

# Program for recruiting, motivating, recognizing, and retaining volunteers at Curling des Collines.

This program is set up to promote, recruit and recognize the volunteer who helps at Curling des Collines.

## **Preamble**

Volunteers are people who offer their time, energy, and expertise only wanting to do work that will contribute to their personal development through the reward of participating in the well-being of their community.

Curling des Collines recognizes that volunteers are an indispensable human resource. The contributions made by the volunteers is worth up to \$100,000 annually to the operations of Curling des Collines.

Curling des Collines promotes the creation and maintenance of a satisfying climate for all concerned. To do this, it is important that volunteers be an integral part of Curling des Collines and feel recognized as such.

## **Curling des Collines' Values**

Curling des Collines expects those who work within it to adhere to the following values:

**Respect:** Curling des Collines is considerate and recognizes the value of its volunteers, therefore, the volunteer must show respect for others and their commitments.

**Honesty:** Every volunteer working for Curling des Collines is expected to be honest.

**Mutual aid:** Mutual aid and kindness are an integral part of everyday life. Mutual aid is enhanced when it is manifested between each and every one.

## **Curling des Collines promotes volunteer participation.**

It is therefore essential to promote the benefits of volunteerism within Curling des Collines. Nowadays when volunteers offer their services and time to an organization, they need to feel comfortable quickly, understand their tasks and responsibilities, and they need to be convinced of the importance of their contribution.

## **Volunteer Recognition**

Curling des Collines recognizes the commitment and involvement of volunteers who are active during the current (fiscal) year ending April 30. For volunteers who give their time and energy, appreciation can become a powerful motivation.

Curling des Collines has set up this Program to reward the contribution of the volunteer to his primary mission. To do this, Curling des Collines is committed to thanking volunteers in a variety of ways.

### **Rewards and recognition program for all volunteers:**

#### **Here are the rewards offered for volunteers:**

Free non-alcoholic beverages (excluding non-alcoholic beer) when volunteering; and

Invitation to a meal before Christmas; and

Invitation to the Curling Centre's closing party; and

An entry into the monthly draw during the curling season for a \$50.00 voucher (for the purchase of equipment at the Centre's store or applicable to membership fees for the following year); and

An entry into the annual draw of one (1) membership fee (fall and winter session) of one (1) game per week for one (1) person for one (1) year (1) applicable to the following year; and

Other monthly draws may be added with the participation of sponsors.

#### **In order to promote a sense of belonging and retention in bar service, food and training.**

The volunteer at the bar will receive a shirt, bearing the logo of the Centre de Curling des Collines.

The food volunteer receives an apron bearing the Curling des Collines Centre logo and an identification tag.

The volunteer trainer and the ice volunteer will receive a jacket in the colors of the Centre de Curling des Collines with an identification tag.

## **Volunteers' wall space**

In order to make the volunteers known to the members of the Curling Centre, a specific bulletin board is dedicated and specifically designed for this purpose at the Curling Centre.

## **Recognition**

Volunteer of the Year:

The purpose of the nomination is to recognize, encourage and reward an outstanding contribution by a volunteer. The criteria for nominating candidates are similar to those of Curling Québec, and/or the Municipality of Chelsea and/or Sports Outaouais.

Curling des Collines Volunteer of the Year is also eligible for nomination to Curling Québec, the Municipality of Chelsea, Sports Outaouais or any other organization deemed appropriate. The name of the volunteer of the year will be permanently inscribed on a plaque installed at the Centre de curling des Collines.

The Merit Award:

Awarded to a volunteer who distinguished himself by his personal initiative to the influence of Curling des Collines. The Merit Award will only be presented occasionally to one or more recipients. The Merit Award will be in the form of a painting or a work of art, by an artist from the region.

*The volunteer is free to accept or decline some or all the rewards offered.*

## **Volunteer Committee**

The volunteer committee consists of (3 to 4 members). Members of the Volunteer Committee are elected at the Curling des Collines AGM.

### **Responsibilities of the Volunteer Committee**

1. The designation of recipients (Volunteer of the Year and Award of Merit).
2. Registrations for the nomination of the volunteer of the year at Curling Québec, Municipality of Chelsea, Sports Outaouais or other.
3. Monthly draws.
4. The purchase of jackets for trainers and ice techs, aprons for the kitchen, and shirts for the bar.

### **Funding for the Recognition Program**

Funding for the program is provided by the Board of Directors. Bar service tips (excluding, tips for those paid for bar service) are a primary source of revenue to fund the volunteer program.

Each director is responsible for providing the volunteer committee with the list of volunteers for the curling season.

The annual budget (2022-2023 being the base year) is estimated at \$5,000.

## **Summary of the various areas in which volunteers work:**

### **Ice Monitors:**

the monitoring of a group ice rental.

### **Maintenance:**

ice maintenance.

maintenance of the equipment, the building and its surroundings.

### **General administration:**

finance.

administration (including board members).

Contacting sponsors (sale of publicity).

communication, including translation.

website.

### **Special Events**

organizing special events,

the organization of local, regional, and provincial bonspiels,

### **Training**

training (101. 201 training), Blizzard, etc..

### **Registrations**

membership registration.

league management by coordinators.

### **Special Projects**

the implementation and management of a specific project, for example, a major renovation.

the organization of a fundraising event (e.g.: a supper, another type of activity) or applying for grants to raise funds for a special project.

### **Services**

Housekeeping.

food service.

bar service.