

NAKKERTOK RACE PROGRAM VOLUNTEER POLICY

Volunteers are what make Nakkertok the successful club it is. It is vital that all race program parents contribute their time and effort in order to provide many positive and enjoyable experiences for our team.

GOALS:

- Equitable participation in volunteer roles
- Reliable support for our team
- Strong, vibrant, and knowledgeable ski racing community
- Maintain low program fees

PARENTAL COMMITMENT:

- Your volunteer commitment depends on which program your oldest athlete belongs to.
- Commitment is the same, regardless of how many athletes you have registered in the race program.
- Hours are the minimum volunteer commitment. You are absolutely welcome, and encouraged, to volunteer more!

Program	Minimum commitment, per parent <i>(hours are transferable between parents)</i>
U10/Minis	<ul style="list-style-type: none"> • 3 days = 24 hours (min. 8 hours of race support)
U12/Rabbits	<ul style="list-style-type: none"> • 4 days = 32 hours (min. 16 hours of race support)
U14	<ul style="list-style-type: none"> • 6 days = 48 hours (min. 24 hours of race support) • Bike safety/Strength chaperone is <i>in addition</i> to the 48 hours.
U16	<ul style="list-style-type: none"> • 6 days = 48 hours (min. 24 hours race support) • Bike safety/Strength chaperone is <i>in addition</i> to the 48 hours. • Athletes strongly encouraged to volunteer 1 day = 8 hours
U18	<ul style="list-style-type: none"> • 6 days = 48 hours (min. 24 hours race support) • Bike safety/Strength chaperone is <i>in addition</i> to the 48 hours. • Athletes strongly encouraged to volunteer 1 day = 8 hours
ENRG	<p><i>*ENRG athletes are responsible for their volunteer commitment</i></p> <ul style="list-style-type: none"> • 2 days = 16 hours

EVENTS:

Certain events are led by different program cohorts. All families are expected to participate in the running of these events by taking on various leadership roles.

- U10 - Cookie Race
- U12 - Cookie Race
- U14 - Cookie Race
- U16 - Thea's Race
- U16/U18 - Candy Cane Cup, Eastern's
- ENRG - Boxing Day Burnoff, Enduro
- Everyone - Nationals

**Important note: races are a significant revenue generator for Nakkertok. For larger races that are run by ENGNE (Candy Cane Cup, Eastern's, Nationals), Nakkertok gets paid based on how many volunteers are from our club. Lead positions are paid at a higher rate.*

VOLUNTEER OPPORTUNITIES

To assist parents in planning their volunteer commitments for the season, below is a table listing many different volunteer opportunities. It is strongly encouraged that you contact the relevant lead well in advance. There will also be recruitment and sign-up efforts shortly after registration, and throughout the season.

New to Ski Racing? If you are new to ski racing, or have limited experience, that's OK! There are many opportunities to learn, and people who are happy to mentor you in a role. You will learn new skills and meet great people by jumping in. Please feel free to reach out to Tracy at rpvolunteer@nakkertok.ca if you have any questions, or anticipate difficulty meeting your family's volunteer commitment.

Officials Training - While not mandatory, it is HIGHLY recommended that you take the free, online, [Level One Official's Course](#) offered by Nordiq Canada. It is a quick, easy course that packs in a lot of information. Level Two Officials Courses are offered at Nakkertok in the fall. *The hours spent on Officials Training count towards your volunteer commitment, after you put your training into practice by supporting a race. Email Tracy at npvolunteer@nakkertok.ca for more details.*

Volunteer Role	Estimated Time Commitment	Approx. Time of Year	Recommended For Parents with an athlete in...	Questions? Contact...
ENGNE HOSTED EVENTS (Candy Cane Cup, Eastern's, Nationals)				
PRIMARY LEADS - Chief of Event - Chief of Competition - Race Secretary - Treasurer/Chief of Finances - Organizing Committee Secretary - Chief of Media, Press & Communications - Chief of Venue & Logistics - Chief of Volunteers - Chief of Course - Chief of Timing - Chief of Stadium - Chief of Medical Services - Chief of Awards & Protocol - Chief of Team Services - Chief of Fundraising & Marketing - Race Registrar	6 days	Nov - March	U16 U18 Alumni	Tracy

<p>SECONDARY LEADS</p> <ul style="list-style-type: none"> - Race Office - Chief of Controllers - Chief of Marshalls - Chief of Start Line - Chief of Finish Line - Chief of Bibs - Chief of Awards - Chief of Parking - Athlete Food/Beverage Coordinator - Volunteer Food/Beverage Coordinator 	2 days + 1 for each day on site during the race	Dec - March	U16 U18 Alumni	Tracy
<p>LEAD IN TRAINING</p> <p>(expectation to take over the role in the future)</p>	2-6 days. (Same time allotment as Chief role)	Nov - March	U14-2 U16	Tracy
<p>VOLUNTEERS</p> <p>(Start/Finish line, Bibs, Venue, Stadium, Parking...)</p>	½ day for each shift worked	Dec - March	ALL	Tracy
<p>WAX/SKI PREP</p> <p>(test, clean, prep, wax...)</p>	½ day for each shift worked	Dec - March	ALL	Geoff
<p>NAKKERTOK HOSTED EVENTS</p> <p>(Cookie Race, Thea's)</p>				
<p>PRIMARY LEADS</p> <ul style="list-style-type: none"> - Chief of Event - Chief of Competition - Race Registrar - Volunteer Coordinator - Chief of Timing - Chief of Course 	6 days	Dec - March	U10 - Cookie Race U12 - Cookie Race U14 - Thea's Race	<p>Cookie Race Danielle or April</p> <p>Thea's Race Drew or Melissa</p>
<p>SECONDARY LEADS</p> <ul style="list-style-type: none"> - Chief of Start Line - Chief of Finish Line - Chief of Bibs - Chief of Awards - Chief of Cookies - Chief of Food/Beverages - Chief of Marshalls - Chief of Controllers - Chief of Stadium - Chief of Venue - Chief of Parking - Chief of Outdoor Sound System 	2 days	Dec - March	U10 - Cookie Race U12 - Cookie Race U14 - Thea's Race	<p>Cookie Race Danielle or April</p> <p>Thea's Race Drew or Melissa</p>

