

Voluntary Commitments At Nakkertok

Click on the links below to find out more:

- [Communications](#)
- [Fundraising](#)
- [Racing Program](#)
- [Events / Races](#)
- [Learn to Ski Program](#)
- [Adventure Program](#)
- [Trails and Facilities](#)
- [Board and Committees](#)

Communications

Communications supports the goals and activities of each part of the strategic plan, and the growth of the club. Communications increases awareness of Nakkertok among key target audiences, developing greater commitment to the goals for racing, learning to ski, events, facilities and trails (north and south), volunteerism, and governance. Communications are vital to developing external media and government awareness, interest and participation in key activities and events. A committed group of communications volunteers will assist in developing important products for posting on our site, and supporting targeted activities such as fund raising. We want to develop standard re-usable communications materials.

Through your involvement in communications activities you will learn much about the club, meet many members, and contribute to community development within Nakkertok. Please find below an overview of the key communications volunteer opportunities available at Nakkertok in this area.

Volunteer Task (# of positions)	Brief Description
Editor of Nakkertalk (2)	This is the monthly publication providing important ongoing information about Board and community developments. Human interest stories will build awareness of how much Nakkertok means to parents and children. You will regularly reach out to program directors and members for stories.
Easterns Media (1)	Supporting the Communications Director you will assist in the Eastern Canadian championships, in attracting media interest, drafting press releases and providing a media centre during the event. You will reach out to racing staff regarding event results, and support camera crews as they seek footage.
Fundraising Support (1)	For various fund raising events, you will coordinate with organizing committees communications support in the form of written materials, contact with media, and generally ensuring effective publicity with the membership. You will be in regular contact with the Fund Raising Director regarding communications strategy and outreach with potential donors and sponsors.
Website – Ongoing Work (1)	There is much to do on the website. Support is needed for posting materials and reviewing drafts provided by other members. You will liaise with the Nakkertok administrator on how to post and the best way of presenting materials on the site. You will be in regular contact with program directors and event organizers, supporting innovative ways to publicize events
Website – New Development (History and Archives) (1)	You will take the lead in developing a history site for the club that will preserve and make accessible photographs, stories and other materials that provide a great window on the past and what has been accomplished at Nakkertok during the current year. This will be a repository that can be updated regularly, and will serve

	as a place for new members to explore the richness of Nakkertok history.
French Website (1)	For many years, the French side of the website has not kept up with postings on the English side. It would be invaluable to have someone take the lead for ensuring the site better appeals to our growing francophone community at Nakkertok, to demonstrate profound respect for both official languages.
Translation (1)	A significant gap exists in our ability to translate communications products in a timely fashion, particularly during the last minutes of event organization. We need to ensure communications products reflect effectively in French what has been developed in English documents.
Outreach (1)	Nakkertok strives to make itself even more visible within the wider community, among government (municipalities), but also within nearby communities. We need to ensure a greater French language presence in our communications, particularly with new members and francophone communities
Nakkertok Val-des-Monts Support (1)	Nakkertok Val-des-Monts is seeking to expand awareness of its beauty and potential as a ski destination. You would work with the team there to develop communications approaches and products supporting their building efforts within the Val-des-Monts community. You would provide communications support to their efforts.
Governance and Values and Ethics (1)	Greater communication is needed of the governance, values and ethics, strategic plan objectives, and achievements of Nakkertok. You would, for example, be working with Board members to develop policies, codes of conduct and other important foundational documents. You would be supporting the club in developing and better communicating key policies for safety, racing etiquette, sports ethics, etc.

Fundraising

Nakkertok has an ambitious Strategic Plan that will position it as Canada's leading cross country ski club for both competitive and recreational skiers. Achieving the Strategic Plan will require Nakkertok to enhance its efforts in the area of fundraising and the development of a more strategic and coordinated approach to fundraising for the organization as a whole is a priority. A new Board position responsible for fundraising has been created and Nakkertok is keen to identify volunteers who can assist this Board Member.

In particular, we are looking for individuals who can lead our efforts in three areas:

- Fundraising from individual donors / events
- Fundraising from sponsorships
- Fundraising from partnership / grant programs

While all Nakkertok Members can help contribute to fundraising efforts (and we encourage anyone with an interest in this area to let us know), the leadership positions require some experience and knowledge in these areas.

It is estimated that the leadership team will need to put in 15 -20 days of volunteer time over the course of the year.

