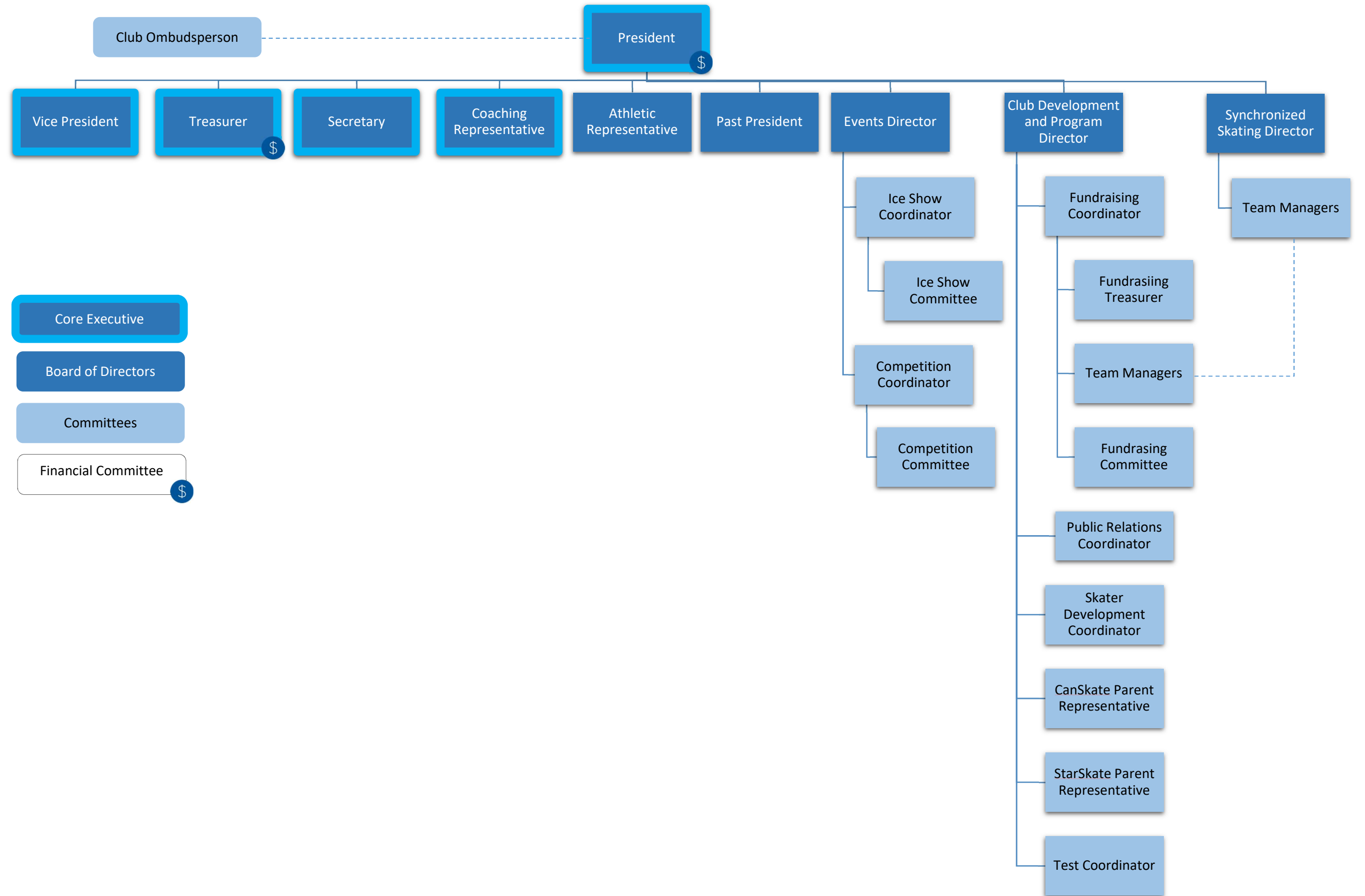
