

2023-24 MPFSC CLUB SUPPORT HOURS POLICIES AND PROCEDURES

The Mt Pleasant Figure Skating Club (MPFSC), a non-profit organization, depends heavily on volunteers to support its events and activities. As a condition of certain membership levels, families are expected to contribute a minimum number of Club Support hours per year.

CLUB SUPPORT HOURS REQUIREMENT

MPFSC MEMBERSHIP LEVEL	CLUB SUPPORT HOURS REQUIRED Per Family Per Year	BUYOUT COST (\$20/hour)
Introductory, Full, Additional Skater, Parental	15 hours/year**	\$300.00
Junior Club	10 hours/year**	\$200.00
Associate, Non-Skating, Collegiate, Learn to Skate	No Club Support Hours Required	N/A

- Club Support hours are per family, not per member. If there are two members of different membership types, the greater hour requirement must be completed. Example: A family has a Full and a Junior Club Member; the family is responsible for 15 hours.
- ****Notes & Requirements for Earning Club Support Hours:**
 - **5 of the required total Club Support Hours per year must be “in person”.** In person” hours require working at an event or fulfilling a much needed active role on a given day.
 - 3 of the “in person” hours must be earned by working at one of the following MPFSC events: Ice Show, Mountain Town Classic and/or the High School Competition.
 - The other 2 “in person” hours may be earned by working at a club event, playing music during practice sessions, Ice Monitoring during club sessions, helping at the LTS Cart or on the ice during Learn to Skate lessons.
 - The remaining required Club Support Hours can be earned in a variety of ways such as helping with other club events, providing hospitality items, cleaning the clubroom, working on ice show props or costumes, etc.
 - Board Members will receive credit for their service to the board. Executive members (President, Vice President, Secretary, Treasurer, Directors) will receive a credit of 1.5 hours per month; Board Members at large will receive 1 hour per month.
 - Standard club or Junior Club members can receive 1 hour per calendar year for attending a MPFSC board meeting.

- Club Support Hours may be earned by the skater or members of their family. Multiple volunteers representing the skater/family can earn hours at the same event.
- Club Support Hours can be earned from July 1st through June 15th each year. Hours not completed by June 15th will be billed at the rate of \$20.00/hour. Invoices will be emailed out to members near the end of June and must be paid in full no later than August 1st. Members may not be allowed to take part in ice time or club activities if the bill remains outstanding.
 - If Event/In Person hours are not fulfilled as required, that will be considered hours not completed and will be billed at \$20.00/hour
 - Any buyout, fees or penalties paid to the club would be deposited into a fund specifically for hospitality and other general club needs like paper products, Kleenex, etc.
- If a skater becomes a member of the Club or Junior Club on or after March 1st of the current skating year, the volunteer requirement will be prorated to one-fourth of the required total hours and the event requirements will be lifted.

VOLUNTEER COMMUNICATION, SIGN-UP, AND REPORTING

Activity and Event Sign-up

- Activity and donation needs will be posted and communicated using Email, SignUp and Facebook. All members will be notified when a new need is posted.

Determining Club Support Hours

- For every hour that you work at a Club event or opportunity, you will receive 1 hour toward your Club Support Hours requirement. Example: If you work at the registration table for the Mountain Town Classic for 3 hours, you will receive 3 hours toward your requirement.
- Donations of hospitality items for an event will count as 1 hour per item. Example: If you sign up to bring 2, 8 packs of water bottles, you will receive 1 hour toward your requirement.

Reporting and Recording Club Support Hours

- Upon completion of any event work, activity or donation, members are required to log their time on their family's Club Support Hours Tracking Form to ensure they receive credit for their service. Fill in the date, activity completed and how many hours were earned. Then have the form signed by a board member or the committee chair for the event. This must be done within 2 weeks of completing the task. Tracking forms will be kept in the Club Support Hours Binder, which is located next to the printer in the MPFSC Club Room.
- Please note that signing up to help does not automatically credit your hours; you must complete what you signed up for, and you must also log your time on your Club Support Hours tracking form.

2023-24 MPFSC CLUB SUPPORT OPPORTUNITIES

Activity	Date	Potential Roles/Needs
Fall Test Session	November 12, 2023	Food & hospitality room donations
High School Competition*	February 10, 2024	Welcome table*, Results Runner*, Hospitality Chair*, Food & hospitality room donations
Ice Show*	February 17, 2024	Welcome Table*, Ushers*, Spotlights*, Overhead lights*, Set up*, Reset*, Tear down*, Music*, Announcer*, props & costumes
Mountain Town Classic*	March 9, 2024	Welcome table*, result runners*, ice monitors*, awards*, set up*, tear down*, announcer*, music*, floater*, Hospitality Chair*, Skater and Club Welcome signs, Food & hospitality room donations.
Spring Test Session	April 28, 2024	Food & hospitality room donations
Playing Music during practice sessions**	Mondays, Tuesdays, Thursdays & Saturdays	Play music as requested for coaches and skaters during club ice or Saturday Drop In
Ice Monitor during club sessions**	Mondays, Tuesdays, and Thursdays during Club Ice Sessions	Take attendance during club ice, mark punch cards, sell punch cards & collect drop in fees as necessary
Help at the LTS Cart**	Mondays and Thursdays from 6 pm - 6:50 pm during Learn to Skate Sessions	Monitor the cart during Learn to Skate lessons. Answer questions or direct to those who can.
Volunteer on ice during LTS classes**	Mondays and Thursdays from 6 pm - 6:50 pm during Learn to Skate Sessions	Help coaches with skaters on the ice during LTS lessons. Must be approved by the Learn to Skate Director
Locker Room Cleaning	As needed, dates will be announced.	Dust, vacuum, trash removal etc.
Attend a MPFSC Board Meeting	Meetings are held monthly during the skating year – please see club calendar for dates	Junior Club and Standard Members can earn 1 hour per year for attending a board meeting.
Join the MPFSC Board of Directors	N/A	Please inquire on current openings

* indicates an in person activity at an event. / ** indicates a general in person activity

- The listing above does not exhaust the ways in which to earn Club Support Hours. Other opportunities may arise during the year and those will be announced to the membership. If you have a unique way in which you feel you can support the club, please reach out!
- As a reminder – 5 of the Club Support Hours required must be “in person” and 3 of those must be working at either the High School Competition, Ice Show or the Mountain Town Classic. Please take note of the dates listed above so you can plan ahead!

THANK YOU!! The Mt Pleasant Figure Skating Club truly appreciates our volunteers. With your generous contributions of time and talent, we are able to hold a variety of club activities and events and maintain a supportive club structure for our skaters and families. Thank you for all that you do for your skater and for MPFSC!

If you ever have any questions about the Club Support Hours Requirement or fulfilling the hours, please contact any member of the board or email us at MtPleasantFSC@gmail.com. We would be happy to help!