

BRIEF DESCRIPTIONS OF THE VOLUNTEER FUNCTIONS

If you are interested in volunteering but have already sent in your membership form contact Membership at membership@splbc.com

BBQ	
FREQUENCY	Two or three sessions through the summer
DURATION	4 hours per session
TASKS	<ul style="list-style-type: none"> • Set up – tables, chairs, etc. • Kitchen prep – salads, toppings, etc. • Grilling • Clean up.
SKILLS & EXPERIENCE	Grilling – Experience with BBQ grilling Other - Nothing Special

KITCHEN	
1. KITCHEN: GENERAL	
FREQUENCY	Weekly. Members sign up for whichever week they are available and complete tasks at a time of their choosing.
DURATION	1 - 1/2 hours shifts
TASKS	Tasks include <ul style="list-style-type: none"> • running dishwasher, • putting away clean cups, cutlery, etc. • wiping down countertops, appliances • wiping down tables in clubhouse
SKILLS & EXPERIENCE	Orientation will be provided at the start of the season. No experience necessary
2. KITCHEN: TOURNAMENTS	
FREQUENCY	Various tournaments both club and interclub as set out in the club calendar, occasionally provincial and national tournaments. Most events on weekends but also some evenings or public holidays.
DURATION	4 hour shifts, usually from 8:00am - noon or noon to 4:00pm. Members can sign up as Lead or Helper(no experience necessary for helper)
TASKS	Tasks Include <ul style="list-style-type: none"> • preparing coffee, tea • filling water cooler • setting out refreshments such as baked goods and fruit • running dishwasher • putting away clean cups, cutlery. etc. • wiping down counter tops and tables
SKILLS & EXPERIENCE	Orientation will be provided at the start of season. Members can sign up as Lead or Helper (no experience necessary for helper)

3. KITCHEN: SPECIAL EVENTS	
	Sample of events are: Meet & Greet, Canada Day, Awards Dinner, Halloween, Christmas Party, Games Night
FREQUENCY	Approximately one event per month, sign up for just one or as many as you choose
DURATION	One meeting to organize and then a 4 - 8 hour shift the day of, depending on event

3. KITCHEN: SPECIAL EVENTS	
TASKS	Tasks vary for each event but can be any of the following <ul style="list-style-type: none"> • decorating • music • preparing coffee, tea • setting out plates, cutlery • setting out refreshments • serving meals • clean up
SKILLS & EXPERIENCE	Orientation will be provided at the start of season. Members can sign up as Lead or Helper (no experience necessary for helper)

BARTENDING	
FREQUENCY	<ul style="list-style-type: none"> • Bar service is generally provided during formal club functions such as BBQ's, holiday socials, general membership meetings and tournaments. The bar may also be opened at the discretion of an accredited bartender volunteer whenever member attendance warrants it.
DURATION	<ul style="list-style-type: none"> • Bartending at official club events typically involves shifts of between 2 and 4 hours. • No minimum number of shifts is required; sign-up sheets for scheduled events are posted, and volunteers may choose their preferred dates and times.
TASKS	<ul style="list-style-type: none"> • Bar opening and closing (resources and training provided) • Sales, including selling drinks and other club merchandise (e.g., snacks, memberships, bowling supplies) • Maintaining standards as stipulated by the provincial liquor act. • Enjoying yourself: Most SPLBC bartenders find it fun while also enjoying interaction with other club members.
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • All SPLBC bartenders are required to complete the provincially required online <i>Serving it Right</i> (SIR) course (\$35 covering 5 years) and to maintain their SIR certification. • Training behind the bar and on the POS (Square payment system) is provided.

GREENS MAINTENANCE	
FREQUENCY	Flexible times (at your convenience) often group session Wednesday mornings
DURATION	3 hours
TASKS	<ul style="list-style-type: none"> • Spring Cleanup - benches, umbrellas, rain gutters • Ditch Maintenance - pull unwanted grass, remove debris • Crow hole and divot fill, repairs to greens • Debris cleanup (leaves, branches etc.) • Sidewalk sweeping / blowing • Verge grass cutting and edging • Pest control - ants, crows, geese etc. • Brush greens for dew control • Hand watering on occasion • Painting on occasion - lane markers etc.
SKILLS & EXPERIENCE	Nothing special

