

Whistler Gymnastics Volunteer Levy Criteria

1. Core Requirement To successfully redeem the annual volunteer levy, members must complete a minimum of **one full day** of volunteering at an eligible Whistler Gymnastics event.

2. Eligible Events and Shifts A comprehensive list of eligible volunteer opportunities and available shifts will be outlined and distributed to all members every **September**. Only officially designated shifts (such as those at the Whistler Summer Classic or other club-sanctioned events) will qualify toward your levy redemption.

3. Submission and Verification Process To ensure volunteer time is accurately tracked and the levy is properly credited, volunteers must adhere to the following process:

- **Submit Your Attendance:** Upon completion of your volunteer shift, you are required to log your hours by submitting the official **Volunteer Shift Form**.
- **Staff Verification:** Once your form is submitted, a Whistler Gymnastics staff member will review and verify your attendance against the event's sign-in roster.
- **Redemption:** Your levy will only be recorded as complete after a staff member has successfully verified your submitted form. Shifts that are not submitted via the official form will not be tracked or eligible for redemption.

4. Reimbursement Timing All successfully verified volunteer levies will be processed and reimbursed to the member's account in **June** of the active gymnastics season.

Gymnastics BC (GymBC) doesn't provide an itemized chore list of what a volunteer can or cannot do on a daily basis (like selling apparel vs. moving mats), but they **do strictly regulate volunteer limitations** through their Screening Policy, Safe Sport mandates, and Risk Management guidelines.

Here is what GymBC policies dictate regarding volunteers at member clubs:

1. Supervision and Access (The Main Restrictions)

Under GymBC's Screening Policy, standard volunteers are explicitly classified as **Level 1 – Low Risk**. By definition, this means individuals in this role **cannot**:

- Have unsupervised access to Vulnerable Individuals (athletes/children).
- Act in a supervisory role or direct others.
- Be involved with club finances.

2. Coaching and Spotting

Volunteers **cannot** perform any coaching duties, provide technical instruction, or spot athletes. Any individual interacting with athletes in a coaching capacity must hold the required NCCP certifications and meet GymBC's minimum basic requirements for supervision.

3. The Field of Play

During GymBC sanctioned events and competitions, general friends, family, and spectators are strictly prohibited from being on the field of play. However, individuals who are *actively* volunteering (along with competing athletes, coaches, judges, and medical personnel) are permitted in these designated zones.

4. Event Requirements

While they don't dictate daily tasks, GymBC does mandate volunteer involvement for specific sanctioned events. For example, if a club is hosting a sanctioned event and GymBC is supplying the equipment, the host club is required to provide a minimum of 15 adult volunteers specifically for equipment set-up and take-down.

5. Conduct and Screening

All volunteers, even independent ones not affiliated with a specific club, are subject to the B.C. Universal Code of Conduct and GymBC's Complaint Management Handbook. They must adhere to the exact same respectful behavior, safe sport, and safety protocols expected of paid staff. Depending on the nature of their involvement, they may also be subject to Criminal Record Checks.