CHESTER CURLING CLUB

Volunteer Policy

Policy to Attract, Support, Screen and Recognize Club Volunteers

Effective Date: October 14, 2026
Board Motion Date: October 14, 2026

1. Purpose

The Chester Curling Club is a volunteer-run organization. The purpose of this policy is to attract, welcome, support and retain volunteers whose contributions allow the Club's leagues, ice operations, events, bar, committees, programs and general operations to function successfully.

This policy also establishes a consistent annual process for identifying, vetting and accepting volunteers; sets expectations that volunteers uphold Safe Sport principles and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS); and provides a clear route for addressing concerns or complaints.

Information about UCCMS and Safe Sport can be found at:

https://nscurl.com/programs/coachingnccp/safesport/

2. Background and Principles

Volunteers represent the Chester Curling Club and contribute directly to the experience and safety of members, guests, youth, visiting teams and the broader community. The Club therefore seeks volunteers who are welcoming, dependable, respectful and prepared to carry out their responsibilities in a manner consistent with Club policies and values.

Volunteer recruitment and screening will be fair, role-appropriate and reasonably related to the responsibilities and level of trust associated with the position.

3. Attracting and Recruiting Volunteers

The Club will actively encourage members to volunteer. Volunteer opportunities should be communicated early and clearly so that people understand how they can contribute.

Whenever practical, volunteer roles will include a brief description of duties, expected time commitment, required training or certification (if necessary), the person to whom the volunteer reports, and any screening requirements.

The Club will seek to reduce barriers to volunteering by providing reasonable orientation, training, mentoring and support.

No person has an automatic entitlement to a volunteer position. Placement will depend on Club needs, suitability for the role, completion of required screening, and annual Board acceptance.

4. Annual Volunteer Vetting and Board Acceptance

All ongoing or designated volunteers will be reviewed and accepted by the Board of Directors for each curling season. Acceptance in a previous season does not automatically carry forward to the next season.

Before or near the beginning of each season, Committee Chairs, League Chairs, the Head Ice Technician / Ice Chair, Bar Chair, or other designated leads will identify the requirement for volunteer roles within their areas.

The Board will review the proposed volunteer roster and formally accept volunteers for the season. The Board may approve, decline, defer or place reasonable conditions on a volunteer appointment based on Club needs, role requirements, screening information or conduct considerations.

Where a volunteer joins after the annual review, the same process will be completed as soon as reasonably practical.

There will be short-term, incidental volunteer help required at times that are not subject to this policy.

5. Volunteer Responsibilities

Once accepted, volunteers are expected to:

Act in the best interests of the Chester Curling Club and perform assigned duties responsibly, safely and within the limits of their role.

Uphold Safe Sport and UCCMS principles.

Complete any training, certification or orientation required for the role and maintain required qualifications while serving. Reimbursement for training must be approved prior to the training.

Promptly report safety concerns, suspected wrongdoing, policy breaches, or other concerns through the appropriate Club process.

Disclose actual or potential conflicts of interest and avoid using a volunteer position for improper personal benefit.

6. Orientation, Training and Support

The Club will make reasonable efforts to provide volunteers with the information and support required for their roles. This may include orientation, Safe Sport information, UCCMS awareness, mentoring, technical training, and emergency or safety procedures.

7. Concerns or Complaints About a Volunteer

Concerns or complaints regarding the conduct of a volunteer will be managed through the Chester Curling Club Code of Conduct Policy and any Safe Sport procedures.

8. Volunteer Recognition

The Club values the time, skills and personal resources contributed by volunteers. Recognition may include thanks and acknowledgement, training opportunities, volunteer events, or other forms of appreciation approved by the Board.

9. Administration and Records

The Board may designate a Director, committee or other person to coordinate the annual volunteer roster, screening status, required training and related records.

12. Amendments and Revisions

This policy is subject to amendments or revisions, as needed, to ensure its relevance and alignment with Club values, and operational and financial goals. All amendments must be approved by the Board.