



Hollyburn Jackrabbit Organizational Positions

The following is an outline of the various positions within the Hollyburn Jackrabbit Ski Club (HJSC). Each position is generally filled by one person but may, as required, be filled by more than one person. One person may also fill more than one position, as long as that person is not overburdened. If more than one person does fill a position, one person must be assigned the ultimate responsibility for ensuring the various tasks outlined for that position are accomplished. All positions are volunteer positions; there are no paid positions within the Hollyburn Jackrabbits. All those filling positions are to do so and be consistent with the *vision* and *mission* of the HJSC. All positions are accountable to the HJSC executive.

President*

- Has final say on all matters, financial or otherwise, with consensus from the executive. When a vote ends in a tie, the president's vote takes precedence.
- Ensure that the club operates under the B.C. government guidelines of a non-profit organization and under the guidelines of the Cross Country B.C. (CCBC) organization.
- Responsible for general overview of organization to ensure it is operating in a successful and efficient manner.
- Ensure that there are sufficient volunteers so that the club can function properly.
- Organize board meetings throughout the year as required. Ensure rooms are booked well in advance for these meetings, usually at Sport B.C.
- Organize AGM and all-coaches meetings in conjunction with the program coordinator.
- Ensure that the program is adequately promoted and advertised. Brochures should be placed in schools, libraries and community centres by members of the executive. Ensure an adequate number of brochures is ordered for this.
- Arrange for any special recognition required for long-term or dedicated, retiring members.
- Ensure that all volunteers are aware of the requirements of their positions and that all have the appropriate guidance and assistance.
- Sign financial statements that are to be sent to Victoria. Liaison with the treasurer for this task.

Vice President*

- Assist the president in all matters.
- Perform duties of the president whenever the president is unable to do so.

Treasurer*

- Responsible for all financial matters.
- Ensure that the club operates under the B.C. government guidelines of a non-profit organization.
- Prepare and maintain the yearly budget, as soon as possible once Cypress provides the various costs (tickets, rental, hot chocolate). Present this budget at the AGM.
- Using the budget, liaison with the registrar to establish the Jackrabbit and rental prices to be placed on the registration form.
- Send financial statements to Victoria as required.
- Responsible for allocating funds for club purchases.
- Make entries into the daily journal on a timely basis. Maintain the general ledger and the various related accounting spreadsheets.
- Set the various Jackrabbit fees in time for the creation of the registration form and pass this information on to the registrar.

- Provide funds as required for the operation of the club. Ensure that funds are only given for reasonable requests.
- Ensure that all insurance and registration fees are paid to the CCBC on a timely basis. Coordinate this with the registrar.
- Ensure that the club does not go into a deficit. Ensure a reasonable operating balance.
- Ensure all reporting related to finances is done as required by law.
- Liaison with accountants and other professionals as necessary.
- Liaison closely with the registrar regarding number of Jackrabbits and coaches and any other matters that could affect the financial status of the club.
- Apply for any funding available from the government for the Manning Park Cascade Cup trip.

Registrar*

- Ensure the registration form is modified every year in time for the mail-out.
- Ensure enough copies of the registration form are printed for the mail-out and for distribution at schools, community centres, outdoor equipment stores, etc.
- Be a central contact for information on registration and liaison with the president regarding any voicemail or e-mail messages.
- During the registration period, receive and process all registrations. This requires checking the Jackrabbit mailbox on a regular basis. Pass the money on to the treasurer.
- Maintain the registration confirmation letter and, for the registrations received and processed, send a confirmation letter for each family.
- Maintain a database of coaches and Jackrabbits. Distribute this list to the executive committee when it has been finalized. Distribute session lists to the session coordinators.
- After the final session, update the Jackrabbit database with the badges awarded.
- Liaison with the treasurer regarding any financial matters.
- Liaison with the program coordinator regarding Jackrabbit and coach numbers for each session.
- Coordinate with the registrar to ensure that all Jackrabbits and coaches are registered with the CCBC.
- By October 15th, provide ten Jackrabbit names to the CCBC to ensure that the club receives appropriate insurance.
- Send club contact information to the CCBC in early April for inclusion in the Ski Cross Country magazine.

Secretary*

- Conduct the correspondence of the club.
- Issue notices of meetings of the club and executive
- Keep minutes of all meetings of the club and executive.
- Have custody of all club records and documents except those required to be kept by the treasurer.
- Maintain the Jackrabbit voice-mail system. Check voicemail and e-mail on a regular basis for any messages or inquiries from the public. Reply to all inquiries or direct them to the position responsible for the issue.

