**Summerland Curling Club – Committees and Roles**
**June 16, 2026**

| Role | Duties |
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| **Lounge Manager**<br><br>Lisa West and Ken Rae | - Renew Liquor Licence each year.<br>- Meet with BC Liquor annually for review.<br>- File change of SCC Directors with BC Liquor.<br>- Recruit volunteer bartenders as required.<br>- Manage bartending staff. Schedule shifts, train on Square System, take Serving it Right course, train on cashing out, and update liquor regulations.<br>- Work with vendors to ensure products are available and within our price range.<br>- Review lounge product pricing and report changes to the Executive.<br>- Prepare weekly reports of sales (used to create accounting entry and support cash deposit).<br>- Order and stock alcohol, snacks, mix, cleaning supplies, etc.<br>- Provide weekly deposit report to treasurer.<br>- Deposit money at the Cascadia Credit Union.<br>- Ensure all lounge equipment has proper maintenance performed<br>- In spring, remove club's property from lounge and lock up back storeroom. Report remaining liquor inventory to Treasurer.<br>- In fall, put club's property back out for season. |
| **League Coordinators**<br>Mon Open Mixed: Sue McDiarmid, JoAnn Booth<br>Mon Mens: Armand Houle<br>Tues Senior Mens: Garry Farnsworth<br>Tues Ladies: Lisa West, Jeannie Rigoni<br>Wed Stick: John Gregg<br>Wed Juniors: Bev Skinner, Joy Lappalainen<br>Wed Men: Ken Morrell | - Act as a liaison for your league by attending Executive Meetings and provide updates about your league.<br>- On behalf of your league, vote on current motions at the Executive Meetings.<br>- Support the decisions made by the Executive and work for the good of the entire club.<br>- Communicate relevant updates from the Executive to league members as required.<br>- Attend the Open House / Registration night in Sept.<br>- Liaise with the Treasurer regarding registration of curlers.<br>- Organize teams for your league.<br>- Create game schedules for your league.<br>- Notify the Website Manager to update league schedules, start times, league coordinator and team names.<br>- Organize a Christmas and/or year-end function for your league.<br>- Participate in preparations to host a SCC bonspiel. |

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| Thurs AM Open: JoAnn Booth<br>Thurs Night Open: Glen Brennan<br>Fri Ladies: Dawn Evans<br>Fri Social: Bob Pounder<br>Sunday Fun: Sheena Gross | Example: Ladies, Men's, Mixed, Senior or Stick. |
| **Member Recruitment Committee**<br><br>Armand Houle<br>Heather Stuckey<br>Mike Brandson<br>Sheena Gross<br>Don Lawrence | - The goal of this committee is to identify ways to attract new members to the SCC.<br>- Work to incorporate Curling Canada's idea of inclusion and diversity into the sport of curling.<br>- Use social media as an effective medium to advertise curling activities and events.<br>- Coordinate the Curling, Burger and Beer events.<br>- Promote curling to the community by setting up display booths at the Summerland Fall Fair and the Sunday Markets.<br>- Look for ways for new curlers to move and progress to the next skill level in one of our leagues. Ex: Sunday Fun League.<br>- Create information sheets to hand out to promote our SCC events. Ex: the Learn to Curl, Junior Program, Curling Burger and Beer, Open House and Registration.<br>- Provide instructional documents and posters for use by members of the curling club.<br>- Purchase effective teaching equipment and aids to use during our training sessions. Ex: curling board. |
| **Ice Committee**<br><br>Lisa West<br>Glen Brennan<br>Art Lappalainen | - Provide feedback throughout the year to the Ice Technician on ice conditions, cleanliness, and possible ways to improve the ice.<br>- As needed, work with the Ice Technician on some aspects of curling ice preparation. Ex: pebbling, scraping, nipping, flooding, sharpening rocks, etc.<br>- Serve as a liaison between members of the club and the Ice Technician.<br>- Perhaps add people with more ice preparation experience to this team. |