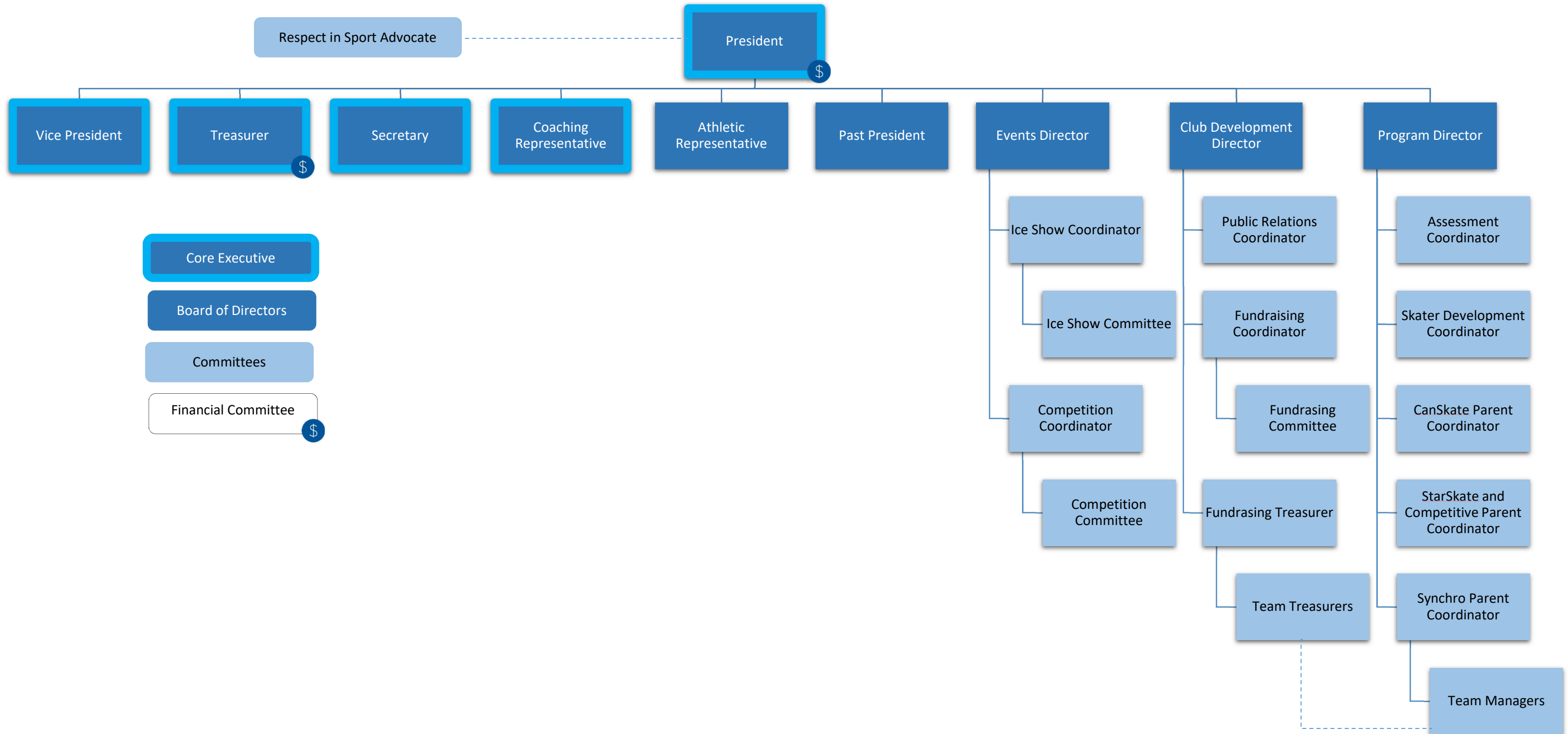


