

Ski Jump/Nordic Combined Volunteer Hours

1. Competitions held at COP

(International, North American, and local events will be accepted)

- Half day competition work of any sort for an event at COP – approx. 4 hours
- Full day of competition work of any sort for an event at COP – approx. 8 hours
- Race Office may add hours to the daily total if they work “overtime” to get results out, etc.
- Event Organizing Committee Members: Add hours spent in preparation of all organizational, technical and administrative aspects of the competition
- Cross country volunteers may add the number of hours it takes to set up a course the day before an event
- Videographer may count hours (at home after an event) for editing and copying DVD's, etc.
- Photographer may count hours (at home after an event) for naming, sorting, burning CD's, preparing photos for the website or printing
- National Sports Organization Committee members: may count meeting hours

Organizing Committee Volunteers:

- Chief of Organizing Committee: Hours spent in meetings with Organizing Committee, CODA, National Sports Organizations regarding specific events and the preparation for these meetings, communications with EOC members and Chiefs, etc.
- Hours spent by members of the organizing committee in event-related meetings or at home preparation for an event
- Organizing Committee Secretary/Jury Secretary: Hours spent at home preparing minutes, emailing information, communication with visiting teams regarding registrations, etc., financial records for entry fees, filing of forms, etc.
- Chief of Volunteers: Hours spent working on emails & phone calls to recruit and organize, management of the volunteer database, preparation of lists, etc.
- Accreditation: Hours spent designing, printing, laminating, stringing the accreditation tags, etc.
- Chief of Hospitality: Hours spent organizing volunteer and athlete meals and venues, purchasing and preparing food, etc.
- Chief of Awards: Hours spent placing orders, picking up awards, working on certificates, assembling medals, soliciting and/or purchasing prizes, arranging for flower presentations, arranging MC, etc.
- Communications and Media: Hours spent updating websites for specific events, preparing media releases, sending results, meeting with media prior to the event, etc.

- Chief of Officials: Time spent at home organizing judges, rental of vans, airline tickets, accommodation, etc.
- Chief of Team Services: Time spent booking accommodation, transportation, meals, etc. for visiting teams.

2. Other Work to be done at COP

- Accompanying teams on trips (as requested by the coaches) and when you are responsible for more athletes than your own child
- Driving athletes to local/distant venues (as requested) and when you are driving more athletes than your own child
- Keeping the public areas of the Jump Center tidy and in good repair (any painters or wood-workers out there?)
- Outdoor work like shoveling stairways to make the area safer for the public and the athletes (as instructed by hill maintenance personnel)
- Display board maintenance in the Jump Center

3. Volunteer Activities that do not Count toward COP Volunteer Hours

- BINGOs, Casinos, Other Fund raising activities for the Ski Jump / Nordic Combined programs, Associations or Clubs
- SJC, NCC, Alberta SJNC or Altius meetings or events
- Sponsorship planning sessions, Sponsorship package and powerpoint work, Meetings with prospective sponsors, etc.
- Driving your own child to training or competitions either in Calgary or another location
- Volunteering at Ski Jump events in locations other than COP
- COP is happy to give volunteer hours only to activity that enhances their operation at their hill or enhancement of the programs offered at COP

If you ever have a question about what might be allowed to be counted as COP volunteer hours, please call Carol Nell at 275-4309 or email cgnell@shaw.ca