

RED MOUNTAIN RACERS ALPINE SKI CLUB

Family Volunteer Policy

2026–2027 Season — Version 3

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Applies to:	2026–2027 Season and beyond	Version:	3.0

1. Purpose

This policy establishes the volunteer expectations for families with athletes enrolled in Red Mountain Racers Alpine Ski Club (RMR) programs. It outlines the minimum volunteer hours required by program, the types of activities that qualify, how hours are tracked, and the consequences of not fulfilling the requirement.

Volunteering is fundamental to the way RMR operates. The club's programs, races, and events depend directly on family participation — from race-day set-up and course work to fundraising, gear swaps, and governance support. A strong volunteer culture keeps program costs manageable, strengthens the club community, and gives families a meaningful stake in the success of their athletes.

2. Scope

This policy applies to all families — including parents, guardians, and other family members — with one or more athletes enrolled in any RMR program in a given season. The volunteer requirement applies at the family level, not per individual athlete or per parent.

Volunteer hours may be completed by any combination of parents, guardians, or other family members of the enrolled athlete.

3. Volunteer Hour Requirements

Volunteer requirements are set by program and are expressed in hours per family per season. The conversion rate used is 1 volunteer day = 5 hours. Requirements for the upcoming season are as follows:

Program	Required Hours per Family / Season	Equivalent Days
Nancy Greene	20 hours	4 days
U12 – U16 Competitive	40 hours	8 days
FIS	40 hours	8 days

For families with athletes enrolled in more than one program, the requirement is the highest single-program requirement that applies — hours are not cumulative across programs.

4. Qualifying Volunteer Activities

The following activities count toward a family's volunteer hour requirement. All qualifying activities must be logged in accordance with Section 7 (Tracking and Submission).

4.1 On-Hill Activities

- Tailgunning for Nancy Greene programs
- Race event set-up and tear-down (course preparation, finish area, signage)
- Race day course work, timing crew, gate keeping, bib collection, and other race support

4.2 Off-Hill Activities

- Race event coordination and support (e.g., registration, results, hospitality)
- Gear Swap — set-up, operation, and pack-down
- Christmas tree sales and other club fundraising events
- Annual General Meeting (AGM) attendance
- Board committee participation
- Governance and administrative roles
- Club event organization (e.g., socials, awards, season-end events)
- Website, communications, newsletter, and social media support

4.3 Training and Certification

- Completion of a recognized race official training course (e.g., Level 1 Race Official Course) — counts as hours upon successful completion

The following activities do NOT count toward the volunteer requirement:

- Volunteering at away races hosted by other clubs (though families are strongly encouraged to support away events)
- Informal support or spectating at events
- Activities not logged in the tracking system

5. Race-Day Volunteer Expectation

In addition to the annual hour requirement, at least one parent or guardian is expected to volunteer on each day that their athlete participates in a race hosted at Red Mountain Resort, including club races, Nancy Greene races, Zone events, and Provincials. This includes set-up, race-day duties, and tear-down as assigned.

Race-day hours completed under this expectation count toward the family's annual volunteer hour total.

6. Volunteer Eligibility and Conduct

All volunteers must:

- Be a member of RMR or another ski club that is a member of BC Alpine (or another recognized Provincial Sport Organization), or be an immediate family member of a registered RMR athlete
- Uphold the club's values and represent RMR positively at all times
- Adhere to all club policies, including the Code of Conduct
- Complete any required training or screening relevant to their volunteer role (e.g., race official certification for timing crew positions)

Note: The Board is reviewing whether a Criminal Record Check (CRC) will be required for volunteers working directly with athletes (e.g., tailgunners, on-hill support). A decision will be communicated to members before the season begins. Note that CRCs are available free of charge for volunteers of registered non-profits through the BC Criminal Records Review Program (CRRP) and are valid for five years.

7. Tracking and Submission of Hours

7.1 Tracking System

Volunteer hours are tracked using a club-designated Google spreadsheet, which will be provided to all registered families at the start of the season by the Volunteer Coordinator. Each family is responsible for entering their own hours. Entries must include:

- Date of activity
- Name of volunteer(s)
- Activity type and description
- Actual number of hours worked (see Section 7.4)
- Name of supervising race official, event coordinator, or Board member who can confirm the hours

7.2 Submission Deadline

All volunteer hours must be submitted in the tracking system no later than April 30th of each season. Hours submitted after this deadline may not be counted toward the family's seasonal requirement.

Volunteer hours cannot be carried over from one season to the next. Hours earned in excess of the seasonal requirement expire at April 30th and do not apply to future seasons.

7.3 Verification

The club reserves the right to verify logged hours with the relevant event coordinator or supervising official. Hours that cannot be verified may be removed from a family's record. Families will be notified if a discrepancy is identified and will be given the opportunity to provide supporting information before a penalty is assessed.

7.4 How Hours Are Counted

Volunteer hours are credited based on the actual number of hours worked, not on a fixed day-rate. The 1 day = 5 hours conversion is used only for communicating program requirements (see Section 3) and does not cap what a volunteer may claim for a given day. For example, a family who volunteers for a full race weekend may claim the actual hours contributed across both days.

For on-hill activities such as tailgunning, hours are credited based on the actual time on snow for that day, as verified by the supervising official. A full tailgunning day does not automatically equal five hours.

