



Simcoe Curling Club

172 South Drive, Bldg 5
P.O. Box 154
Simcoe, ON
N3Y 4L1

Volunteer Program Policy and Procedure

INTENT

The intent of the new Volunteer Program is the following:

1. To recognize and encourage volunteering
2. To create equity amongst volunteers at our club
3. To maintain a fiscal responsibility with regards to our volunteer recognition

POSITIONS

Volunteer positions required in our club will be found on the club's website.

APPLICATION

1. Volunteering will require a minimum of 8 hours per member, with the exception of the bar tending position. Due to the training and responsibilities involved with the position, a minimum of 30 hours (5-6 shifts) will be required to fulfill the volunteer program requirement.
2. Adult 35+ memberships will be charged 100% of the levy.
3. Lifetime members will be charged 100% of the levy if they are curling.
4. Intermediate 21-34 and One League memberships will be charged 50% of the levy.
5. 1st Year 35+, U21, U15, U12, One Draw, Learn to Curl, Adult Instructional, Parachute, and Social memberships are excluded.
6. Redemptions will occur in the following year however if a member does not return, the club will issue a refund to them by cheque before the end of the following November.
7. Non-volunteer levy is non-refundable.

PROCESS

1 - Precursor - roles that have already been identified and are ongoing (i.e. league conveners, coaches, etc.)

- Directors will email the Volunteer Coordinator with requests for/updates to roles for the upcoming year by August 1st.
- Directors may contact members who expressed an interest in the previous season.
- Volunteer Coordinator to update the roles on the website (changes to description, amend hours etc.) by September 1st so it is ready for members to self-identify their interests when completing registration.
- Directors to access volunteer lists and contact members who volunteered for the specific role required. (Directors asked to be cognizant of who needs hours).
- NOTE: If a member/membership type (i.e. 1st year 35+, One draw, LTC, etc.) does not require hours, DO NOT record them.



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- Directors to track and submit hours to the Volunteer Coordinator by April 20th who will input hours by April 30th.

2 - In process roles (i.e. a new need is identified, events (bonspiels), etc.)

- Directors will email the Volunteer Coordinator and identify the role, # of volunteers required, and # of hours to be assigned to the role.
- Volunteer Coordinator to advertise the opportunities through the monthly newsletter, social media or mass email. This will be determined on a case-by-case basis. Members will be directed to update their volunteer profile to 'apply' for the position.
- Directors to access volunteer lists and contact members who volunteered for the specific role required. (Directors asked to be cognizant of who needs hours). Directors may forward the list of names to a convener for the event.
- NOTE: If a member/membership type (i.e. 1st year 35+, One draw, LTC, etc.) does not require hours, DO NOT record them.
- Directors to track and submit hours to the Volunteer Coordinator 1 week after the event.