If you would like to find out more about fundraising efforts at Nakkertok, or lend a hand, please contact [Sue Schlatter](#).

Racing Program

Since 1971 Nakkertok has developed young athletes for participation in local, Provincial, National and International competitions. We actively invest our program resources to ensure that we support our athletes in achieving their personal goals. We focus our investment on having professional coaching staff, developing and training our volunteer coaches, providing a broad set of athlete development services, and creating training and racing opportunities with the needed technical support.

The success of the program, however, depends significantly on the volunteer contributions of time and energy from Nakkertok members with children in the racing program. There are many ways to become involved as illustrated below, but please note that:

- Positions marked with an asterisk * are usually held by the same person for more than 1 year
- The Racing program committee meets once a month for 3 hours each month of the year
- Shaded roles describe roles for any parent volunteer

All "jobs" will allow for an apprentice to learn from an experienced parent.

Volunteer Task (#of positions)	Brief Description
Director (1)*	Oversees the racing program, communicates with CCC, SFQ, CCO, racing parents, racing committee, and the Board
Treasurer (1)*	Oversees the Racing program finances and trip finances
RR Coach (2)*	Prepare and oversee the Racing Rabbit Program
LTS+ (1)*	Prepare and oversee the Learn to Ski plus program
Level Coordinators (3-4)*	Liaison between coach, parents and racing committee
Web Master (1)*	Maintain website
Competition Volunteers (Many)	Helping coaches with bib, finish line and start line preparation
Translation (1+)	Translate communications materials
RR Volunteer Coaches (about 17)*	Prepare, plan, and implement the RR program under the direction of the lead coach
RR Youth Coaches (2)	As above. A ICC certification is required. Courses offered in November@ Nakkertok
T2T Volunteer Coaches (15)*	As above

L2C and T2C Volunteer Coaches (5)*	As above
Photographer (1/day)	Photograph events
Chief Trip Coordinator (1)*	Head of all trip organization. Communicates with Treasurer, Race Director, coaches and trip organizers. T2T stage 3 and older
Trip Coordinators (10)	Organizes out of town trips, communicates with parents, coaches, and reserves facilities and food. These are for the T2T stage 3 and older families. Trips are introduced at the Racing Rabbit stage.
Race or Event Coordinators (Depends on event)	Day trip races, special events or NORAMS organization
Wax Coordinator (1)	Oversees the wax materials and costs
Wax Team (4-10)	Wax preparation of all team skis under the direction of the lead or head coach for each race. Greater organization and expertise is needed as the athletes race in higher level races.
Nakkerwear Coordinator (1-2)	Organizes and coordinates the purchasing and selling of ski wear
Ski Swap Coordinator (1) and Apprentice (1)	Organizes and coordinates the club ski swap in October/November
Attendance Volunteer (2-4)	RR attendance keeper
Safety Parents (2)	Follows racing group on hikes, skis to assure safety of group. All parents are expected to do at least 2 safety days
RR Safety Coordinator (1)	Oversees that all medical forms are correct and accounted for and given to lead coach

Events / Races

Nakkertok hosts a number of cross-country ski races and events at its facilities every year. Some of these events are local events solely hosted by Nakkertok (e.g., Cookie Race at Nakkertok South, Thea's Race at Nakkertok North) and others are larger events hosted by Nakkertok in collaboration with other cross-country ski clubs (e.g., Easterns). These events would not happen without the support of Nakkertok Member volunteers.

For these events, the Event Chair is responsible for the venue, sponsorship, communication, volunteer recruitment, financial management (Treasurer), athlete food, athlete awards, canteen, parking, athlete accommodations etc. The Competition Committee is a subcommittee of the Event Organizing Committee (EOC), chaired by the Chief of Competition, and includes volunteers responsible specifically for competition planning, registration, the course, stadium, timing and results, start, finish, course control, course marshalling and safety. The Volunteer Coordinator and Treasurer support the activities of both committees.

In general, EOC (non-Competition) related roles require no specific training though prior experience is desirable for some of the chief positions. Volunteers who would like to take on competition related roles will be provided with all required training and a great deal of support by our more experienced volunteers.

Please note that Chief of Safety and a Safety crew will be provided by the Canadian Safety Patrol.

The job descriptions below highlight the lead positions in event / race organization. Many of these individuals will be supported by teams of volunteers at the event and Nakkertok Members will also have the opportunity to support these events by participating on the teams.