GAMES DRAWS	
FREQUENCY	Daily at 1:30pm, except on tournament days
DURATION	2 hours
TASKS	<ul style="list-style-type: none"> • Rink setup • Organizing the draw (Drawmaster)
SKILLS & EXPERIENCE	No special skills to set up the rinks, but drawmaster requires experienced bowler

TOURNAMENTS	
FREQUENCY	4 Inter-club tournaments, several club tournaments, V&D events and Provincial championships
DURATION	Varies from 2 hours up to all day
TASKS	<ul style="list-style-type: none"> • Greens preparation and Rink set up • Registration Desk • Electronic Scoreboard Operator (ESO) • 50/50 Ticket Seller
SKILLS & EXPERIENCE	No special skills or experience required; Excel expertise for ESO

CORPORATE & VISITOR EVENTS	
FREQUENCY	Generally Thursday afternoons but other times also possible. Volunteers should be available 3 to 4 times per season
DURATION	3 hours per event
TASKS	<ul style="list-style-type: none"> • Under the guidance of the Event Leader, assists in setting up the rinks for bowling – mats, rakes, jacks, scoreboards, bowls. • Provides guidance to our guest bowlers to keep the game moving, assist as needed, and protect the greens – instruction not needed. • Meets new people (guests and fellow club members), supports the club, has fun.
SKILLS & EXPERIENCE	Basic knowledge of lawn bowling

CLUB HOUSE	
FREQUENCY	Whenever you are at the club
DURATION	5 – 15 minutes
TASKS	<ul style="list-style-type: none"> • Check washrooms for paper products and soap • Take garbage out if the bins are full (in washrooms and kitchen) • Sweep floors if they are dirty (usually not a problem as we have cleaners) • Replace beverage containers bag • Put tables and chairs back to original set up • Ensure all doors are secure upon leaving • Double lock games room • Blinds down
SKILLS & EXPERIENCE	No special skills necessary

COACHING	
1. COACHING: NOVICE ORIENTATION/ONBOARDING	
FREQUENCY	13 sessions compacted into 3 weeks, May 5 – May 26.
DURATION	2 hours per session
TASKS	<p>Tasks</p> <ul style="list-style-type: none"> • assist in setting up the rinks for bowling lessons – mats, rakes, jacks, lesson equipment • provide instruction and guidance to novice bowlers in accordance with lesson plans provided by coaching leader • provide positive feedback/correction to novice bowlers • debrief session in clubhouse post lesson • assist in rink take down putting away equipment
SKILLS & EXPERIENCE	Bowling experience. Lead coaches to have minimum NCCP Club Coaching accreditation. Patience and positive attitude are a must.
2. COACHING: INSTRUCTION TO CLUB MEMBERS	
FREQUENCY	Various sessions
DURATION	1-1/2 hour shift, weekdays from 11:00am – 12:30pm, weekend 11:00am to 12:30pm
TASKS	<p>Tasks include</p> <ul style="list-style-type: none"> • set up rinks for bowling lessons – mats, rakes, jacks • provide instruction and feedback to members wishing to improve their lawn bowling technique
SKILLS & EXPERIENCE	Lead coaches to have minimum NCCP Club Coaching certification. Supporting coaches to have minimum 3 years bowling experience.
3. COACHING: NOVICE TOURNAMENT	
FREQUENCY	One day
DURATION	Rink set up 1 hour; registration desk 1 hour; scoreboard 4 hours; markers 1 to 1-1/2 hours per game
TASKS	<ul style="list-style-type: none"> • rinks and greens set up and take down • registration desk • electronic scoreboard operator • game markers
SKILLS & EXPERIENCE	<p>Rink set up – early riser to have set up complete by 8:30am, no experience necessary</p> <p>Registration desk – good organizational abilities, welcoming demeanor, no experience necessary</p> <p>Game marker – have completed the Bowls BC Marker course, attended SPLBC Marker orientation prior to tournament or equivalent experience</p>
4. COACHING: SUPPORT SPLBC NOVICE AND INTERMEDIATE COMPETITIVE BOWLERS AT TOURNAMENTS	
FREQUENCY	unknown
DURATION	3 evenings, 4 – 5 hours each evening
TASKS	<ul style="list-style-type: none"> • transportation to/from competition site • supporting competitors during their games, debrief after game • game markers
SKILLS & EXPERIENCE	<p>Coaches – must be NCCP accredited</p> <p>Markers – must have completed the Bowls BC Marker course, completed SPLBC Marker Orientation prior to tournament or equivalent experience</p>