

Everything you need to know about organizing a fishing event. Available at www.catchfishing.com

Working With Volunteers

Tutorial **09** /25
EVENT PLANNING SERIES

For a successful and cost-effective event, it is essential to have a strong network of volunteers. These people are the backbone of most fishing events. If you have engaged a partner or partners, they may be willing to supply volunteers. If not, prepare a simple fact sheet describing your event, including position descriptions, special skill needs and your organization's contact information. Many membership organizations have volunteer coordinators who can be a great source of support. Fax them a copy of your fact sheet and follow up to see if they can help. Have all volunteers pre-register so you can gauge in advance how many you will have for each phase of your event.

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Organizations that may have a volunteer base include local fish and game clubs, high schools, colleges and universities, service clubs (Lions, Kiwanis, Rotary, Optimists, etc.), volunteer organizations and police and fire departments. Or you could place an ad in the community section of your local newspaper.

Prior to the event, you will require volunteers to work with organizing committees, help with office work and publicity as well as material preparation for the day of the event (supplies, prizes, printed materials, etc.). On the day of the event, volunteers may be needed for on-site set-up, parking lot direction, registration, instruction, demonstrations, weigh-in, food and drink

Catch Fishing®

READ BEFORE THE EVENT

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preparation and disbursement, presentation of awards and for safety and First Aid requirements. Following the event, help will be needed to clean up and tear down the site.

For maximum efficiency, provide each volunteer with a job description, schedule, and who they will be reporting to the day of the event. If time and schedules permit, brief all volunteers a few days before the event and allow plenty of time for questions. During the briefing, be sure to review contingency plans in case of bad weather, health emergencies, etc.

Volunteers may need a current fishing licence and should be able to swim if working on or near the water. Know which volunteers are certified in First Aid or life saving.

During your event, be sure to acknowledge the efforts of volunteer staff from the stage. After your event, thank your volunteers with a personal note. Use this opportunity to build and strengthen long-term relationships so you can call on these same volunteers next year.



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