# Current CBS Skating Board Structure



# Proposed CBS Skating Board Structure 2020-2021



# Club Volunteer Positions

## Table of Contents

Committees	2
<b>Programs</b>	2
Skater Development Coordinator	2
Assessment Coordinator	2
CanSkate Program Parent Coordinator	2
STARSkate and Competitive Program Parent Coordinator	3
Synchro Program Parent Coordinator	3
Synchro Team Manager	3
<b>Club Development</b>	5
Fundraising Coordinator	5
Public Relations Coordinator	5
Fundraising Treasurer	5
Synchro Team Treasurer	5
STAR/Competitive Team Treasurer	6
<b>Events</b>	7
Ice Show Coordinator	7
Competition Coordinator	7
Respect in Sport Advocate	8

**Note: The 2020-2021 Board and Coordinators will review and finalize all responsibilities at the planning meeting this summer**

## Committees

Committees are a vital part of our organization and are needed for brainstorming and generating ideas. All ideas generated will be presented to the Board for approval. Upon approval the committee will help implement the program(s) decided on by the Board. These positions are for a one year term and are all up for nomination this year. Coordinators will lead a committee (where appropriate) and the Coordinator will be invited to Board meetings on an as-needed basis.

All volunteers who will work with youth skaters must provide a RNC Code of Conduct certificate.

All volunteers must be in good standing with the Club.

Volunteers put forward interest prior to/at the AGM. If more than one volunteer puts forward interest a vote will take place. Vacant positions will be filled by board by sending a request for interest will be sent to membership.

The Board will support co-coordinators if agreed upon by both parties and makes sense for the role for that season.

## Programs

The following positions report to the Program Director, who will relay all information to the Board at monthly meeting

### Skater Development Coordinator

Responsibilities include:

1. Will work with the Technical Director to help plan activities, events and incentives for our skaters to benefit their skill development.
2. To help implement off-ice sessions for our skaters.
3. Ensure there is an inventory of copies of sheets required for Skaters Development books, sticker and progress posters.

### Assessment Coordinator

Responsibilities include:

1. Will work with the Technical Director to ensure that assessments required for skaters are scheduled and carried out.
2. Submit assessment documents to Skate Canada.
3. Responsibility to maintain Club records of tests.

### CanSkate Program Parent Coordinator

Responsibilities include:

1. Communicate any concerns from parents to the Program Director

2. Will work with the CanSkate Coordinator, Session Administrators and Technical Director to oversee the operations of the CanSkate program.
3. Work with the Skater Development Coordinator on initiatives related to CanSkate Programs
4. Will assist in recruiting volunteers for the CanSkate Program (e.g., help with set up, gate supervision as well as passing out and collecting pinnies).
5. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

### STARSkate and Competitive Program Parent Coordinator

Responsibilities include:

1. Communicate any concerns from parents to the Program Director.
2. Will work with the STARSkate Coaches and Technical Director to oversee the operations of the STAR and Competitive programs.
3. Work with the Skater Development Coordinator on initiatives related to the STAR and Competitive Programs
4. Welcome parents at the beginning of the season by assisting the Program Director with planning a STARSkate parent meeting.
5. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

### Synchro Program Parent Coordinator

Responsibilities include:

1. Communicate any concerns from parents to the Program Director.
2. Help the Program Director with finding volunteers to be Team Managers
3. Will work with the Synchro Coaches, Synchro Coach Coordinator and Team Managers to oversee the operations of all Synchro teams.
4. Will work with Club Administrator to ensure all teams are registered and make sure all changes are updated in Skate Canada's system.
5. Will work with the Synchro Coaches and Synchro Coach Coordinator to plan tryouts and choreography sessions (if needed).
6. Work with the Skater Development Coordinator on initiatives related to the Synchro Program
7. Will meet on a monthly basis with all team managers and treasurers to see that all deadlines and arrangements have been made.
8. Ensure that proper arrangements have been made for any travel for competitions.
9. Sit on the subcommittee with Respect in Sport Advocate if an appeal is made to the board.

### Synchro Team Manager

Team Manager and Team Treasurer are selected by a request for volunteers sent to all team members by the Synchro Coordinator. If more than two volunteers expresses interest. A random draw will take place. The Team Treasurer must be comfortable with Excel and managing money.

Responsibilities include:

1. Support the Synchro Team Treasurer in their responsibilities.
2. Maintain an up-to-date team roster with email and phone list. Email is the main form of communication for teams.

3. Maintain the team's Facebook group page. All synchro coaches and the Synchro Coordinator must be included in the Facebook group for each team.
4. Distribute all information regarding competitions.
5. Distribute all information from the coach.
6. Submit all required competition registration forms before the deadline.
7. Help arrange travel arrangements for competitions (with the Synchro Coordinator).
8. Consult with the Synchro Coordinator any issues that may arise with the team.
9. Coordinate chaperones and volunteers for competition.
10. Full responsibility for the teams while at competitions.

## Club Development

The following positions report to the Club Development Director, who will relay all information to the Board at monthly meetings.

