

## **Bermuda Dressage Group (BDG) Volunteer Cards**

The BDG has been fortunate to have been given an enormous amount of support from a very small pool of people over the years - allowing us to continue to run our shows. We thank these individuals for their generosity and are putting a volunteer card system in place for the 2016 season to promote a more sustainable model. Please be under no illusion, it is not possible for the BDG to continue as it is.

**Purpose** – to promote volunteerism and/or provide the necessary funding to employ help to run our shows.

**Outline** – Membership fees for 2016 onwards will be split into two tiers:

<b>Annual Membership of \$60 (as expiring) which can be purchased by persons with a full Volunteer Card.</b>	<b>Annual Membership of \$200 which can be purchased by persons without a full Volunteer Card.</b>
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### **Volunteer Cards – The general idea.**

Volunteer Cards are already mandatory for registration in some overseas dressage organisations as a mechanism to provide the assistance required to run competitions effectively and efficiently. Riders cannot join these dressage groups without having already accrued enough volunteer points.

Going forward, the BDG require regular volunteer help with the organisation of shows and clinics or it needs to secure additional funds to employ the necessary help. A volunteer card system allows members to choose whether they prefer to provide additional funding or additional volunteer hours to the BDG.

### **How does a volunteer card system work?**

After completing a volunteer task for BDG, the individual will email the BDG secretary (Claire Salmon: Claire.Salmon@aon.com) to request that their volunteer hours be logged. The list of volunteer hours will be verified by the BDG Board the next time it meets. A spreadsheet will be kept by the secretary to detail who did what, when and the points that were earned.

### **How much is a task worth and who decides?**

As there are many different tasks with running the shows, clinics and general BDG duties the Board has come up with a simple hourly rate for earning your points and prior to each show a list will be put out of the tasks available.

The attached list is not intended to be exhaustive as tasks can come up at short notice e.g. hurricane clean up at Vesey St.

### **Examples of tasks**

Please see the sheet at the back of this document for a list of examples.

When submitting your time, we will ask that you advise us of the duration of the task, to allow the Board to accurately verify the points due.

**You must collect 5 points over the year to qualify for the Volunteer Card.**

### **Annual Membership Renewal -**

With a Volunteer Card – when renewals are due, the rider will apply their Volunteer Card discount and enjoy an applicable BDG membership fee of \$60 for the year. Only one Volunteer Card discount can be applied for each membership renewal and it must belong to the person applying for the membership or a parent on behalf of their child. If you need to check the status of your card then you can email the BDG secretary (Claire.Salmon@aon.com).

Without a Volunteer Card - the BDG membership fee for the year is \$200. This will help to pay for assistance in our show organisation and allow the BDG to keep running the shows that we all enjoy.

### **Questions?**

- Can Volunteer Cards be transferred?  
No, the member needs to collect the points in their own name or as a parent on behalf of their child.
- What happens if I don't reach the full amount of points, do I still get a partial discount?  
**5 points are required for the discount.**

- If I exceed my 5 points do they carry over to the following year?  
The BDG appreciate and will recognise the individuals (non Board members) with the most volunteer points at the end of the year. Extra points will not carry over into the next year.
- What if I want to volunteer but not be a member?  
We welcome any assistance that people are willing to offer and we would like to give preference to those people looking to earn the volunteer card discount. Clearly members who are riding in the shows cannot always carry out the necessary tasks that need doing on the day, which is why we still need non-riders to volunteer, whenever possible. We would like to show our appreciation to these non-rider volunteers at the end of each year, and as a result will still need to collect their volunteer time info throughout the year.
- Can I compete as a nonmember?  
Yes, the class fees will remain at \$35 per class for members and increase to \$70 for nonmembers. Fun classes remain at \$20 per class for members and increase to \$40 for nonmembers.

## **2016**

This is going to be an evolutionary process to get the volunteer scheme up and running. To have a formal process for volunteering is very necessary for the BDG to keep our shows running and we hope that you will partner with us as we proceed with the scheme.

### **When do we start?**

*As of 1<sup>st</sup> January 2016 we will start earning our points towards the next membership renewal.*

Attached is an example of a show task list, a similar task list will be available for clinician weekends. As a show approaches an email will come out and volunteers can put their names down for the tasks that they wish to take on. For tasks left over we will hire the appropriate help.

**Happy riding and we wish you all the best of luck for the season ahead!!**

**The BDG Board**

Event date:

EXAMPLE

Judge/Clinician:

Task	Deadline	Completed	Volunteer	Hours
Wort permit application				
Travel bookings				
Lodgings				
Lunch guests				
Dinner guests				
Airport pick up				
Airport drop off				
Show date booking				
Show programme				
Show entries				
Show timetable				
Volunteer scheduling				
Harrowing				
Ring set up				
Ring put away				
Scribe				
1 <sup>st</sup> Scorer				
2 <sup>nd</sup> Scorer				
Collecting ring				
Judge transport to				
Judge transport from				
Sandwiches				
Cakes and cookies				
Canteen staff				
Coolers ice and drinks				
Transport for clinics				
Transport for clinics				
Transport for clinics				

