

## Social Program and the Role of Volunteer Activity Coordinators

The SCPOA Social Program is a volunteer-led program open to all owners, long-term residents, and invited guests of the Spring Creek community. Meant to provide opportunities for neighbours to connect with each other, our goal is to include a variety of indoor social gatherings and outdoor activities suitable for all ages, physical abilities and fitness levels.

Dates and details for all activities will be communicated via the SCPOA website and SCPOA newsletter.

This document is intended to assist all volunteer SCPOA Activity Coordinators and provide guidance in planning social activities.

### CURRENT ACTIVITY CATEGORIES

1. **Volunteer-Led Activities:** smaller group activities planned and implemented by Volunteer Activity Coordinators, with the Community Event Coordinator assisting in communication. Self-funded by participants.
  - Annual Chili Cook-Off
  - Quarterly Supper Club
  - Quarterly Restaurant Outings
  - All Season Hiking Groups
  - Spring / Summer/Fall Easy Walking Group
  - Summer Paddle Boarding and Kayaking
  - Spring / Summer/Fall Biking
  - Fall / Winter Bridge Club
  - Winter CanGolf
  - Snowshoe Outings
  - Downhill Skiing Outings
  - Cross-Country Skiing Outings
2. **Community-Wide Events:** larger-scaled community-based events, implemented by Volunteer Activity Coordinators, with assistance from the Community Event Coordinator and supported by the Board of Directors. Funded by annual POA fees.
  - Monthly Mountain Mixer
  - Community Garden Planting and Flowerpots
  - Post-AGM Pizza Party
  - Summer Block Party
  - Christmas Holiday Party
3. **SCMVI-Led, SCPOA Co-Sponsored Activities:** planned by SCMVI and the Community Event Coordinator, with Volunteer Activity Coordinators assisting in implementation. SCPOA makes nominal financial contribution.
  - Family Day Skating Party
  - Annual Spring Creek Clean-Up

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### ACTIVITY PLANNING & COMMUNICATION PROCEDURES

The Volunteer Activity Coordinator will work in conjunction with our SCMVI Community Event Coordinator and with fellow Spring Creek participants to plan the social activity and coordinate the implementation of the outing.

The Volunteer Activity Coordinator is responsible for providing the Community Event Coordinator with a written description of each new activity, including the date(s) and time(s) on which it will occur, location, and maximum number of participants. The write-up must include details that help potential participants assess if the activity is suitable for them. For example, all hikes must include time duration, distance, elevation gain, surface type, recommended footwear, the expected pace, the level of physical exertion and difficulty, potential for animal encounters and other hazards, the need for specialized equipment or clothing, any required area access passes, potential additional or shared costs, etc.

All activity write-ups are to be emailed directly to Reegan Downer, our SCMVI Community Event Coordinator, at [events@springcreekmv.com](mailto:events@springcreekmv.com). Reegan's role is to set up activities on the SCPOA website, facilitate sending the initial notification to owners who have registered on our database, and assist the Volunteer Activity Coordinator with communicating any last-minute changes.

The Volunteer Activity Coordinator should review the activity on the SCPOA website once it has been uploaded for any errors or omissions, and notify Reegan if any additional information or changes are needed.

Our automated website system will send reminder emails to all registered participants a few days prior to the activity. Additionally, Reegan will provide each Volunteer Activity Coordinator with a master list of participants near the date of the activity and forward any questions or requests for additional information made by the participants to the Volunteer Activity Coordinator.

It is the Volunteer Activity Coordinator's role to plan the activity, arrange logistics and communicate directly with all registered participants as needed. If there are any changes, updates, extra information to be given to the participants, it is the job of the Volunteer Activity Coordinator to communicate with the participants directly.

When sending group emails, always list participant email addresses under the Bcc line only to maintain the confidentiality of the participant's personal email.

Following each social activity, the Volunteer Activity Coordinator is to provide a brief write-up of the event, along with any pictures taken (with participants' permission) during the event. Activity write-ups should be sent to [springcreekpoa@hotmail.com](mailto:springcreekpoa@hotmail.com) before the 20<sup>th</sup> of the month for inclusion in the next SCPOA newsletter, and to be uploaded onto the SCPOA photo gallery.

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### **Additional Considerations**

1. Distribution of material and links to help educate participants about activity environments, potential wildlife encounters and any other relevant information, is strongly encouraged.
2. If more than twelve people sign up for an outing, such as a medium-to-hard hike, then breaking into two or more groups is recommended.
3. The SCPOA has purchased a Garmin In-Reach Mini emergency beacon device and service contract for use during all POA activities operating in remote areas and out of cellular range. Please pick up the device prior to your planned activity from the Spring Creek Vacations Office, located in Building A of Tamarack Lodge.
4. Evaluate the potential for animal encounters and inform participants of the need to carry bear spray or other similar wildlife deterrents.
5. Ensure one person has a First Aid Kit suitable for the activity.
6. Ensure there is a designated sweeper on hikes, bike rides, and the like, to ensure no one is left behind.

### **WAIVER and PHOTO RELEASE FORMS**

Signed waiver forms are required for all outdoor activities regardless of scope of difficulty or physical nature; activities that require varying levels of physical exertion; and activities with specific environmental conditions as described in the activity write-ups. A copy of the SCPOA blank waiver form can be found on our website under the Upcoming Events & Activities tab.

- Lead Volunteer Activity Coordinators are responsible for ensuring all activity participants are current SCPOA members or invited guests of members.
- Lead Volunteer Activity Coordinators are responsible for collecting signed waiver forms from all participants prior to setting out on the day of the activity.
- A separate waiver form must be signed by every participant prior to each registered activity that requires a waiver. Waiver forms cannot be used as an 'Annual Waiver' for all activities.
- Lead Volunteer Activity Coordinators are responsible for delivering all signed waivers to Reegan at the SCMVI Office once the activity is over.
- Reegan to scan and e-file in the SCPOA Document Repository for future reference.