# **POLICY 1: VOLUNTEERING AND PREAUTHORIZED DEBIT**

Purpose: To ensure that every family participates equally in making the LLA as successful as possible by volunteering for one or more of the specified jobs to attain a minimum time-commitment during the season.

**The Lakeland Lacrosse Association is a non-profit organization and relies heavily upon its membership working towards common goals and will not run effectively without help from its membership.**

1.01 The Lakeland Executive has identified many types of job functions which occur both in season and throughout the entire year. To ensure successful operations, it is imperative that the membership base volunteer to perform these tasks or that additional help be hired to complete the tasks. It is expected that ALL volunteering obligations will be met by the registrants’ family member(s). U5 and U7 divisions are exempt from volunteer hours and pre authorized debit forms.

1.02 Every member of the LLA (including boards and team volunteers) must submit a Preauthorized Debit (PAD) form along with a printed void cheque to the team manager before April 30. Void cheques can be found through your online banking account with your financial institution. Reach out to your bank if you need assistance with this. Team managers must submit the completed package to the division director or treasurer before the Ice Melter Tournament.

1.03 Each registrant is required to complete **4** volunteer hours up to a maximum of **10** hours for families with 3 or more children.

1.04 Volunteers under the age of 18 must be approved by the volunteer coordinator, tournament director, or president of LLA

1.05 Members who default on their volunteer commitment will be waitlisted in the subsequent year pending board approval.

1.06 There is no allowance for partial volunteering or partial payment; a 100% volunteering effort and 100% payment ($200.00) is required and expected.

1.07 After families sign up for volunteer positions, it is their responsibility to have someone show up for them. Failing to have someone show up to an assignment will result in defaulting on hours and the PAD will be deposited.

1.08 Families can choose to opt out of volunteering by completing the opt out section of the PAD when submitting their paperwork to the team manager.

1.09 Members not required to sign up for volunteer hours on the Lakeland Lacrosse webpage include those on the Board of Directors, Head Coach, Assistant Coach, Team Trainer, Team Manager, and Jersey Parent

1.10 Team commitments do not count towards Association volunteer hours. Team commitments include the game sheet, shot clock, penalty box, or score clock.

1.11 At the end of the season the Board of Directors will review the volunteer hours and confirm with volunteer coordinators for each event and then one of the following may occur:

1.11.01) If a family is found to not have complete hours, an email will be sent out to the member offering any available volunteer vacancies. Should the family not commit to any opportunities or fail to show up to volunteer slot the PAD will be submitted to our financial institution.

1.11.02) If there are no opportunities available the family will be notified, and the PAD will be destroyed.

1.11.03) If a family has completed their volunteer commitment, an email will be sent with notice of destruction of their PAD.

1.11.04) Families that elected to opt out of volunteer hours will have their PAD submitted to our financial institution.