

**Volunteer Policy**  
Revised June 2018

The Edmonton Fencing Club is a not-for-profit organization that relies heavily on volunteers for support.

**Each family with at least one fencer registered for two or more classes per week** is required to perform 4 hours of volunteering per term. This policy is not mandatory for first-time registrants.

Families will submit an \$80 volunteer cheque post-dated for the last day of the fall/winter session, or pay an \$80 deposit online. When volunteer hours have been completed, the volunteer cheques will be destroyed or deposit returned; otherwise, cheques will be cashed, and deposits will not be refunded.

**NEW to the Fall 2018 Program**, EFC will also offer an incentive to volunteer **open to all members\*\***, with the opportunity to reduce fees for time invested in the club. If this program succeeds, EFC would like to abolish the mandatory portion of the program. There is the potential to significantly reduce fees for members!

Please see page 2 of the Volunteer Policy for the points/reward system of the incentive program.

\*\*Please note that if your family is part of the mandatory program, the 4 mandatory hours must be completed prior to eligibility for the incentive program.

Volunteer activities will be posted on Signup.com and in the club, and opportunities to volunteer will be available all year round.

Each member will be responsible for signing in to the event so their hours may be recorded by the Office Administrator.

24 hours' notice is required for cancelling attendance at a volunteering event. No-shows may have their cheques cashed, or charged \$15/hour for the duration of the shift, at the discretion of the Board of Directors.

Thank you in advance for your support!



## Incentive Program

The Board has awarded specific volunteer duties points that may be accrued and earn families credit towards the subsequent term. Any other volunteer duties may earn points as well, at the discretion of The Board. Please ask the Office Administrator if you wish to volunteer in another capacity and be recognized for it.

Every 1 point earned = \$0.20 credit

Volunteer activities and points:

Activity*	Hours	Points
Casino Shift	4-8 hours	100/hour
Bingo Shift	4.5 hours	375/shift
Tournament Shift	4-6 hours	75/hour
Open House	2-4 hours	75/hour

\*Other activities to be considered on a case-by-case basis

For example, if Mr. McFoil completes a 6-hour shift for the Jujie Luan Open tournament in November, he will earn a \$90 credit towards his family's Winter 2019 fencing fees.

**Please note points can ONLY be used towards registration fees. The maximum points a family can earn is capped at the cost of the term's registration. Credit can NOT be refunded.**

24 hours' notice is required for cancelling attendance at a volunteering event. If a member is a no-show for a signed-up activity, then the member may be charged at a rate of \$15/hour, at the discretion of the Board of Directors. A member is also considered to be a no-show if the member leaves during a shift without coverage.