

VOLUNTEER BOND POLICY



Responsibility: Board of Directors

Scope of Policy: All club volunteers

Adopted: April 2025

To be reviewed: Within two years of being adopted

1. Purpose:

Vortex Water Polo (VWP) is a volunteer run non-for-profit organization that relies on athletes and their families to provide time as volunteers in order for the club to operate. The club has identified the need to encourage volunteerism by its members through a refundable Volunteer Bond system. The purpose of this policy is to identify the process and tracking mechanism for collection and refund of the volunteer bond from each family with athletes participating in VWP.

2. Definitions

Minor officiating: timekeeping or scorekeeping at a game or event

Volunteer: a supporter of the club who helps out with one of a variety of activities for no financial compensation

Volunteer Bond: a refundable fee paid by families upon registration, which can be earned back through volunteer activities

VWP Fiscal Year: the Club's financial year which runs from September 1 until August 31 of the following year

3. Principles

Fairness: we want to ensure that all families have an opportunity to contribute volunteer hours and earn back their bond

Club Sustainability: volunteers are essential to the long-term viability of Vortex Water Polo and a robust volunteer base reduces operational costs and enhances program delivery

Transparency: we aim to be clear and unambiguous about the requirements to earn the volunteer bond back and its purpose

Accountability: a clear system for tracking volunteer contributions and refunding bonds in a timely and accurate is the goal of the Club

Purpose: the Volunteer Bond Policy is not meant to raise money and wherever possible, surplus funds shall be used towards supporting volunteer coaches and athletes with barriers to participation

4. Policy

a. Collection of the Volunteer Bond

Each athlete will pay the volunteer bond associated with their program as part of their registration fees.

Volunteer Bond amounts per athlete are:

Program	Bond amount
8U	\$25/session
10U	\$25/session
12U	\$150/season
14U	\$150/season
16U & 18U Recreational	\$150/season
16U & 18U Competitive	\$250/season
Adult programs	No bond

b. Volunteer Bond fees shall be prorated as follows:

- i. Should registration occur after January 1, 50% of the Bond shall be charged as part of registration.
- ii. Should registration occur after March 1, no Bond shall be charged as part of registration for that season.

c. The second athlete from the same family, and any subsequent athletes, who participate in the same program or programs with a lower Bond amount, will be subject to a Bond of 50% the full rate.

d. Refund of the Volunteer Bond

- i. The Bond will be refunded at a rate of either 50% of the total amount or 100% upon the completion of enough volunteer hours within the fiscal year and the correct submission of a [Volunteer Bond Claim Form](#)
- ii. The volunteer requirements for reimbursement of the Bond are:
 1. \$25 Bond: minimum 2 hours of club support for 50%, minimum 4 hours of club support for 100%
 2. \$150 Bond: minimum 10 hours of club support for 50%, minimum 20 hours of club support for 100%

3. \$250 Bond: minimum 15 hours of club support for 50%, minimum 30 hours of club support for 100%
4. Any prorated amounts for late registration or additional athletes from the same family shall be prorated in the same manner here
5.
 - iii. Volunteer hours may be completed by an athlete or family member but the volunteer must be registered as a volunteer in VWP registration system.
 - iv. The [Volunteer Bond Claim Form](#) is an online form that can be found [here](#) and must be completed and submitted by June 30 of any given year to ensure refund of the Bond.
 - v. Bond will be returned in the form of e-transfer or other method as decided upon by the board.
 - vi. If multiple athletes from the same household are registered, each athlete is subject to a separate Volunteer Bond and must submit a separate [Volunteer Bond Claim Form](#). Volunteer hours cannot be combined across athletes, and each athlete's bond must be earned back individually based on the required hours.

5. Examples of volunteer roles and an estimate of the time put in

VWP Board member: 30+ hours

Team Manager: 30+ hours

Chaperone: 20+ hours

Volunteer Coaching: 30+ hours

VWP Committee member :15+ hours

Minor officiating: 1-2 hours per game

Attending the AGM or a SGM: 2-3 hours