

Ridge Meadows Minor Lacrosse

Volunteer Policy

1) General

- a) RMMLA requires all families to complete volunteer hours throughout the season. To ensure that all levels receive volunteer support, families must sign up in the following areas:
 - i) For the Association
 - ii) For the Tournaments/Provincials/Jamborees
 - iii) For the Team
- b) The Executive Board has the discretion to update or change the hours depending on the expected needs of the season. Requirements will be shown on the Player Participation form completed at the start of the season.

2) Volunteer Opportunities

- a) Association Positions
 - i) All open association positions will be posted on the website and families will be able to sign up using signup.com. These positions will be updated throughout the season. Appointed positions will be listed on the website as well under the Executive tab and families can submit their name to the secretary for consideration.
 - ii) Tournament Positions
 - (1) Tournament positions will be posted on the website and families can sign up using signup.com. Team managers will also send out links and requests for volunteers as needed.
 - iii) Team Positions
 - (1) Team positions will be at the discretion of the team manager, but may include treasure, photographer, TeamSnap coordinator, Team wrap ups.
 - (a) Score and Time shifts do NOT count towards your volunteer hours as families are expected to fill these roles as a member of the team.
- b) Failure to complete the required hours.
 - i) Families that do not complete their Association and Tournament hours will result in the volunteer deposit being cashed. The Volunteer deposit amount will be voted on at the start of the season by the Executive Board and included on the Player Participation form.
 - ii) Failure to complete Team hours, may result in a forfeiture of any team fee refunds, managers can appeal to the Executive board to freeze player eligibility if they feel necessary.

3) Process for Association and Tournament Hours

- a) Families will be required to submit a volunteer deposit at the start of the season. Family cannot OPT OUT of volunteering. We expect all families to participate and support the

needs of the association. If there are extenuating circumstances the family should connect directly with the executive board to discuss.

- b) If, during the season, the amount of families choosing to wait and “pay out” their volunteer fee increases, the executive board has the power to increase the deposit amount to cover filling the open positions.
- c) Each family will submit 1 deposit cheque to the Manager of the team of their oldest child registered (one deposit per family).
- d) Volunteer hours must be registered using Signup.com so they can be tracked by the Volunteer Coordinator. It is the parent’s responsibility to make sure they enter the FULL NAME of the parent participating and player(s) associated with the parent.
- e) Any deposit fees collected at the end of the season will be used to pay for the software required for tracking hours, as well as supporting families that may not have the financial needs to play.

RMMLA Volunteer Policy Information

Over the years, finding parent volunteers for the day-to-day events as well as tournaments, jamborees, and other events we host has been a challenge. And like many other sports, we are struggling to find and keep volunteers. Many of our Executives, Division Managers, and dedicated parents end up burnt out from over volunteering while the majority of parents don't sign up.

We have decided to implement a Volunteer Policy and require hours from each of our families. This will help support our association and bring our families together and connect everyone more with the Burrards Family.

Are the hours required per parent and per player?

No, the association volunteer hours are required per family. Families are expected to volunteer for all teams and tournaments your players are connected to.

I don't have time, one parent works on the weekend.

Life is busy for all RMMLA families, many of us work various hours and have children in multiple sports. There is a wide range of volunteer opportunities, and any family member can help fill the spot (Aunts, Uncles, Grandma, Grandpa, siblings...)

Are there any exemptions?

We do take into consideration Illness/Disability/Financial Difficulties. If you believe this may apply to your family, please contact the 4th vice for consideration with the Executive Board.

How do I know my hours have been registered properly?

- All volunteer shifts need to be submitted on our association's Signup.com site. The link and volunteer positions will be listed on the website under "Volunteer Opportunities".
- Our volunteer coordinator will update and review the signup list and credit families as required.
- As hours are completed, the family's name will be removed from our Volunteer List.
- Remaining names will be contacted by the volunteer coordinator and encourage to fill current open positions

- Any names that remain on the list, the volunteer coordinator will follow up with the appropriate division manager. Families will then have an opportunity to present any volunteering that hasn't been recorded and if substantiated, the credit will be applied.
- Any names remaining at the end of the season will have their names presented to the executive board for approval to deposit the cheques. Exemptions will be discussed at this time.

What happens if I don't have or don't submit a deposit cheque?

Any families that have not submitted a volunteer deposit AND have not completed the required hours for the season, will have the volunteer deposit amount added to their registration fees for the next season. Families will have to submit the extra payment to the treasurer prior to being placed on a team or taking part in any evaluations or tryouts.

What are the required hours and areas?

Association hours required is 1 hours (normally equivalent to 1 volunteer shifts) these are jobs that help with the running of the association and included but are not limited to:

- Jersey/Equipment handouts
- Evaluation/Tryout helpers
- Tournament Committees
- Photo day volunteers
- Appointed Committee Members

Tournament Hours required is 2 hours (normally equivalent to 2 volunteer shifts) these are jobs that help support the Tournament committee and assist with the running of the events, they many include but are not limited to:

- Score and Time for TOURNAMENT GAMES ONLY (not regular season games)
- Field setup/Take down
- Registration Table
- Safety Ambassadors
- 50/50 sales
- Concession

If the tournament includes your division, we require all teams to provide 1 volunteer per player (15 players = 15 volunteer spots filled).

I completed extra association hours; do I still need to complete tournament hours?

Yes, you must complete yours in each of the areas to receive credit for volunteering. Association hours do not count towards Tournament hours or visa versa.

Team hours are at the discretion of the team manager but should be no more than 2 hours. This does NOT include Score and Time for home games, as we feel this is part of being on a team and should be filled by all family members as needed. Some of the jobs may include but are not limited to:

- Treasurer
- Photographer
- Safety Ambassador
- Fundraiser

Can I just opt out and have my cheque cashed at the start of the season?

No, there is no opt out. We expect all our families that are participating in the sport of lacrosse with the Burrards to give their time to help support the association and players. The point of the deposit is to make sure everyone steps up, not to allow people to cash out.

I am a Coach, Team Manager, Division Manager do I still need to complete volunteer hours.

We feel that the number of hours these roles, as well as Executive Members and Appointed members, goes well over the 5 hours required of all members and have exemptions for these and other roles. Please see the Volunteer Grid to see what areas of responsibility the volunteering satisfies.

I completed all my volunteer hours, but the Division Manager is asking me to cover more shifts.

The volunteer hours required are a minimum, if we find we are short volunteers for specific events we may ask families to contribute more hours.

Please also remember that we are a large association with one volunteer coordinator. While we will do our best to ensure shifts are credited and families are notified, the end responsibility is with each family that they signup and complete the required hours.