

## **SBR Softball Association Volunteer Bond Manual**

**Version 1 (January 2018)**



**Purpose:** SBR Softball Association is run exclusively by VOLUNTEERS. As our association continues to grow, a continued commitment from our members is necessary for our association to be able to operate effectively. The purpose of the volunteer bond program is to encourage more of our membership to become actively involved in making our association the best it can be.

**Overview:** Every player will be required to provide SBR with a Volunteer Bond.

- This bond is a commitment to provide service or money towards the operation and continued success of the organization.
- A Volunteer Bond Agreement Form and a post-dated cheque made out to SBR Softball for June 15<sup>th</sup> of the season year in the amount of \$200 per player will be required at the player's evaluation or uniform pick up.
- Players without a signed form and cheque will be unable to pick up uniforms.
- It is important that the cheque includes the first and last names of the players.
- Your cheque will be destroyed at the end of the season if you have fulfilled your volunteer commitment.

**Attached is a list of approved volunteer opportunities.**

- If a family does not fulfill their volunteer commitment by June 15<sup>th</sup> of the current season, their cheque will be cashed.
- This is a mandatory program that will be enforced. Those who have not complied will not be able to register for the following season until their volunteer bond commitment is met through service or payment.
- Although approved positions are to help run the association as a whole, all members are encouraged to still volunteer to help their child's team run smoothly throughout the year as well.
- The board welcomes new ideas in terms of approved volunteer bond activities. Anyone is welcome to approach the board with suggestions for new activities that will enhance the association.

**Volunteer Hours Required:** Each player's family is required to volunteer a minimum of 4 hours of SBR Softball Association volunteer hours.

- Hours or credits cannot be carried over to the following season as we need continued help from year to year.

**Opting Out:** Families may choose to pay the Non-Volunteer Fee during registrations or opt out of the volunteer bond by indicating this choice on the Volunteer Bond Agreement Form.

- They must include a \$200 cheque dated for the current date (not post dated).
- This cheque will be cashed within 45 days.
- This will exempt them from performing volunteer activities within the association (but not team volunteering).
- If a family chooses to volunteer after they have opted out of the Volunteer Bond, they will not be refunded.

Note: There will be a \$20.00 administration fee for NSF cheques

**Scheduling/ Reporting Responsibility:** It is the sole responsibility of the family to seek out approved opportunities to ensure they fulfill their 4 hour bond commitment.

The SBR Volunteer Coordinator will be in charge of tracking volunteer hours. We track our volunteer hours using the Sign Up Genius tool. Please ensure you have entered your players name when signing up for shifts. Volunteer bond hours are tracked by our volunteer coordinator. It is imperative that you use the Sign-Up Genius links to log your volunteer hours. Throughout the season volunteer opportunities may be emailed to the SBR membership. Families can check the SBR website for new opportunities. Volunteers will be taken on a first come, first served basis.





**South Bow River Softball (Fastpitch) Association Volunteer Bond Agreement Form**

Please make cheques payable to SBR Softball indicate player's first and last name(s) and division(s) on the cheque bring this completed form and cheque to your player's evaluation. Please note players without signed cheques or forms will not be able to receive a uniform. If you wish we will accept credit card payments with a \$10 non-refundable charge.

This Volunteer Bond is for the following player(s):

Player 1 \_\_\_\_\_ Division \_\_\_\_\_

Player 2 \_\_\_\_\_ Division \_\_\_\_\_

Please check one option:

☐ I have read the SBR Softball Association Volunteer Bond Manual and fully understand that I am required to volunteer a minimum of 4 hours per player for the upcoming season. I understand I must fulfill this commitment by June 15<sup>th</sup> of the current season or my cheque will be deposited. My \$200 cheque post dated to June 15<sup>th</sup> of the current season is attached.

OR

☐ I choose to opt out of the Volunteer Bond Agreement. My cheque, dated for today's date is attached. I understand this cheque will be deposited within 45 days. I also understand that if I decide to volunteer at a later date, I will not receive a refund.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note: Team volunteering does not qualify for SBR Volunteer bond hours with the exception of head coaches, assistant coaches and team managers.

## **SBR Softball Association Approved Roles for Volunteer Bond Hours**



This list includes but is not limited to volunteer roles that qualify for Volunteer Bond Hours.

### **SBR Volunteer Tasks**

- Evaluations- Evaluators for all divisions, evaluation on field helpers, evaluations off field helpers, welcome desk helpers etc.

\*\*\* The success of our evaluation process requires a large number of volunteers. Please consider volunteering for the various evaluation roles. \*\*\*

- Uniform Pick Up
- Picture Day
- Team Head Coach,
- Team Assistant Coach,
- Team Manager
- SBR Tournament Volunteers - Set up, field crew, tournament desk, clean up, etc.

\*\*\*The tournament is a highlight for our players every season. It is imperative that we have ample volunteers to run the tournament.

### **SBR Committee Roles:**

- Tournament Committee
- Events Planning Committee

### **SBR Coordinator Roles**

- Equipment Manager
- Volunteer Coordinator
- Casino Coordinator
- Learn to Play coordinator

### **SBR Board Positions (usually filled at the Annual General Meeting)**

- President, VP, Treasurer, and Director Roles

## VOLUNTEER BOND FAQ



**!! It is the sole responsibility of each family to seek out approved opportunities to ensure they fulfill their 4 hour volunteer bond commitment. !!**

### FREQUENTLY ASKED QUESTIONS

#### **1. Why do we have a Volunteer Bond?**

As our association grows we require a commitment from members to operate effectively and efficiently at the association level.

#### **2. How do I find out volunteer opportunities?**

Emails will be sent to members during the season requesting volunteers for upcoming events eligible for volunteer bond hours. .

#### **3. Why do most team volunteer roles such as umpiring or score keeping not qualify?**

Teams require the help of every family in order to have a successful season. If most team volunteering qualified for the volunteer we would still lack volunteers at the association level. Head Coaches, Assistant Coaches, and Team Managers are the only team roles that have been approved for earning Volunteer Bond hours at this time.

#### **6. What if I am close to completing my 4 hours?**

4 hours is the minimum requirement per family. Many of our volunteers do much more than 4 hours to help the association run smoothly. Unless there are unusual circumstances, your volunteer bond cheque will be cashed if you do not complete the full 4 hour requirement.

#### **7. What happens when my hours are complete?**

We track our volunteer hours using the Sign Up Genius tool. Please ensure you have entered your players name when signing up for shifts. Volunteer bond hours are tracked by our volunteer coordinator. It is imperative that you use the Sign Up Genius links to log your volunteer hours. If you completed your commitment your cheque will be destroyed at the end of the season, for those that choose not to fulfill the commitment your cheque will be cashed/deposited after the season ends (July-Sept). You can contact the volunteer coordinator to obtain your outstanding hours. Please be patient- the tracking of hours is time consuming- it can take a few weeks after an event to receive an email.

#### **9. But I asked my manager/coach/friend/teacher and other parents on my team if the hours I was volunteering qualified for the volunteer bond and they said yes!**

Please read the approved roles listed in the volunteer bond manual to be sure the volunteer hours qualify for the volunteer bond. Changes and updates are made every season. If the role is not listed in the volunteer bond manual and you require clarification please email the volunteer coordinator.