

2024- 2025 ORC Volunteer Positions

The Club relies on and appreciates the volunteer participation of all its rowers/families in support of Club operations. Each rower/family is needed to contribute volunteer hours annually from among the selections in this document. Families may choose a buyout instead of contributing volunteer hours according to the following:

C2 Competitive Rower - \$300

C1 Competitive Rower - \$195

Recreational Member - \$100

12-row & 5-row card rower - volunteer when you can

Thank you to all who are already listed on this document!! Your volunteer efforts are valued. For rower families not on the list currently, please advise us which **OPEN** spot would be of interest to you. The intent is that every **OPEN** spot would be a minimum of 20 hours annually. If you have questions, please ask. Selection of an **OPEN** spot or paying the buyout fee is needed at the time of registration.

Payroll Coordinator

URGENT

Volunteer: **OPEN**

- Calculate pays every 4 weeks for staff throughout season including issuance of T4 slips, calculate quarterly Remittance of CRA submissions
- Coordinate efforts with Treasurer
- Keep required records using Google sheets

Facebook, Instagram, UTube and Twitter Team

URGENT

Volunteers: **OPEN, OPEN**

- Coordinate postings regularly throughout the year and especially prior to special events on club's account
- Receive pictures needed for postings from Admin. Asst., rowers, coaches etc.
- Must follow Row Ontario's policy for use of social media
- Consult with Admin. Asst., President, and those in-charge of specific events

Helping with Club Functions/Events

Volunteers: **OPEN, OPEN, OPEN, OPEN, OPEN, OPEN, OPEN**

- Helping with most/all club functions and events that includes the following:
 - o Boathouse Opening, Boathouse Closing, Try-It Rowing, 2 Learn-to-Row Weekends, Garage Sale, Car Wash, Orillia Polar Pull (indoor rowing event), Food Contributions for specific events
- For most of these functions and events, general help is needed
- For Learn-to-Row, experienced rower help and coaching help is also needed
- Food contributions will be specified but could be a salad, burger condiments, fruit tray, cookie or muffin tray for a Learn-to-Row BBQ ; or snacks for Try-It Rowing; or contribution for possible bake sale at Orillia Polar Pull
- Consult with Glo or Barb or specific people looking after certain events (ie. Learn-to-Row Team, Car Wash Team, Garage Sale Team, Kate for Orillia Polar Pull)

Boathouse Team

Volunteers: **OPEN, OPEN, OPEN, OPEN**

- Help organize and keep tidy the boathouse and fenced-in area throughout the season and especially after each camp day, youth rowing program, novice rowing.
- Help lift rowing shells, coach boats before and after practice for all youth rowing programs
- Consult with coaches, boathouse staff
- Barb can provide overview

Adult Learn-to-Row Team

Volunteers: **OPEN, OPEN**

- Coordinate with the Promotions Team advertising/promoting the LTR weekend (sign board on Atherley Road, social media posts etc.)
- Coordinate all the planning of the 2 LTR weekends including food, volunteer rowers, someone to BBQ & set-up food
- Send out welcome letter, link to RCA safety video and other information needed to all participants prior to weekend
- Consult with President

Equipment & Maintenance Team

Volunteers: Sean Gilbert, Ron Pidgen, OPEN, OPEN

- Coordinate the completion of all equipment & boathouse maintenance that needs to be done throughout the season
- Purchase new equipment & boathouse related items when needed ie. re-arm kits for belt packs, Hudson items
- This includes racing and touring rowing shells, coach boats, motors, oars, boathouse, dock
- Assign small jobs to BH staff to be done when there are no rowers during row times
- Consult with other members of maintenance

Car Wash Team

Volunteers: OPEN, OPEN

- Coordinate a fun fundraising car wash for all youth rowers to participate in
- Includes arranging location, supplies, obtaining commitment from youth rowers to attend
- Consult with Barb or Fundraising Team

Garage Sale Team

Volunteers: OPEN, OPEN

- Coordinate annual garage sale taking place in Couchiching Point usually the first Saturday of June
- Arrange for notices to go in weekly updates soliciting items from rowers
- Arrange volunteers to help price and receive items on Friday pm, arrange for tables
- Arrange for volunteers to help sell items, and do clean-up take-away
- Consult with Barb or Fundraising Team

