



NEW AMBA VOLUNTEER POLICY

(starting in the 2021-2022 season)

Jr NBA Exempt

AMBA is a non-profit organization that exists due to the contribution of time and expertise from volunteers. All AMBA Board / Committee members, Coaches, Assistant Coaches and Team Managers are un-paid volunteers who contribute hundreds of hours per season to our players. In order to continue growing and improving our organization, we must rely on **all families** involved in AMBA to donate some time to the association; therefore, in 2011, AMBA established a mandatory volunteer commitment policy.

Please be aware that parents / caregivers / players are responsible to ensure their own volunteer commitments have been met and you should not rely on Coaches, Team Managers or AMBA to remind you.

At the beginning of the season, all families provide AMBA with a \$100 deposit cheque per child for volunteer / fundraising hours. That cheque cannot replace a person and people are what make a volunteer organization run smoothly. **Please review the responsibilities for each volunteer opportunity prior to signing up for a role.** Everyone must fulfill the time commitments and responsibilities for the roles they have chosen to ensure that the program runs in the best capacity it can for our kids.

Anyone who does not fulfill the volunteering requirements required by AMBA will have their volunteer cheque cashed at the end of the season.

AMBA welcomes volunteers regardless of whether you have a child participating in our program. All volunteer applications are reviewed by the AMBA Board of Directors and are subject to AMBA's Volunteer Screening policy. To apply for a volunteer position, please email volunteer@airdriebasketball.ca.

By registering your player, you agree to the terms and conditions of AMBA's volunteer policy.

Team Roles

Every Mini House and U11 Team has **7 TEAM ROLES** to be filled.

Every U13 / U15 / U18 Team has **8 TEAM ROLES** to be filled.

Each player on a team must have a family member fill 1 TEAM ROLE
(or an ALTERNATE VOLUNTEER OPPORTUNITY role)

ALL TEAM ROLES BELOW MUST BE FILLED

#1. **Coach** (approved by AMBA)

- Requires criminal records with vulnerable sector background check (every 3 years)
- Requires completion of CMBA coaches training (to be completed at min. every 2 years)

#2. **Assistant Coach** (approved by AMBA)

- Requires criminal records with vulnerable sector background check (every 3 years)
- Requires completion of CMBA coaches training (to be completed at min. every 2 years)

#3. **Team Manager** (approved by AMBA)

- **Responsibilities** include:
 - Collect volunteer and uniform deposit cheques from all families on a team (Volunteer Coordinator will be in touch with instructions to submit)
 - Sign families up at the start of the season to fill the (2) Time Keeper / Score Keeper and (2) or (3) Gym Monitor roles (Team Manager must report which families are volunteering for these roles to the Volunteer Coordinator – volunteer@airdriebasketball.ca)
 - Report any concerns of families not fulfilling their volunteer requirements throughout the season to the Volunteer Coordinator
 - Collect uniforms at the end of the season – wash & return them to the Equipment Coordinator
 - Make arrangements for additional supplies for coaches throughout the season as needed (including: game balls, pumps, score-sheets and first aid supplies)
 - Contacts for supplies can be found on the AMBA website under “Coaching Resources”
 - Provide AMBA communication to team as required
 - Other tasks as needed

#4. **Time Keeper / Score Keeper 1** (for all games in a season)

#5. **Time Keeper / Score Keeper 2** (for all games in a season)

- Volunteers #4 & #5 must coordinate and communicate with each other to ensure that one of them is the Score Keeper / Time Keeper at all games for their team for the entire season
- Figuring out a schedule for the Time Keeper / Score Keeper is **NOT** the Team Manager or Coach’s responsibility
- Please divide this time commitment as equally as possible between volunteers #4 & #5

#6. **Gym Monitor 1** (for all practices & games in a season)

#7. **Gym Monitor 2** (for all practices & games in a season)

- Volunteers #6 & #7 must coordinate and communicate with each other to ensure that one of them is the Gym Monitor at all practices **AND** games for their team for the entire season
- Figuring out a schedule for the Gym Monitors is **NOT** the Team Manager or Coach's responsibility
- Please divide this time commitment as equally as possible between volunteers #6 & #7
- **All Practices:**
 - the Gym Monitor must identify themselves to the Community Use Supervisor at the gym at the start of each practice
- **All Mini House Games** (that take place in Airdrie):
 - the Gym Monitor must identify themselves to the Community Use Supervisor at the gym at the start of each game
- **All Travel Team's Games** (that take place in Calgary):
 - the Gym Monitor must join in the referees meeting with the coaches / captains prior to the start of the games and sign their name on the score sheet
- **Responsibilities** include ensuring that:
 - All garbage is removed at the end of the practice / game
 - Chairs are returned to equipment rooms (if required)
 - Nets are returned to the 10-foot height (if lowered)
 - Spectators are respecting the facility
 - Players / spectators / siblings are only leaving the gym to use the washroom; **there is no wandering or playing in the halls at any school**
 - No spectators / siblings are climbing on mats, using school-owned sports equipment or entering gym equipment rooms
 - In the case of an incident at a game, the Gym Monitor must submit an incident report to AMBA (for Mini House) or a game report to CMBA (for U11 / U13 / U15 / U18 teams)
 - Incident reports can be found on the AMBA website under "Info – policies & forms"
 - Game reports can be found on the CMBA website under "Coaches Corner – game report"

#8. **Gym Monitor 3 (U13 / U15 / U18 Teams only)** (for all practices and games in a season)

- As these older travel teams have more players, and have 2 practices / week, a third Gym Monitor can volunteer to coordinate and communicate with volunteers #6 & #7 to ensure that one of them is the gym monitor at all practices **AND** games for their team for the entire season
- Figuring out a schedule for the Gym Monitors is **NOT** the Team Manager or Coach's responsibility
- Please divide this time commitment as equally as possible between volunteers #6, #7 & #8

Alternate Volunteer Opportunities:

Any remaining families that cannot fill a **TEAM ROLE** above have a few other opportunities to fulfill their volunteer requirements. These opportunities are limited and will be presented by AMBA throughout the season for families to sign up for.

#1. **Board or Committee member**, or

#2. **Help at Equipment Locker**

- Each volunteer in this role is required to help a **min. of 3 occasions** at the equipment locker throughout the season - a sign up system will be used to assign volunteers dates and times when help is required
- Ie. Sorting uniforms, prepping coaches ball bags, prepping first aid kits, collecting equipment and uniforms at the end of the season etc

#3. **Financial auditor** (approved by AMBA)

- Review, question and approve the financial report

#4. **Scholarship Selection Committee Member** (approved by AMBA)

- (if required), review AMBA scholarship applications to choose winning recipients

#5. **Help at the Mini House tournament**

- Door Monitor
- Tournament fee collector
- Other opportunities

#6. **Other opportunities offered throughout the season**