### Fundraising Coordinator

Responsibilities include:

1. Will bring fundraising ideas to the Club Development Director.
2. To lead and organize a fundraising committee.
3. To plan and organize any board approved fundraising events.
4. Work with the fundraising treasurer to ensure all necessary information and funds are allocated.
5. Prepare and submit Bank deposits
6. Prepare annual statement for the AGM

### Public Relations Coordinator

Responsibilities include:

1. Will bring ideas and concerns to the Club Development Director.
2. Will assist with updating the clubs social media and the Club Website.
3. Will attend Board meetings when deemed necessary by the Board.
4. Perform any other duties deemed necessary by the Board.

### Fundraising Treasurer

Responsibilities include:

1. Will bring ideas and concerns to the Club Development Director.
2. Work with coordinator and ensure all fundraising monies are accounted for
3. Consult with all managers and prepare a monthly statement setting out all income and expenses in relation to fundraising
4. Consult with club's treasurer and attend board meetings as required
5. Bank deposits
6. Prepare annual statement for the AGM

### Synchro Team Treasurer

Team Manager and Team Treasurer are selected by a request for volunteers sent to all team members by the Synchro Coordinator. If more than two volunteers expresses interest. A random draw will take place. The Team Treasurer must be comfortable with Excel and managing money.

Responsibilities include:

1. Support the Synchro Team Manager in their responsibilities.
2. Maintain a spreadsheet with team member's names, fundraising efforts and expenses.
3. Maintain any additional expenses for skaters who also compete as a competitive skater
4. Report to the fundraising treasurer on a monthly basis.
5. Receive and reconcile payments for fundraising events and return to fundraising treasurer at specified money drops.
6. Collect cash and cheques from the skaters to pay for team expenses or remit to the Fundraising Treasurer after being duly recorded on a team spreadsheet.
7. Provide accurate and up to date account balances to the skaters and parents at the end of every month.

8. Budget all revenues and expenses.

### STAR/Competitive Team Treasurer

Selected by a request for volunteers sent to STAR and Competitive members that are not enrolled in Synchro. Minimum of one volunteer required. If more than two volunteers express interest. A random draw will take place. The Team Treasurer must be comfortable with Excel and managing money.

Responsibilities include:

1. Maintain a spreadsheet with team members names, fundraising efforts and expenses
2. Report to fundraising treasurer on a monthly basis
3. Receive and reconcile payments for fundraising events and return to fundraising treasurer at specified money drops
4. Provide accurate and up to date account balances to the skaters and parents at the end of every month.



## Events

The following positions report to the Events Director, who will relay all information to the Board at monthly meetings.

### Ice Show Coordinator

Responsibilities include:

1. Shall work with the technical director and the events director to oversee all aspects of planning and organization for the Annual Ice Show
2. Provide updates to the Events Director on a regular basis who will bring the information to the Board at the monthly meetings.
3. Attend monthly Board meetings when requested by the Board.
4. To organize a committee. The committee will include the following positions that are listed and described below.

### Competition Coordinator

Responsibilities include:

1. To coordinate any competitions that may be held at our skating club.
2. To organize a committee when hosting a competition. The committee will include the following positions that are listed and described below:

Committees for each event will include:

#### Volunteers Lead

Responsible for recruitment, communication and scheduling of volunteers (i.e. ice captains, music & announcing, video camera operations, day of runners, show lights, decorating, concession, hospitality, registration, and any other day of volunteers).

Will work with all committees to gauge their needs for volunteers.

#### Registration Lead

At Competition, responsible for ensuring all accreditations from coaches/teams are in order, welcome packages, registration procedures on registration day.

#### Hospitality Lead

Responsible for hospitality arrangements prior to and during the events. This includes food requirements as well as any other items requested by officials to ensure they are made to feel "at home".

#### Concessions Lead

Responsible for the concession table. This includes the acquisition of items for concession (pre-approved by town officials in conjunction with Events Director), set up of concession table as well the coordination of volunteers to staff the table during the event.

#### Events Ceremonies Lead

Responsible for inviting special guests to attend the event, as well as, opening/closing/medal ceremonies. A list of special guests to be invited will be prepared for you.

## Respect in Sport Advocate

1. Represents the interests of the membership and communicates to the board any concerns brought to them. Concerns can be brought forward in a confidential manner.
2. Work with the Program Coordinators if there is an appeal of the board's decision. This subcommittee will determine if proper Club policies have been followed and provide recommendations to the board.
3. Person should be a neutral person. Ideally not a parent of a club member and external to the Club.
4. Assist the board with any Safe Sport activities including Respect in Sport.