

Simcoe Curling Club Volunteer Program Master

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

Listed below are the areas where volunteers are required in our club:

Volunteer Title	Area of Responsibility	Reports To	Time Commitment	Skill Requirement	Number of Volunteers Required
Food Service	Bonspiels and Special Events	Bonspiels and Special Events	1 or 2 nights a year	Safe Food Handlers	2
Maintenance Assistance	Facilities	Facilities Chair	Ongoing		1
Lead League Convenor	Draw	Draw Chair	Ongoing		12
Assistant League Convenor	Draw	Draw Chair	Ongoing		24
Board Member	Board of Directors	President	Ongoing	Word processing, email, etc.	12
Club Officers	Board of Directors	President	Ongoing	Word processing, email, etc.	1
CurlION Representative	Curling Development	Curling Development	Ongoing		1
Bonspiel Convenor	Bonspiel and Special	Bonspiel & Special Events	Clustered around		25

	Events	Chair	bonspiel		
CurlION Event Host	Bonspiel and Special Events	Bonspiel & Special Events Chair	TBD	TBD	25
Rental Assistant	Bonspiel and Special Events	Bonspiel & Special Events Chair	Ongoing		1
Graphic Design	Bonspiel and Special Events	Bonspiel & Special Events Chair	Ongoing		1
Ice Installation/Removal	Ice	Ice Operations Chair	Start or End of Season	None	20
Ice Volunteer	Ice	Ice Operations Chair	Ongoing	Knowledge of ice making	5
Website Event Creator	Communication	Communications	Ongoing	Knowledge of website	1
Content Creator	Communication	Communications	Ongoing		2
Junior Coordinator	Curling Development	Curling Development	Ongoing	Coaching course, criminal record check, vulnerable sector screen	1
Learn to Curl Coordinator	Curling Development	Curling Development	Ongoing	Coaching course	1
AIL Coordinator	Curling Development	Curling Development	Ongoing	Coaching course	1
Junior Curling Coach	Curling Development	Junior Coordinator	Ongoing	Coaching course, criminal record check, vulnerable sector screen	10
Adult Curling Coach	Curling Development	LTC/AIL Coordinator	Ongoing	Coaching course	20
Bartenders	Bar	Bar Operations Chair	Ongoing	Smart Serve	10
High School Coach	High School Coordinator	Curling Development	Ongoing	Coaching course, criminal record check, vulnerable	5

				sector screen	
High School Coordinator	Curling Development	Curling Development	Ongoing	Coaching course, criminal record check, vulnerable sector screen	1
Record Archivists	Communications	Communications	Ongoing	Scanning, computer	2
Try Curling Now Coordinator	Curling Development	Curling Development	Ongoing		1

Application

1. Volunteering will require a minimum of 8 hours per member.
2. Full memberships will be charged 100% of the levy (\$50 including HST for 2022/23, with intentions of going to \$100 including HST the year after)
3. 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.
4. One league or One draw memberships will be charged 50% of the levy. 50% of the time commitment per member.
5. Juniors U21, U18, U15, U12, Social, New Members, Learn to Curl, and ALL memberships are excluded.
6. Lifetime members are required to pay if they are curling
7. Non-volunteer levy is non-refundable

Process

Registration

Behind the Scenes:

1. Chairs to determine where there are vacancies or a need. This information will be provided to the Webmaster no later than September 15th
2. Webmaster to populate and update roles and fees annually
3. Roles will be grandfathered where applicable
4. Will run a test registration to ensure that the reports and fees are functional

Users:

1. Use online registration. Selections are not timestamped.
2. All registrants will pay the levy. The levy will be applied to the following season. If the member does not return, they will receive a refund via cheque that will be issued after the start of the following season.

Assignment:

1. Chairs and convenors will have access to volunteer lists
2. Chairs will communicate to their volunteers

Tracking

Each Chair or person responsible will track the hours of their volunteers. This information will be forwarded to the Finance Chair, Membership, and Treasurer within two weeks of the end of the season.

Application

Membership will review and input the credits on the back end of the website based on the lists provided by the chairs. After registration has closed, Membership will review identify the credits that have not been redeemed and coordinate with Finance and the Treasurer to issue the refund.