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| **POSITION** | **VOLUNEER HOURS** | **POSITION CURRENTLY FILLED BY** | **Assumptions** | **Estimated Potential Hours in Season for non-exec and non-coaches** |
| **CORE POSITIONS:** |  |  |  |  |
| President | +10 | Matt Setterington |  |  |
| Director of Operations | +10 | Mark Booth |  |  |
| Past President | +10 | Karen Whitney |  |  |
| Secretary | +10 |  | Need new executive | 10 |
| Treasurer | +10 | Guillaume Gignac |  | 0 |
| Director at Large | 2 hours per meeting - +20 | Rich Martyn |  |  |
| Director at Large | 2 hours per meeting - +20 | Anita Montgomery |  |  |
| Race Administrator | +10 | Noelle Wood |  | 0 |
| Registrar | +10 | Ileana Cojocaru |  | 0 |
| Coaching Administrator - paid |  | Jeff Lee | Existing Coach | 0 |
| Hosting Co-ordinator | 6 hours per race |  | Need new person | 25 |
| Webmaster | +10 | Razie Cojocaru |  | 0 |
| Clothing Co-ordinator | 10 | Debbie Holmes |  | 10 |
| Volunteer Co-ordinator | 10 | Rich Martyn/Anita Montgomery |  | 10 |
| Coaches - paid | +10 | Varia |  | 0 |
| Managers | +10 (4hrs/wk of race,1hr/wk no race) | Varia | ~7 teams-may req. 2 depending size | 20/manager |

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| **POSITION** | **VOLUNTEER HOURS** | **POSITION CURRENTLY FILLED BY** | **Assumptions** | **Estimated Potential Hours in Season for non-exec and non-coaches** |
| **RACE DAY VOLUNTEERS:** |  |  |  |  |
|  |  |  |  |  |
| Timer | 2 hours per race | Karen L/Noelle Wood/Craig Pickering | Host 3-4 races | 8 |
| Measures - set-up software | 2 hours per race | Noelle Wood | Host 4 races  Race Administrator - existing executive | 0 |
| Pink/Blue Cards - record times | 2 hours per race | Host Co-ordinator | Host 4 races | 8 |
| Announcer | 2.5 hours per race |  | Host 4 races | 10 |
| Technical Delegate | 2.5 hours per race | Claude Mikolainis/Karen Whitney/John Quail | Host 4 races | 10 |
| Chief of Gate Judges | 2.5 hours per race plus training each season - 2 hours | John Quail/Claude Mikolainis | Host 4 races | 10 |
| Gate Judges | 2 hours per race | VARIA | 7 judges/race @ 4 races | 56 |
| Starter | 2.5 hours per race | Sara McEwen/ Mark Booth / Leslie Booth | Host 4 races | 10 |
| Assistant Starter | 2.5 hours per race | Marie-Claire Wray | Host 4 races | 10 |
| Finish Line Referee | 2.5 hours per race | Jack Feder | Host 4 races | 10 |
| Whiteboard Recording | 3 hours per race |  | Host 4 races | 12 |
| Bib Collector | 1 hour per race |  | Host 4 races | 4 |
| **POSITION** | **VOLUNTEER HOURS** | **POSITION CURRENTLY FILLED BY** | **Assumptions** | **Estimated Potential Hours in Season for non-exec and non-coaches** |
| **RACE DAY VOLUNTEERS con’t:** |  |  |  |  |
| Coat Runners | 2 hours per race | **VARIA 2-3 people/race**  **No volunteer hours if they receive free lift ticket** | **No volunteer hours if they receive free lift ticket** | 0 |
| Photographer | 2 hours per race | VARIA | 6 teams with 4 races each | 48 |
| Race Crew Co-ordinator | +10 | Mike Harvey | Need backup for Mike | 10 |
| Course Setup Crew | 3 hours per race day | VARIA - coaches, mentoring program skiers, +3-5 volunteers | 4 crew x 2 race days | 24 |
| Clean- up/Tear Down/Course Maintenance | 2-3 hours per race | Coaches, skiers +  3-4 volunteers |  | 2 |
| Hostess Crew | 2 hours per day | 2-3 people | for host race days |  |

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| **POSITION** | **VOLUNTEER HOURS** | **POSITION CURRENTLY FILLED BY** | **Assumptions** | **Estimated Potential Hours in Season for non-exec and non-coaches** |
| **OTHER VOLUNTEERS:** |  |  |  | 0 |
| Social Events Co-ordinator(s)  -Skiesta (6)  -AGM-BBQ (5)  -Christmas Meet and Greet (3) | +10 | Leslie Booth, Karen Setterington, Anita Montgomery? who’s doing Christmas Meet? |  | 14 |
| Fundraising Committee | +10 | Andrea Ronan |  | 10 |
| Marketing & Communications Committee | +10 | Need People |  | 10 |
| Parent Ambassador (one per division) welcome new members | +10 | Team Manager Job? | 6 divisions | 60 |
| Special Projects - ie. renovate clubhouse | +10 | KL, KW, MH, MW, MS, JJ, MW, MH, MB, CW | 10 volunteers at 10 hours each | ?? - only count hours of those not on Board/Exec/Coach - 0?? |
| Open House – MSLM | 2 hour shifts | NW (6 hrs), Doug Sneath, Anne Del Grande (5 hrs) | 2 days – 42 hour shifts | 16 |
| Weekly Race recap reports | 1 hour/recap |  |  | 0 |
| Year end Recap and Publication (ie. Last years U10/U12 yearbook) | 10 hours |  | Promote the rest of the age groups to try what the U10/U12 group did | 60 |
| Newsletters | 2 hours/each |  | Past President currently | 0 |
| Training Day Course Crew | 2 hours per training day – setting up safety netting, transporting gates - | Coaches, skiers +  rotation of 3 parents/weekend | This needs to be done am, pm, pre and post lunch hr.  Safety netting needed every training day – 16 training days | 2 people x 16 x 2 = 64 hours |
| Donations | hours per approved item? | Donation Co-ordinator ?? | Need to determine value of each donation and tracking of such  Proposal - Based upon our $200 for 10 hours - $20 is covers one volunteer hour | 2 |
| Focus Group ??? | 2 hrs per session | Need volunteers + Mark Ellwood | Assume 5 sessions | 10 x # of people |

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