Volunteer Coordinator

- Become familiar with the various club positions.
- Liaison with the executive and various committees in order to find out what positions need to be filled and attempt to fill these positions. Recruit parents/guardians from club families to volunteer as required.
- Send out and receive volunteer application forms.
- Screen volunteers as per our screening policy; phone call and reference check as necessary.
- Liaison with the registrar, coaching coordinator and program coordinator to arrange and organize volunteers.

- Respond to enquiries from people about volunteering (coaching committee will handle all coaching enquiries).
- Ensure that someone contacts all volunteers in a timely manner. If a given position is no longer required, attempt to find an alternate position for that person.
- Help new volunteers become informed about the club and its policies and procedures.
- Monitor new volunteers and assess their performance and interactions with other club members
- Attend executive meetings in order to become familiar with club requirements.
- Ensure that all volunteer positions (other than coaching or exec positions) have a job description; update the organization positions document accordingly.

Program Coordinator*

- Act as a liaison between the coaches and CCBC to ensure the Jackrabbit/Jackbunny program is delivered as laid out by CCBC.
- Ensure that there is a session coordinator for each session.
- Meet with the session coordinators before the program sessions start and review tasks and the upcoming season to ensure that they are all clear on what is required of them and where they can go for help. This is especially important for the new session coordinators.
- Oversee the session coordinators over the season to be available to deal with issues that they or the coaches may not be able to deal with. This may involve discussions with parents, coaches or the session coordinators.
- Coordinate the opening day process. Ensure that session coordinators are aware of the process used to group the rabbits. On opening day, coordinate this grouping process.
- Coordinate the receipt and distribution of the posters and souvenirs from CCBC once the registrar has registered all Jackrabbits and coaches.
- Arrange for the purchase or donation of the souvenirs if they are not provided by CCBC. Ensure that each session coordinator receives enough souvenirs at the last session for all Jackrabbits at each session.
- Ensure that session coordinators receive badge order forms by the fourth session. Organize and distribute badges to the session coordinators for the fifth session. Order badges from CCBC as required.
- Act as a liaison with Cypress Bowl Recreation. Inform Cypress any time that the club will make use of the facilities under their control, whether it involves Jackrabbits and coaches or coaches only (e.g., training sessions). Inform Cypress any time that tickets are to be made available to the coaches. Ensure that Cypress informs the lodge of our hot chocolate requirements.
- Liaison with the president regarding any issues to be discussed at the executive meeting.

Coaching Coordinator*

- Group program participants and assign the coaches and group assistants to these groups using the report of program participants summarized by badge level and age received from the registrar. Returning coaches should be paired with new coaches whenever possible and there must be a minimum of two coaches for each group at each session.
- Ensure that there are an adequate number of coaches with adequate skills for the different levels assigned to the groups at each session.
- Liaison with the course coordinator to ensure adequate training has been made available to coaches. Be familiar with the training that each coach has received.
- Assist with arranging and rearranging the groups and coaches over the first few sessions.
- Ensure that there are sufficient coaches for each session. There should be no less than an adult coach to Jackrabbit ratio of 1:5. A minimum of two coaches is required for each group. Be aware of which coaches are not adults. Liaison with the registrar for this information.

Course Coordinator

- Set criteria for training session sponsorship (i.e. organizations, coaches and coaches to use) with the executive.
- Organize all training required for both new and returning Jackrabbit coaches. Setup dates and times, locations, instructors and any equipment required for the training sessions, whether training takes place indoors or outdoors.
- Liaison with the program coordinator to ensure that Cypress is informed when coaches will be on the hill for training.
- Ensure that all new coaches take an NCCP Level 1 Technical course, as required for insurance purposes, and the B.C. Jackrabbit Program Overview course.
- Ensure that a skill enhancement course is made available to all returning coaches before the sessions start each year.
- Set up the evening technical sessions. Ensure that a variety of skills upgrades are offered, such as classic technique, skating, telemarking and uphill and downhill techniques. Pursue any additional skill level enhancement sessions as required for the benefit of the club.
- Ensure training information is given to the registrar in time for the printing of the registration forms.
- Work closely with the Coaching committee to ensure all course needs are met.
- Report to coaching committee, and when needed the HJSC executive.
- Act as a central contact for all training issues. Ensure that coaches are adequately informed of upcoming training sessions.

Past President

- President in previous term.
- Pass on information to executive as requested.

Newsletter Coordinator

- Collect and solicit items for the newsletter. This includes information for the Cascade Cup, the raffle, the summer sessions and various cross-country skiing related items.
- Ensure sufficient newsletters are written. Although one is not required at every session, there should be a minimum of three and preferably four newsletters each year, including one for the first session and one for the final session.
- Arrange for posting of the newsletter on the club web site and informing all households via a group e-mail. Those without e-mail need to be given hard copies of the newsletter or informed that it is available on the club website.