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## June 16, 2026

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| **Website Manager**<br><br>Ryan Parsons | - Manage the website as required to ensure it is modern and user friendly.<br>- Update all curling club information for use by members of the club.<br>- Update all league information with team names, game schedule, start times and league coordinators.<br>- Prepare video for TV in lobby and lounge.<br>- Recruit a volunteer with website design skills to work in "Wordpress". |
| **Advertising Coordinator**<br><br>Graham Lyle | - Recruit new advertisers for the SCC.<br>- In the Fall contact previous advertisers and ask if they want to continue advertising with the curling club.<br>- Update the master spreadsheet with confirmed ads and notify the Treasurer so invoices can be issued.<br>- When the ice is being put in, notify the Ice Technician which ads need to be placed in the ice.<br>- Order new wall signs for advertisers through Sherwood Trophies in Penticton.<br>- Coordinate the installation and removal of wall signs with club volunteers. |
| **School Liaison Coordinator**<br><br>Dave Gartrell | - Work with local schools to offer learn-to-curl programs for students.<br>- Ensure ice times are approved by the Ice Technician.<br>- Have all school groups sign waiver forms.<br>- Recruit members to assist with on-ice lessons for students. Use sign-up sheets on the bulletin board at the rink.<br>- Communicate SCC pricing fees to schools and follow up with payment requests. |
| **Bonspiel Coordinators**<br><br>Senior Open – Garry Farnsworth<br>Stick – John Gregg<br>Bush – Glen Brennan<br>Ladies – Tues Night Ladies League<br>Men's – Ken Morrell and | - Recruit club members to assist with the bonspiel you are organizing.<br>- Assign roles and tasks for each member of your committee.<br>- Create posters for the Bonspiel. Display and distribute them to other clubs in the valley.<br>- Contact advertisers and local companies to donate prizes for the upcoming bonspiel.<br>- Finalize the draw and notify skips of their starting time for their first game.<br>- Create a rules sheet for the spiel and prepare a handout bag for each team that participates. |

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| Armand Houle Funspiel – Heather Stuckey | - Have either cash or prizes available for winning teams at the end of the bonspiel. |
| **Kitchen Coordinator**<br><br>Sue McDiarmid | - Recruit club members to assist with kitchen duties.<br>- Establish a set of rules for all user groups to follow.<br>- Stock the kitchen with supplies for bonspiels and events.<br>- Organize and maintain the kitchen as required.<br>- Communicate to bonspiel organizers what supplies are available.<br>- Ensure the kitchen is clean and tidy for SCC events. |
| **Rental Coordinator**<br><br>Frances Colussi and<br>Les Brough | - Serve as the main contact for all facility rental events.<br>- Respond to inquiries from rental groups, as they are received.<br>- Update existing rental forms to meet current SCC needs.<br>- Maintain a list of volunteers to assist with sign-ins, handing out equipment and signing waivers.<br>- Maintain a list of volunteers to call on for on-ice instruction for groups that require it.<br>- Ensure payment options are explained and follow up on collecting funds. |
| **Equipment Ordering Coordinator**<br><br>Sheena Gross | - Serve as the liaison between vendors (Goldline and Ice Halo) and SCC members.<br>- Equipment orders would take place in late September prior to the season starting and in January.<br>- Send out the Goldline catalog with a price list to all members prior to the September in-person date.<br>- Attend the September in-person registration and take equipment orders from members.<br>- Work with Roxanne to collect payment up front from those ordering.<br>- Distribute the orders to club members once they arrive. |
| **Open House Coordinator**<br><br>Kathy and Garry Palmer | - Plan activities for the September Open House which runs the same day as the in-person registration.<br>- Plan activities for the March Open House which runs after our leagues end.<br>- Recruit club members to assist with Open House duties.<br>- Work with the Lounge Manager to ensure our liquor licence is in effect and we can open the bar for this |

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| | event. |
| **Decorating Coordinator**<br><br>**OPEN** | - Serve as the main contact for decorating the lobby and lounge for Christmas season events.<br>- Recruit club members to assist with decorating duties.<br>- Other events could include Halloween and Valentine's Day. |
| **Manage Rental Equipment Inventory**<br>Sheena Gross | - Ensure the SCC has a complete set of rental gear to run events for 32 curlers.<br>- Remove worn out gear and order new equipment as required. |
| **Year-end Banquet Coordinator**<br><br>**OPEN** | - Plan and organize the year-end banquet.<br>- Advertise the event in advance of the March date.<br>- Recruit club members to assist with duties such as printing tickets, collecting funds, purchasing food, lining up a barbeque person, having servers.<br>- Secure some door prizes from sponsors or purchase items locally to have as draw prizes for members.<br>- Offer games of chance such as 50/50s or card draws. |
| **Looking to the Future**<br><br>SCC Executive and Club Members | - Provide direction and focus to the SCC. Develop a clear roadmap to where the organization wants to go and how it will get there.<br>- Set clear goals and objectives for the SCC.<br>- Understand the current internal and external environment that the SCC operates in.<br>- Identify opportunities and challenges that are facing the SCC.<br>- Formulate strategies to achieve the goals of the club.<br>- Develop an implementation plan. |
| **Coming** | **Bartender Job Description** |

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| **Miscellaneous Activities** | - Free curling lessons by Art Lappalainen.<br><br>A new email address has been set up for volunteers<br>It is volunteers@summerlandcurling.org |