BRIEF JOB DESCRIPTIONS

Event Chair

- Event chair leads the Event Organizing committee (EOC) and is responsible for building a strong cohesive team
- Event chair interacts with the CCC, CCO and SFQ on issues related to the event.
- Identifies and confirms all crew chiefs as early as possible (with support of other club members).
- Ensures that all crews complete tasks in a timely fashion
- Ensures that a contingency plan in the event of "no-snow" is developed (NB. Kim has last year's completed application to use Gatineau Park.)

Chief of Competition

- Requires a Level 3 Official for the Eastern's; preferably level 1 or higher for local events
- Responsible for all facets of the competition
- Details for this job can be found in the CCC Officials manual
- Interacts with CC Race Director (Director of Events) and Technical Delegate(s) on all competition issues
- Works closely with the event chair
- Chairs the Competition Committee
- Chairs all Team Captains meetings

Chief of Course

- The Chief of Course is responsible for preparing, grooming, tracking, signing, maintaining and the controlling the race course to satisfy the needs of the competitor and to meet the technical and safety standards applicable to the competition. This person also works with the Chief of Stadium with regards to track setting etc. within the stadium itself.
- In consultation with the Chief of Competition, prepares competition schedule (i.e. race order) based on course and categories and communicates this race order to Chief of Timing and Results
- Oversees and supports Chief of Controllers, Chief of Marshalls and Safety crew (Ski Patrol)
- Reports to the Chief of Competition

Chief of Timing and Results

- Creates race file in consultation with Competition Secretary and Chief of Competition
- Responsible for timing, calculation and posting of all results
- Requires extensive knowledge of the Zone 4 Timing System and related equipment
- Reports to the Chief of Competition

Competition Secretary (for local events the majority of this role is assumed by Francois Blain)

- Supports Chief of Competition in preparation of the Event Notice.
- Based on Event Notice, ensures the preparation of the Race Entry form on Zone4
- Receiving and verifying Race Entries, ensuring eligibility and completeness (payment in full, waivers, etc.)
- Collecting and distributing event-related information to coaches and competitors
- Passing verified Zone4 race entry file to Chief of Time-keeping and results
- Attending and taking notes of Jury meetings and Team Captains' meetings
- Managing on-site Race Office during event to provide support to other Competition functions and to Competitors; e.g. distributing start-lists
- Planning the allocation of Radios to race officials, and managing their distribution, return and preparedness for each event day,
- Coordinates with a volunteer who assumes responsibility for bib distribution during the event
- Distributing Official Results information
- Reports to the Chief of Competition for Competition-related work, and provides support to the Event Chair and EOC

Chief of Stadium

- Responsible for overseeing the stadium planning, set-up and grooming
- Responsible for the security to meet the competitions technical safety standards within the stadium
- Responsible for the smooth flow of skiers to and from the start and finish area
- Works closely with Chief of Course

Chief of Site/Venue

- Responsible for all aspects of the venue site
- Responsible for provision of building facilities including Chalet, Toilets, Waxing shelters
- Responsible for ensuring that the event has back-up power e.g. generators
- Responsible for all event infrastructure as it relates to the event venue

Chief of Sponsorship

- Establish an Event sponsorship program explaining the various levels of "Give – Get"
- e.g. \$1,000.00 cash – tent on site for 3 days, Logo on start lists, T-Shirts, Event Website
- Contact potential Sponsors to support the event, either financial or in kind contribution as per the program above as early as possible.
- Coordinate the Sponsor area at the event, layout, power, etc

Chief of Media, Marketing and Communication

- Ensure that the event is well promoted in various media, Websites, Posters, Radio, Newspapers, and TV as early as possible.
- Inform the media of the event and line up a media relations contact for the duration of the event
- Suggest use as well of social media such as Facebook, Twitter etc.
- Reports to the Event Chair

Volunteer Coordinator

- Supports crew chiefs in their search for volunteers
- Crew chiefs will first seek to fill their crews and then the Chief of Volunteers will fill in the gaps
- Ensures communication is maintained between the Organizing Committee and Competition Committee and their respective volunteers

- Responsible for volunteer services during the event
- Reports to the Event Chair and supports also the Chief of Competition and Competition Committee