7.5 Race Official Training Course Credit

Credit for completing a recognized race official training course (e.g., Level 1 Race Official Course) may only be claimed during the season in which the course is completed. Course credits do not carry over to future seasons and cannot be reused in a subsequent year even if the certification remains valid.

8. Finding and Signing Up for Volunteer Opportunities

Volunteer opportunities will be communicated through the club's email newsletter, website, and social media channels. Sign-up will be managed through SignUp Genius or a similar online tool, with links distributed to club members at the start of the season and as new opportunities arise.

Families are encouraged to sign up for opportunities early in the season to ensure availability and to distribute the volunteer load evenly across the membership.

9. Non-Compliance

9.1 Volunteer Shortfall Penalty

Families who do not meet their volunteer hour requirement by the April 30th submission deadline will be assessed a non-compliance fee. The fee is intended to reflect the real cost to the club of unfulfilled volunteer commitments — not as a preferred alternative to volunteering.

Program	Non-Compliance Fee (per family)
Nancy Greene	\$250
U12 – U16 Competitive	\$500
FIS	\$500

For families with athletes in more than one program, the applicable fee is that of the highest-requirement program.

Non-compliance fees will be invoiced to the family following the April 30th submission deadline and are due within 30 days of invoice.

9.2 Hardship and Exceptions

The Board recognizes that exceptional circumstances may prevent a family from fulfilling their volunteer requirement. The following situations will be considered for case-by-case review:

- Serious illness, injury, or significant personal or family hardship
- A family's primary skill set is off-hill only (e.g., they do not ski) and sufficient off-hill opportunities were not available during the season
- Races or events were cancelled during the season, reducing the total number of volunteer opportunities available to a level that made it difficult or impossible to fulfill the requirement
- A family was otherwise unable to complete hours despite good-faith efforts, and was marginally short of the requirement at season's end

Families in any of these circumstances are encouraged to contact the Volunteer Coordinator as early as possible in the season. Where a shortfall is due to a lack of available opportunities rather than a lack of effort, the Board will take this into account when reviewing the request.

Requests for a hardship exemption must be submitted in writing to the Volunteer Coordinator before the April 30th deadline wherever possible. The Board of Directors will consider all requests and vote on whether to waive or reduce the non-compliance fee. All Board decisions are final.

10. Volunteer Coordinator and Contact Information

Questions about the volunteer policy, hour tracking, opportunity sign-ups, or hardship requests should be directed to the Volunteer Coordinator or Board President. Contact information for the current season is posted annually on the RMR website.

11. Frequently Asked Questions

Question	Answer
Can my spouse/partner complete hours on my behalf?	Yes. Volunteer hours may be completed by any combination of parents, guardians, or other family members of the enrolled athlete.
We have two athletes enrolled. Do we need to volunteer double the hours?	No. The requirement applies at the family level. The required hours are the highest single-program requirement applicable to your family.
Can I volunteer at an away race to earn hours?	No. Hours from away races hosted by other clubs do not count toward the RMR requirement. Volunteering at away events often includes other benefits, and we strongly encourage families to support them — but they do not count toward your seasonal total.
Are hours credited based on actual time worked, or is each volunteer day automatically worth five hours?	Hours are credited based on actual time worked. The 1 day = 5 hours conversion is used only to communicate program requirements; it does not cap what you can claim. If you volunteer for a full race weekend, you may log the actual hours contributed across both days.
Does tailgunning automatically count as five hours?	No. Tailgunning hours are based on the actual time on snow that day, as confirmed by the supervising official.
I completed a race official training course. Does that count?	Yes. The credit is applied for the actual hours of the course, claimed in the season the course was completed. Course credits cannot be reused in future seasons.
Can I carry over excess hours to next season?	No. Hours in excess of the seasonal requirement expire at April 30th and do not carry forward. The Board encourages families to spread their volunteering across the season rather than banking hours.
What if races are cancelled and there are not enough volunteer opportunities?	If a shortfall is due to a lack of available opportunities rather than a lack of effort — for example, races were cancelled or a family's skills are primarily off-hill and opportunities were limited — the Board will consider this when reviewing a hardship request. Contact the Volunteer Coordinator as early as possible.

Question	Answer
What if I genuinely cannot fulfill my hours this season?	Please contact the Volunteer Coordinator as early as possible. The Board considers hardship requests case by case and votes on whether to waive or reduce the fee. If a family does not meet their hours, a non-compliance fee will be invoiced after April 30th: \$250 for Nancy Greene families, and \$500 for Competitive and FIS families.
How do I log my hours?	Enter your hours directly in the club's volunteer tracking spreadsheet. Include the date, activity, actual hours worked, and the name of the event coordinator or official who can confirm them. The spreadsheet link will be provided by the Volunteer Coordinator at the start of the season.
When is the deadline to submit hours?	April 30th of each season. Hours submitted after this date may not count toward your seasonal requirement.
Who do I contact if I have questions about volunteering?	Contact the Volunteer Coordinator or Board President. Current contact details are posted on the RMR website.

12. Policy Review

This policy will be reviewed annually by the Board of Directors prior to the start of each season. Volunteer hour requirements, qualifying activities, and fee structures may be updated through the annual review process. Members will be notified of any changes before they take effect.