Special Events Coordinator

- Organize the Cascade Cup trip.
 - Give date of the Cascade Cup race to the registrar in time for the printing of the registration form.
 - Organize bus for the Cascade Cup race at Manning Park.
 - Ensure Jackrabbits are informed of the date of the Cascade Cup trip. Promote via newsletter and other means as required.
 - Ensure that session coordinators are informed of the process of collecting names and are given the signup sheets.
 - Act as a central contact for the Cascade Cup trip.
 - Ensure the bus is not overfilled (first come, first served).
 - Act as a coordinator on the day of the trip, ensuring participants are made aware of the day's plans.

- Organize special events as required for Jackrabbits or volunteers. This could include the Cypress Springfest, orienteering sessions, fun ski days and other special events. Liaison with the newsletter coordinator as required in order to inform coaches, parents and Jackrabbits of these events.

Social Coordinator

- Organize socials and get-togethers as required for Jackrabbits or volunteers. This could include the volunteers' year-end party, the year-end barbecue and other social events. Liaison with the newsletter coordinator as required in order to inform coaches, parents and Jackrabbits of these social events.
- Arrange for the purchase of food and refreshments as required.

Fundraising and Sponsor Coordinator

- Ensure raffle tickets are designed and printed in time for the confirmation letter mail-out.
- Ensure raffle ticket monies and leftover tickets are collected and given to the treasurer. All monies and tickets are initially returned to the session coordinators by jackrabbit households.
- Solicit sponsors for the draw.
- Ensure that all sponsors are sent a thank-you letter. Ensure that sponsors are given sufficient recognition, such as naming them in the newsletter and listing them on the club web site.
- Ensure that all winners are contacted and receive their prizes.
- Organize additional fundraising efforts as required. This may include government grants or casino events. Discuss the requirements with the president and the treasurer.
- Pursue the donation of various club equipment as required.

Equipment Coordinator

- Review all club equipment, such as skis available for loan, on a yearly basis to ensure that it is in good condition. Arrange for any repairs that are required or for disposal of unusable equipment.
- Ensure that club skis are regularly waxed and in good repair.
- Notify Program Coordinator or Coaching Coordinator if equipment replacement is required or other purchases related to equipment maintenance are required.

Web Site Coordinator

- Maintain the Hollyburn Jackrabbit web site. Ensure that it is updated on a regular basis with upcoming events, raffle sponsors and prizes, newsletters, the registration form and any other relevant information.
- Ensure that the Jackrabbit registration form is placed on the web site each year as soon as it is made available. Liaison with the registrar for this.
- Solicit electronic pictures or other items for placement on the web site. Ensure that only first names, if any, are used.
- Maintain the Hollyburn Jackrabbit e-mail address and ensure that members who are to have access to it are informed of the method to retrieve e-mail and the password.

Teen Coordinator

- Organize Teen on Skis program. Set up the session(s) that the teens will be skiing in and inform the registrar in time for the printing of the registration form.
- Organize the instructors for the Teens on Skis program.
- Organize all Teen special events, such as out-trips, loppets and meetings with other clubs.

Summer Events Coordinator

- Organize the events to be offered over the summer. Ensure that these are safe events that fall within the guidelines of the Hollyburn Jackrabbit organization.
- Ensure a coach is made available for each summer event.
- Promote the events through the newsletters, special mail-outs or by telephone to ensure sufficient participation. Liaison with the phoning committee coordinator as required.
- Act as a central contact for the summer events.

Communications Coordinator

- Obtain a list of phone numbers for each executive member from the president and for each coach and Jackrabbit from the registrar.
- Organize any phone-outs that are required to the Jackrabbit executive committee, the coaches or the Jackrabbits themselves. Ensure that all those that need to be contacted are given the information that is required in a timely manner.
- Liaison with all other positions as required ensuring that correct information is passed on.
- Although the use of e-mail is encouraged to send out information, this is not a reliable form of communication. All e-mail should be followed up with telephone calls. Contact information should be listed in any e-mails that are sent.

