**Oak Bluff Recreation CLUB**

**Volunteering Policy**

The objective of the Oak Bluff Recreation Club (OBRC) is to provide and assist in the development of recreational activities and community events, through the provisions of the facilities and programs, for the benefit of the community. The OBRC relies on volunteers from all families who participate in our programs and the local community to volunteer with events and fundraising for the operations of the club.

**Volunteer Procedure**

OBRC Responsibilities

* OBRC will provide an OBRC Volunteer Registration Form and ensure all personal information remains confidential and is only used for OBRC requirements.
* OBRC will provide a minimum of 2 weeks’ notice to all volunteers of their scheduled assignment.
* OBRC will ensure all volunteer deposit cheques will be placed in a secure location and will only be deposited if volunteering commitment has not be completed. You will be notified by a member of the OBRC prior to the cheque being deposited.
* Each year, the OBRC Board of Directors will determine the community events that volunteers can sign up for based on the best interest of the centre.

Volunteer Responsibilities

* All parents/care givers of children who are registered for baseball, soccer, hockey or ringette as part of the OBRC community must agree and sign the OBRC Volunteer Registration form with the appropriate postdated cheque prior to the start of the sport season.
* If a volunteer is unable to complete their assignment, the volunteer is required to find a replacement volunteer. If assigned volunteer assignment is not completed the volunteer fully understands that their deposit cheque will be deposited by the OBRC Board of Directors.
* Sign in/out attendance record at assigned event and accept direction from an OBRC event organizer.
* Any volunteering that a person wishes to do and has not been assigned to must be approved by OBRC board before completing if they want it to count towards their yearly requirements.
* Do not place yourself or others at risk of injury.

Team Coaches/Managers

* Community members who are rostered as coach or manage of team on behalf of OBRC Baseball or Soccer or MacDonald Hockey or MacDonald Ringette will be credited full volunteer hours.

Oak Bluff Board of Directors

* Community members who volunteer on the OBRC Board of Directors will be credited full volunteer hours.