Treasurer

- In consultation with the Event Chair and Chief of Competition, responsible for creating a draft budget for the event
- Responsible for all financial transactions
- Responsible for monthly budget reports
- Responsible for collecting outstanding registration fees etc.
- Reports to the Event Chair and supports also the Chief of Competition and Competition Committee

Chief of Athlete Food

- Provide after race food (e.g. lunches) for athletes, coaches and volunteers
- Provides beverages at finish line
- Provide the Drink station for athletes in the + 15km events.
- Reports to the Event Chair

Chief of Start

- Responsible for supervising the officials working at the start line who will be ensuring starts take place as per race format and for the information flow from the start line to the Chief of Timing and Results
- Reports to the Chief of Timing and Results

Chief of Finish

- Responsible for supervising the officials working in at the finish line who will be recording and calculating skiers' times and for the information flow from the finish line to the Chief of Timing and Results
- Reports to the Chief of Timing and Results

Chief of Lap Timing

- Responsible for supervising the officials working who will be recording and calculating skiers' bibs and times as they pass designated lap points, times and for the information flow from the lap to the Chief of Timing and Results
- Reports to the Chief of Timing and Results

Chief of Bibs

- Responsible for receiving, verifying, sorting, distributing, collecting and returning of all bibs for all races
- Reports to Competition Secretary

Chief of Course Control

- Ensures that all skiers complete the correct course, comply with technique requirements when required, and comply with overtaking rules.
- Communicates with Jury members regarding racers' violations of competition rules
- Communicates with Chief of Course and Chief of Safety if emergency situations arise.
- Responsible for recording temperature on course
- Works closely with Chief of Course in terms of determining control positions
- Reports to the Chief of Course

Chief of Marshalls

- The Chief of Marshalls and the marshal crew are responsible for supervising the access of spectators, officials and non-competing skiers on the course. They can also direct traffic with respect to coaches, wax testers etc. The CCC manual states that this should be with a firm but friendly disposition! Marshalls are also responsible for supervising all access points used by spectators, volunteers and athletes into the stadium area.
- Reports to Chief of Course and Chief of Stadium

Chief of Awards

- Coordinates with Competition Secretary and Chief of Timing and Results
- Responsible for organizing the awards presentations
- Ensures that non-monetary and monetary awards have been organized
- Compiles the first, second and third place results for each age category and for each CCC category as per the technical package
- Awards should take place on an on-going basis rather than having just one awards ceremony so it is important to interact with the timing and results runner as well as the announcer.
- Reports to Race Secretary
- This link gives the official CCC categories as of November 2011:

http://www.xco.org/hp/document/Categories_by_Year_of_Birth_2011-12.pdf

Chief of Parking

- Is responsible for welcoming event participants and organizing the parking
- Ensures clear access for safety crew and emergency vehicles to and from stadium area
- Reports to Chief of Site/Venue

Chief of Canteen Food

- Provide food, drink, snacks to spectators, parents, wax support, coaches for a fee
- Provide food, drink, snacks to Volunteers.
- Reports to the Event Chair

Learn-to-Ski Program

Nakkertok's family-oriented Learn-to-Ski Program has been the foundation of the club for over 25 years. The majority of our members initially join because they want their children to take cross-country ski lessons in a fun, family atmosphere. The Bunnyrabbit/Jackrabbit program, created by Cross Country Canada, has developed excellent skiing fundamentals in thousands of people.

Due to the success of the program, we sometimes have a difficult job finding enough instructors to maintain our desired instructor-to-student ratio and parent involvement as coaches and assistant coaches is critical to the success of the program. That said, there are many other volunteer opportunities for Nakkertok members to support this program. Please find an overview of these opportunities below.

Volunteer Task (# of positions)	Brief Description	Hours per position
Director (1)	Oversee the Learn-to-Ski programs and attend Board meetings	240
Day Coordinators (3)	Prepare and oversee the Saturday AM (1), Saturday PM (1) and Sunday (PM) Learn-to-Ski sessions	60
Mud Monster Coordinator (1)	Prepare and oversee the fall Mud Monster Program	60
Lead Coach (about 40)	Prepare and lead Learn-to-Ski classes	27
Assistant Coach (about 40)	Prepare and assist Learn-to-Ski classes	18
Barn Parents (6)	Available in the barn for an hour about mid-way through the lesson time to look after any younger skiers who are tired, cold, etc... Also responsible for keeping the barn in order.	18
Photographer (3)	Photograph classes	5
Photographer's Assistant (3)	Assist in class photography	2
Picnic Coordinator (3)	Organize and coordinate the end of season picnic	15
Picnic Assistants (15)	Deliver the end of season picnic	2
Birkebeiner Assistants (10)	Assist in implementing the Birkebeiner: carry wood, set fires, etc.	2

