

Prince Edward Curling Club Volunteer Policy

The Prince Edward Curling Club is an all volunteer club, with every facet of the operation completed by members. As each member benefits directly from the volunteer efforts in the form of low membership rates and excellent facilities and programming, they should also share equally in the work required to operate the club .

To ensure a more equitable distribution of volunteer hours, a mandatory, refundable volunteer fee as described in the policy below will be charged each year upon registering with the club. Members will be able to record hours from 1 May until 30 April each year, in conjunction with the club Fiscal year. Hours accumulated from May 1 until the start of the curling season will be carried into that season, and members will have until 30 Apr of the following year to complete their requirements.

Members are to log their volunteer efforts on the web site under their member area, per the instructions listed later in this document.

Volunteer Fee and Minimum Hour Requirements

<u>Membership Category</u>	<u>Volunteer Fee</u>	<u>Minimum Volunteer Hours</u>
Full Year Regular Member	\$100.00	10 hours per year
Per Draw Member	\$40.00 per draw	4 hours per draw
Honourary Life Members *	\$0	no minimum established
Junior Members **	\$0	no minimum established
Learn To Curl Program ***	\$0	no minimum established

* Honourary Life Members will not be required to pay the volunteer fee and have no minimum hours established in recognition of their dedication and contributions to the club.

** Junior members (registered students) will not pay a volunteer fee or have a minimum amount of hours established, but they will be encouraged to volunteer. If the student still has mandatory volunteer time to complete for school and logs volunteer hours on the club website they can request a volunteer letter from the Board of Directors.

*** If a member enters the club through the Learn To Curl Instructional program and stays with the club to the end of the season there will be no mandatory volunteer fee and no minimum hours required, however, they should be encouraged to volunteer. Should that member re-apply in a subsequent year for membership, the volunteer fee and hours will then apply per the above list.

Potential Volunteer Opportunities

The following list is meant as an example of the types of activities that can be used and is not exhaustive. Opportunities above league related items will be advertised to the members to allow sign up.

1. Board of Directors
2. Bonspiel Convenor
3. Bonspiel Assistance
4. Kitchen Lead(s)
5. Kitchen Assistance
6. Bartending (events and during league play)
7. Ice install / removal
8. Ice Maintenance (2 hours per time)
9. Ice Prep for games (15 min per game)
10. Learn to Curl Instructor
11. Learn to Curl League Skip *
12. Novice League Skip *
13. Committee Work (Curl-A-Thon, Fundraising etc)
14. Capital Project Assistance (as scheduled and required by Board)
15. Yard Sale (set up, sales, clean up)
16. Craft Show (marking, working sale)
17. Special Events (rentals, hosting of large events etc)
18. Completion of Smart Serve Course (4 hours)
19. Completion of Safe Food Handlers Course (6 hours)
20. Shovelling Sidewalk

* Requirement determined by the Draw Chairman

Logging Volunteer Hours

Volunteer hours can be logged on the curling club website using the following steps:

1. Log into the website using your login and password
2. From the drop down menu at the top of the page select “Members Home” and then “My Time Tracking”

The screenshot shows the website interface for the curling club. At the top, there is a dark green header with a Facebook icon, the phone number (613) 476-3040, and the email address info@pecurling.com. Below the header is a navigation bar with the following links: Home, Members Home (highlighted in orange), Our Club, Curling, Events, Rental Info, and Contact Us. On the left side, there is a logo for the curling club and a section titled "Your Next Games" which states "There are no games currently scheduled for you." Below this is a link to "View All Teams, Schedules and Results" and a "Result Entry" link. Another section titled "Sparing or Finding a Spare" has a link to "To Find a Spare". A dropdown menu is open, showing three columns of options: MEMBER INFORMATION (My Information, Edit My Information, My Volunteer Interests, My Sparing Availability, My Ice Bookings, My Event Registrations, My Teams, My Time Tracking), LEAGUE INFORMATION (Teams, Schedules, Standings, Find a Spare, League Rules), and OTHER (Member Search, Free Agent Listing, Book Ice Time, Past Member Emails, News Archive, Club Documents). The "My Time Tracking" option is highlighted in orange. At the bottom right of the dropdown menu, there is a search bar with the text "league(s)." and a search icon.

3. Fill in the appropriate blanks listed on the form.

Date – Simply click on the day that you volunteered

Event – Choose from the categories in the drop down menu. If you don't see it listed, select "Other" and in the comment box insert what you did (shovelling).

Time – Enter the time in the box hours and minutes

Then hit save. A listing of all of your volunteer activities that you have entered over the year will be listed down below.

*Note that it is the member's responsibility to log their volunteer hours as they happen.

My Time Tracking

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Date:

Event:

Comment:

Time:

Volunteer Fee Refund

Any member who has logged the minimum number of volunteer hours on the curling club website will have their volunteer fee refunded. This will be determined at the end of the fiscal year for Regular Members, and at the end of the applicable Draw for Draw members. For clarity, there will be no partial refunds for volunteer hours that do not meet the applicable minimum.