Session Coordinator

- Before the season starts, using the Registration by Badge and Age query for your session and Coaches query, both generated by the registrar, organize the Jackrabbits and Bunnies into groups based on the number of coaches. These should be groups of preferably no more than eight to ten children of similar age and badge or skill level.
- Attend the All-Coaches meeting and assist the coaches in selecting coach pairings (or groupings) and groups to coach.
- At the first session, track any group changes as a result of making adjustments required in order to better place Jackrabbits and Bunnies in appropriate groups based on skill and speed.
- Assist coaches to arrange, preferably at least a week in advance, for alternates if they cannot make a session. Be aware of which coaches are not adults in order to maintain an adequate adult to child ratio.
- At the start of each session:
 - Ensure that all equipment is taken from the storage area and made available. This includes putting up the Jackrabbit banner.
 - Assist late Jackrabbits in uniting with their group. This can be accomplished by sending the rabbits with another group temporarily until their group is found. If all groups have left, ensure that the child is reunited with a parent.
 - Ensure that coaches are informed of any items that they need to be made aware of or that they need to pass on to their Jackrabbits. This includes encouraging the selling of the raffle tickets, returning raffle ticket money and encouraging sign-up for the Cascade Cup trip.
 - Ensure that each group has sufficient coaches and adults despite last-minute or unexpected absences of coaches or group assistants. A minimum of one coach and two adults is required per group.
 - Assist with directing Jackrabbits to their groups.
 - Ensure that club ski equipment is available for use and is properly signed out.
- During the session:
 - If necessary (early in the season), inform the lodge of the number of rabbits to be expected for hot chocolate and roughly what time the first groups will start arriving. Ensure that the hot chocolate will be made available in time for the arrival of the Jackrabbits. Assist with distributing hot chocolate as required.
 - As you observe the various Jackrabbit groups, ensure that they are operating safely and not blocking any trails and especially the main entrance to the ski area; coaches and program

- participants should be encouraged to move the sides. Unless there is an immediate safety issue, discuss any problems with the coaches at the end of the session.
- At the end of each session:
 - Ensure that any handouts are distributed to each child, with the coaches' help if necessary.
 - Ensure that the banner is taken down and all equipment is put in the appropriate storage area.
 - Collect any monies that come in for the raffle tickets and record the amounts collected. Ensure that the money matches the tickets sold and ensure that the source of the funds is recorded for the treasurer.
 - Ensure that all club ski equipment is returned in proper condition. Inform the program or equipment coordinator if equipment has been damaged.
 - Discuss with parents any concerns that they have and ensure that they are resolved accordingly. If necessary, seek the assistance of the program coordinator.
 - Remind coaches at the start of the fourth session that you will need a list of badges required for the Jackrabbits for the following session. At the fifth session, collect this list from each group. Have sufficient badges available as requested, plus several extra of each colour, for the final session. Ensure that each coach gives you the list of which badge was ultimately given to each Jackrabbit in their group and pass this on to the registrar.
 - Ensure that all monies are given to the treasurer, clearly indicating which item(s) the funds apply to.
 - At the second session, ensure that souvenirs, or other hand-outs such as t-shirts, are distributed to each coach so that every Jackrabbit receives a souvenir.

Assistant Session Coordinator

- Become familiar with the tasks performed by the session coordinator.
- Assist the session coordinator as requested to help ensure that each session runs smoothly.

Returning Jackrabbit/Jackbunny/Racing Coach

- Attend training and meetings as required. Optionally attend upgrade clinics.
- Be familiar with the Jackrabbit program, the different badge levels and the specific requirements for the badge level for which you have been assigned to teach.
- Be familiar with various games that can be used at the sessions.
- Agree on teaching structure with co-coach of your group.
- Develop a long-term plan for the badge level that you are teaching before the start of the sessions.
- Develop daily plans before each session.
- Instruct your group with your co-coach (if there is one) in a safe, responsible manner, ensuring that the Jackrabbits enjoy themselves.
- Ensure that the children in your group are informed of the safety rules.
- Ensure that your group does not unreasonably obstruct others on the trails.
- Ensure that each child in your group is handed off to a parent or guardian before you leave them at the end of each session.
- Inform the session coordinator if you cannot make a session (due to illness, a business trip, etc.) and ensure (at least a week in advance) that your absence is provided for by either a substitute coach or a combining of groups for that session. Expect to participate in all or most sessions.
- Coordinate in advance with other groups for the use of any club equipment such as skating skis. Advise the session coordinator in advance if you will be using them for a session.

New Jackrabbit/Jackbunny/Racing Coach

- As for a returning coach, but in more of a secondary role.
- New coaches should be paired with an experienced returning coach so that the returning coach can mentor the new coach.

Group Assistant (No NCCP Certification)

- Assist coach in controlling and organizing children, ensuring safe participation by all in the group. Assistant coaches cannot teach skiing skills.
- Assistant coaches that are adults can participate in that role for no more than one year; if they wish to participate in future years, they are expected to take the appropriate NCCP certification required to become a coach.
- Inform the session coordinator if you cannot make a session (due to illness, a business trip, etc.) and ensure that your absence is provided for by either a substitute coach or a combining of groups for that session. Expect to participate in all or most sessions.

*** All positions marked with an asterisk are considered to be on the executive board. Others may also be on the executive. The executive meets as required to discuss issues related to the proper functioning of the club.**