Solicit On-line Auction Donations Team

Volunteers: OPEN, OPEN, OPEN, OPEN

- Although our Feb. 2024 on-line fundraising auction was a success, there is a real need for more involvement in soliciting donations; gift certificates from businesses are preferred; guidance and notice will be provided
- Seek out and arrange for 12 – 15 items for on-line auction per volunteer
- Consult with Beth and Fundraising Team

Events Team

Volunteers: OPEN, OPEN, OPEN

- Arrange/seek volunteers for boathouse opening and closing
- Organize/plan 2 socials during rowing season (one early July and one late August)
- Organize/plan and make all arrangements for year-end celebration
- Look after getting award plaques/trophies updated with new recipients
- Promote all the above events with all club rowers
- Consult with President

Assisting Coach with Special Grant Programs

Volunteers: OPEN, OPEN, OPEN

- This is mostly daytime help during the week

- Ex. Helping Coach with introducing Indoor Rowing in the high schools (most likely 4 – 5 hr. At a time)
- Ex. Helping Coach with an on-water rowing program for a special group such as students from Rama or any other on-water rowing programs (may be needed to be an experienced rower in a boat, be a coxie, lead on-land exercises, lead erging session)
- Consult with Club Coach

Youth Parent Team

Volunteers: Kristine Reidel-Fiddick, Kate Gauldie, OPEN , OPEN

- Communicate information to the parents of youth rowers when directed by the Board of Directors or Coach
- Address any questions, concerns or information needed by parents of youth rowers
- Communicate and coordinate all food and information needed for attendance at regattas
- Consult with Kate or Kristine

Orillia Polar Pull Coordinator

Volunteer: Kate Gauldie

- Act as official chair person of this annual event
- Call committee meetings to organize
- Oversee all aspects of event

Fundraising Committee

Volunteers: Barb Pidgen, Jane Bonsteel, Ann DeBrouwer, Beth Connor, Manuela Lord, Larry Fiddick

- Plan, organize, oversee 2 – 3 fundraisers for ``Raise the Roof`` new boathouse per year
- Engage rowers in fundraising ``Raise the Roof`` boathouse campaign

Tour Coordinator

Volunteer: Fern Splichal

- Organize and plan tours and put up poster in boathouse
- Send out emails to promote tours to membership
- Send out emails to surrounding clubs inviting guests to tours and track/organize seats and payments

Privacy & Policies; Safe Sport Lead

Volunteer: Fern Splichal

- Act as club privacy officer
- Organize and Draft policies for club and keep policy binder in boathouse up-to-date

Clothing Coordinator

Volunteer: Veronica Prior

- Look after arranging things with Regatta Sport (clothing items to be featured, price, shipping price etc.)
- Decide 1 – 2 timeframes during season when rowers can buy clothing & get approved by executive
- Look after sending out emails to membership about clothing
- Keep technical clothing & advertise what stock is available to rowers
- Look after t-shirts, store off-season, & order more locally when needed

Recreational Rowing Coordinators

Volunteers: Manuela Lord, Kristine Fiddick

- Coordinate coaching times for new recreational rowers
- Coordinate crew rowing for new and experienced recreational rowers
- Engage rowers in social events

Promotions, Publicity Coordinators

Volunteers: Glo Cabugao, Kate Gauldie, Kristine Fiddick

- Promote club programs by various means (signboard at Atherley Rd, Orillia Today, Orillia Matters etc.)
- Submit articles and pictures of important club events to both Orillia Today and Orillia Matters regularly

In addition, there is the following volunteer work carried out by all board members and Anne Hodkin:

Board of Directors: **Glo Cabugao, Rhonda Lauer, Barb Pidgen, Scot Brown, Fern Splichal, Arlene Jackson, Kate Gauldie, Haido LeBoeuf, Manuela Lord, Larry Fiddick**

Anne Hodkin lots of volunteer work, especially regarding plans for building a new boathouse at Kitchener Park.

Updated Mar. 23, 2024