Adventure Program

The Nakkertok Adventure Program is designed specifically for skiers between the ages of 11-18 keen to develop their skiing fitness and have a variety of fun outdoor experiences. Participants will be exposed to new ski environments including backcountry touring, ski orienteering, telemark, and biathlon, as well as ongoing development of classic and skate techniques. The program will also introduce skiers to backcountry safety, winter camping and leadership all with the aim of fostering a love of skiing and outdoor winter life.

Parents are expected to contribute significantly to the season's activities and each parent is expected to contribute six days of volunteer time over the course of the year. These contributions can include:

- Coaching: works towards community coach certification (the minimum level) and other higher levels
- Registration: fees and names for communications purposes
- Communications support: updating the website
- Photographers and videographers
- Safety: taking care of those who might be cold, etc...
- Special events organization –we need parents to help pull events together (knock-in sprints, treasure hunts, etc...)

More details on volunteer opportunities in the Adventure Program will be posted on this page before September 30th. All Adventure Program members are also expected to participate in Club wide events and to support trail clearing and facility clean-up activities.

Trails and Facilities

Nakkertok has two facilities: Nakkertok North and Nakkertok South. Each facility has a large cross country ski trail network and several buildings that require regular upkeep and maintenance. In addition, Nakkertok's strategic plan envisions further additions to Nakkertok's trails and facilities infrastructure over the next few years.

While Nakkertok has a paid operations manager who is responsible for ensuring trails are groomed and driveways are plowed in the skiing season, Nakkertok would not be able to offer the quality ski experiences that it does without the dedicated volunteer work of numerous Nakkertok Members. Throughout the year, Nakkertok will organize specific "work days" related to trails and facilities infrastructure to provide opportunities for Nakkertok members to contribute to maintaining and expanding our trails and facilities infrastructure. Please find below an overview of the key volunteer opportunities available at Nakkertok in this area.

Volunteer Task (# of positions)	Brief Description	Person-days
Director (1)	Attends board meetings. Coordinates fall preparations, winter operations and spring clean-up of the sites. Helps with various tasks. Coordinates facilities requirements with major events.	20
Trail Coordinators (2)	Works with the Director to ensure that the trail systems are ready for the season, ensures that trails are properly groomed, and helps to guide clean-up activities in the spring. Helps with various tasks.	20 each
General Construction (Many)	New building construction, and renovations and repairs of existing facilities. Scope is dependent on yearly requirements and approved activities.	As required
Electrician (1)	Minor changes to electrical systems, and provision of support for major events.	6
Brushing (Many)	Operate gas powdered brushers to clear edges of major trails, and complete minor trails. Chainsaws may be required for larger trees.	50 total
Trail Clearing (Many)	Use manual brushers, loppers and provide support to help clear debris after brushing.	200 total
Firewood (Many)	Cut, split and stack firewood into the various locations for the winter.	40 total

Groomer (5)	Operate grooming equipment to supplement the work of the operations manager as required for major events and peak periods.	5-10 each
Winter Help (Many)	Winter snow conditions may require snow to be shoveled on to the trails in various places. Ice storms may necessitate additional clearing of fallen trees and debris.	As required
Cleaning (Many)	Major cleaning and organization of the cabins is required prior to and after the ski season. Each racing level is assigned an evening to ensure the chalet at South is cleaned during the ski season.	As required

Board and Committees

Nakkertok Members have an opportunity to guide the strategic direction of Nakkertok and the implementation of its Strategic Plan and Budgets by participating on the Nakkertok Board of Directors.

The Nakkertok Board is composed of the leaders of all of Nakkertok's program areas as well as individuals responsible for specific activities like communications, fundraising, events, etc.

Many Board Members lead committees of Nakkertok Members to plan and implement the work within their area of responsibility.

The Board meets 10 times a year (monthly) and includes an Executive Committee that meets more frequently.

If you are interested in participating on the Nakkertok Board of Directors, or supporting the Board by contributing time to various committees, please contact the Nakkertok Administrator (admin@nakkertok.ca)