LEAD IN TRAINING (expectation to take over the role in the future)	2-6 days. (Same time allotment as Chief role)	Dec - March	U10 - Cookie Race U12 - Cookie Race U14 - Thea's Race	Cookie Race Danielle or April Thea's Race Drew or Melissa
VOLUNTEERS Start/Finish line, Bibs, Venue, Stadium, Parking...	½ day for each shift	Dec - March	ALL	Cookie Race Danielle or April Thea's Race Drew or Melissa
WAX/SKI PREP (test, clean, wax, touch-ups...)	½ day for each shift worked	Dec - March	ALL (take the ski prep training courses!)	Geoff
OUT OF TOWN RACE or OUT OF TOWN TRAINING CAMP				
TRIP ORGANIZER or TRAINING CAMP ORGANIZER	2 days + chaperone time	Jan - March	U12 - NORAMs U14, U16, U18	U12 - April U14/16/18 Sheila
CHAPERONE (chaperone athletes, drive, errands)	1 day for each day of the trip + 1 extra day	Jan - March	U12 - NORAMs U14, U16, U18	U12 - NORAMs coordinators U14/16/18 Sheila
WAX TEAM (often combined with chaperone duties for U14+ trips)	1 day for each day of the trip + 1 extra day	Jan - March	U12 - NORAMs U14, U16, U18	U12- Christopher, Gen, April U14+ - Geoff
FOOD FOR WAX TEAM	½ day for each day providing food	Feb	U12 - (This is a NORAMs specific job)	NORAMs coordinators
LOST AND FOUND COORDINATOR	1 day (total)	Feb	U12 - (This is a NORAMs specific job)	NORAMs coordinators
TRIP PHOTOGRAPHER	1 day per day taking photos. Must be aware of photo policy	Feb	U12 - (This is a NORAMs specific job)	NORAMs coordinators

IN TOWN TRAINING CAMPS and SPECIAL EVENTS

TRAINING CAMP SUPPORT TEAM	1 day for each full day of the camp	May - Aug	U14+ (depending on camp)	Tracy Geoff
TIME TRIAL VOLUNTEERS (starters, finishers, course set-up and control)	½ day per event	Dec-Feb	U10 U12	U10 - Alex/Jesse U12 - Jeff S
U12 SKI OVER COORDINATOR	2 days	Early Jan	U12	April
U12 SKI OVER CHAPERONE	1 day	Early Jan	U12	April
U12 SKI OVER FOOD CREW	½ day per shift	Early Jan	U12	
SKI SWAP COORDINATORS (set up online registration, organize, promote, train volunteers, distribute profits)	6 days	Sept - Oct	U14/U16/U18	Janaka
SKI SWAP VOLUNTEER (set up, sell, clean up)	½ day per shift	Sept - Oct	ALL	Janaka
NAKKERWEAR ORDER COORDINATOR (liaison with company, organize try on dates, distribute orders)	4 days	Sept - Nov	ALL	Tracy
U14+ T-SHIRT ORDERS (liaison with company, submit order, distribute)	3 days	April - July	U14 U16 U18	Tracy
U10/U12 SWAG ORDER (decide on item within budget, order, distribute)	3 days	Feb - March	U10 U12	April
U14 SKI EXCHANGE COORDINATORS	6 days	2 year commitment	Second year U12. Exchange happens second year U14.	Tracy
AGE COHORT PHOTOGRAPHERS	Dependent	Length of Program	ALL	Tracy
COACHING / RACE COMMITTEE / BOARD of DIRECTORS...				
RR/MINI LEAD COACHES	6+ days	Year Round	U10 U12	Alex, Jesse, Jeff S
VOLUNTEER COACHES	6+ days	U10 - Oct - season end	ALL	U10 Alex, Jesse U12 Jeff S

		U12 - Sept - season end U14+ - Year round		U14/16 Geoff, Nolan U18 Fred
RACE COMMITTEE MEMBER -lead coaches -parent coordinators -volunteer coordinator -fundraising -board representative -athlete representative -Volunteer coach representative...	6+ days	Year Round	ALL	Larry
WAX TRAINING FACILITATOR	Dependent	Oct - ?	ALL (training required)	Geoff
SOCIAL MEDIA COORDINATOR	6+ days	Year Round	U14+	
BOARD OF DIRECTORS	6+ days	Year Round	ALL	Dave Allan
TRAILS & FACILITIES				
SNOW MAKING	½ day per shift *1 full day for overnight shift	Oct - ?	ALL	Stephen Fleming
TRAIL MAINTENANCE Clean up, wood splitting, chipping, building clean up...	½ day per shift	As needed	ALL	Stephen Fleming
SUPPORT EXPECTED AS PARENT OF PROGRAM (does not count towards volunteer hours)				
Bake sale/BBQ Volunteer	Chalet Close Up		Roller Ski Safety	
Bake Sale/BBQ Contributor	Set/Tend Fires		Strength Session Safety	
Ski Exchange Fundraising	Ski Intake			
<p>If you have ANY questions, suggestions, and/or are worried about being able to meet your volunteer commitment this season, please don't hesitate to reach out to:</p> <p>Tracy Smith Baird (race program volunteer coordinator) rpvolunteer@nakkertok.ca</p>				

