

Skating Club of North Carolina Member Volunteer Interest Form

Please Print Clearly

Adult/Parent Name _____ Skater's Name _____
 Telephone (Home) _____ Cell# _____ Skater's Test Level _____
 Email Address _____ Skater's Primary Coach/Rink _____

Please check all areas you are interested in volunteering your time and talents. Members will earn \$5 for every 2 hours of volunteer time, with a max of \$50 (\$25 for Senior & Collegiate members) to be credited towards their 2010/2011 membership fees. Skaters and Parents are eligible to earn volunteer credits.

Membership Committee – conducts our annual membership registration. Responsibilities include design and preparation of Membership Application; review of application to ensure completeness; preparation and forwarding of all required paperwork to USFSA; following up with USFSA regarding issuance and maintenance of membership status; collection of dues and forwarding to Treasurer with report; maintenance of membership data base. Acts as liaison between club and USFSA for all membership related matters and questions.

- Committee Chair
- Membership Drive
- Liaison for Introductory/Basic Skills Skaters
- Rink Liaison _____ (primary skating rink)
- Brochure on Benefits of Joining SCNC
- Solicit Member Feedback
- Assist As Needed

Test Committee – provides for testing in compliance with the rules and regulation of the USFSA. Sets up dates for tests in consultation with Board, coaches, and rinks. Prepares and distributes Test Applications. Establishes the order of tests, prepares a schedule for the judges, and distributes to skaters. Contacts and secures judges. Arranges for transportation and lodging of judges from out of town. Oversees Hospitality of test sessions, including breakfasts and lunches at the rink, and lunches and dinners away from the rink. Arranges for transportation and entertainment of judges while in town. Prepares required paperwork before, during and after test sessions for judges and USFSA. Collects test fees and forwards to Treasurer. Attends and runs the test session, including setup, playing music, monitoring skater warm-ups, and copying results. Definitely a TEAM effort!

- Committee Chair
- Music
- Paperwork
- Securing Judges
- Transportation
- Hospitality
- Ice Monitoring
- Assist As Needed At Test Session

Competition Committee – coordinates the scheduling and conduction of Club competitions. Contacts and secures appropriate judges and officials for competition. Arranges for transportation, food, lodging and entertainment for officials. Oversees hospitality at rink for officials, coaches, and volunteers. Prepares and distributes applications. Coordinates with referee as to the scheduling of events. Develops, coordinates, and executes procedures for checking in competitors, practice ice, receipt and storage of competitors' music, publicity, receipt and disbursement of funds, programs, ads, all fundraising before and during event, ordering and distributing of medals and awards. Provides qualified medical assistance at competition (physician, nurse, EMT, etc.).

Dogwood Open

- Registration
- Officials' Hospitality
- Coaches' Hospitality
- Volunteer Coordinator
- Set-Up & Disassembly
- Announcing
- Music
- Ice Monitors
- Awards
- Program/Ads
- Transportation
- Runners
- Practice Ice
- Goody Bags
- Secure/Oversee Vendors
- Assist As Needed
- On-site Medical Assistance

Social Committee – responsible for planning the Spring Membership Meeting, and the sendoff parties for Regionals/Sectionals/Nationals. Plans and directs other social activities throughout the year to promote camaraderie among club members.

- Committee Chair
- Rink Liaison _____ (primary rink)
- Spring Membership Meeting
- Fall Awards Banquet
- Planning of Other Social Activities
- Regional/Sectional/Nationals Sendoff's

Fund Raising Committee – coordinates the scheduling of activities to generate funds for the club to support club ice, seed money for competitions and other club functions. Plans, develops, and executes fund raising ideas. Prepares reports for Treasurer.

- Committee Chair
- Developing Ideas
- Planning
- Recruiting Help
- Publicity
- Assist As Needed

Publicity and Promotion Committee – responsible for publicity and promotion of the club. Send notices to various newspapers and schools regarding our skaters' competition and test results. Generates favorable publicity for both the club and its skaters. Works in coordination with the membership committee, test committee, and competition committee to generate publicity for the club and various events being sponsored by the SCNC through other clubs, coaches, and newspapers, etc.

- Committee Chair
- Letters to Newspapers and Schools
- Contacts Coaches
- Contacts Other Clubs
- Assist As Needed

Newsletter – Solicits information from Committee Chairs and secures articles for the club newsletter. Publishes and distributes the newsletter.

- Committee Chair
- Publishing Newsletter
- Writing Articles
- Distributing Newsletter
- Assembling Newsletter
- Assist As Needed

Club Ice – coordinates the monitoring of club ice. Develops rules of conduct for skaters to abide by while attending Club Ice and ensures that skater have read and signed Club Ice Rules. Maintains attendance sheet for Club Ice sessions and punches card or collects walk on fee. Submits money collected for punch cards and walk-ons to Treasurer. Develops plans for ice usage to be approved by the Board of Directors. Monitors Club Ice session for safety and adherence to rules.

- Committee Chair
- Ice Monitor
- Monitor Club
- Exhibitions/Program Practice
- Develops Rules of Conduct
- Assist As Needed

Volunteer Committee – Maintains Volunteer Service Forms. Coordinates with other Committee Chairs to "staff" committees. Maintains log of each Member's volunteer service hours performed.

- Committee Chair
- Assist As Needed

Skate Swap Committee – organizes and directs skate swaps throughout the year.

- Committee Chair
- Sell items during Skate Swap
- Setup/Cleanup
- Coordinates receiving/returning of items
- Assist As Needed

Website Committee – Designs and maintains club website. Updates website regularly via information provided by the Board of Directors and Committee Chairs.

- Committee Chair
- Assist As Needed

Suggestions – Please list any ideas/suggestions that you might have that you think would benefit SCNC members:
