

SKATE AMHERSTBURG

Volunteer Credit Policy — Final

Effective: 2026/27 Season
Approved by the Board of Directors — July 27, 2026

1. Purpose

Skate Amherstburg offers a number of volunteer credit programs to recognize and reward families and individuals who contribute their time to the club. This policy establishes clear, consistent rules for how each credit type is earned, assigned, and applied to registration accounts.

2. Credit Types & Eligibility

2.1 Seasonal Volunteer Credit — \$50 per season

The seasonal volunteer credit is offered as an incentive for families to contribute volunteer hours to the club throughout the season.

Credit amount: \$50.00 applied to one registration

Minimum commitment: 4 hours of volunteer service in any approved capacity during the current season

Maximum per household: One (1) \$50 credit per household per season, regardless of the number of children registered

When applied: Credit is selected at the time of registration and is conditional on the 4-hour commitment being fulfilled. If the commitment is not met, the credit may be reversed at the club's discretion.

Eligibility rules:

- The credit is earned by an adult member of the registering household (parent, guardian, or adult family member residing at the same address). High school aged volunteers may be eligible to earn this credit depending on the position being filled; eligibility of underage volunteers is determined by the Volunteer Coordinator.
- A volunteer outside the household may earn this credit on behalf of a registered family, provided they notify the Volunteer Coordinator in writing in advance of the volunteer activity, clearly identifying the family to whom the credit is to be assigned.
- The credit is non-transferable once assigned and may not be reassigned to another family after the fact.
- The credit may only be applied once per household per season. It cannot be stacked across multiple children's registrations within the same household.
- Paid coaches and staff may not use their scheduled work hours to qualify for this credit. Hours volunteered outside of scheduled paid duties may be eligible at the discretion of the Volunteer Coordinator.

2.2 Program Assistant (PA) Credit

Program Assistants contribute directly to the delivery of CanSkate, Advanced CanSkate, and synchronized skating sessions under the supervision of certified coaches.

Credit amount: \$5.00 per registration credit per session worked

OR: High school volunteer hours (community service credit) — PAs may split sessions between credits and hours

Eligibility: Skaters at STAR 1 or higher who have attended the mandatory Skate Amherstburg PA Clinic

Application: Credits accumulate over the season and are applied to the PA's own program registration or carried forward at the club's discretion

Transferable: PA registration credits may be transferred to another registered member of the club at the request of the PA. Transfers must be communicated to the Volunteer Coordinator in writing.

PAs may split their sessions between registration credits and high school volunteer hours. Any changes to the election must be communicated to the Volunteer Coordinator prior to the end of the season, as credits and hours are not issued until the season concludes.

2.3 Bingo Worker Credit — \$40 per session

The club operates bingo fundraising sessions. Eligible volunteers who work a bingo session receive a credit applied to their registration account.

Credit amount: \$40.00 per bingo session worked

Eligibility: Adults (18+) who meet all requirements below

Accumulation: Credits accumulate with no seasonal cap — each session worked generates a \$40 credit

Transferable: Bingo credits may be transferred to another registered member of the club at the request of the bingo worker. Transfers must be communicated to the Volunteer Coordinator or Treasurer in writing.

Requirements to become an eligible bingo worker:

- Submit a written request to both the Bingo Chair and the Volunteer Coordinator prior to working any session.
- Complete mandatory training at the bingo hall or through the approved online training program prior to their first session.
- Remain in good standing with the club.

Bingo workers who do not complete the required clearance and training will not be permitted to work a session and no credit will be issued.

2.4 Board Member Skate Canada Fee Credit

The club pays the Skate Canada membership fee (\$65.70) for all active members of the Board of Directors annually for the duration of their tenure.

Covers: Skate Canada membership fee (\$65.70) paid by the club on behalf of the board member

Eligibility: Active board members in good standing for the current season

Conditions: Credit is forfeited if a board member resigns or is removed from the board prior to the end of the season.

3. Administration

- All volunteer credits are managed through Uplifter and/or the club's accounting records.
- Questions regarding credits or eligibility should be directed to the Treasurer or the Volunteer Coordinator.

- The Volunteer Coordinator is responsible for tracking fulfilled commitments and notifying the Treasurer when a credit should be confirmed or reversed.
- Credits not earned by the end of the season will not be carried forward to the following season unless approved in writing by the board.

4. Policy Review & Amendments

This policy will be reviewed annually prior to the opening of registration each season. Amendments require a majority vote of the board. Any changes will be communicated to the membership before taking effect.