

Richfield Girls Basketball Association

RGBA Volunteer Policy

Procedure Approval Date: July 1st 2019

Policy Statement: *The Richfield Girls Basketball Association is a non-profit organization which depends upon volunteers to function successfully. Thanks to those who give generously of their time, the RGBA has become one of the most successful youth sports clubs in our area.*

Definitions: Together with registration fees, families are asked to pay a \$150 volunteer fee. **Only one fee is required per family, regardless of the number of children participating.**

Rationale: This policy describes RGBA's position on volunteer requirement and fees; specifically, completing volunteer hours and/or donating the volunteer fees related to child enrollment in Richfield Girls Basketball Association programs.

Procedures: Families have three options regarding their volunteer fee:

1. **Donation to the League Option:** (no time commitment)

Those families that prefer not to make a volunteer service commitment may choose to donate their volunteer fee. Donations are also a necessary part of RGBA's ability to function. All volunteer donations go towards the budget for permits, equipment, uniforms and operating expenses. Upon request to the Treasurer, a donation receipt will be provided for income tax filing purposes.

2. **Team Parent Option:** (20-40 hours of time commitment)

Volunteer to be a team parent. Any parent or guardian who volunteers is eligible to receive their volunteer refund. * Only 1 team parent per team*

3. **Volunteer Shift Completion Option:** (6 hours for In-house program/ 6 hours for Traveling Program families)

Eligibility: Anyone over 16 years of age may volunteer for one of the various volunteer jobs that are available throughout the year. The entire \$150 volunteer fee can be earned back by completing 6 hours of RGBA approved volunteer job for In-house participants and 6 hours of RGBA approved volunteer job for traveling league participants.

Tracking:

1. All shifts are available for sign up through the link provided by the volunteer coordinator or on the <https://www.rgba.club> webpage.

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2. All shifts are provided on first-come, first-served basis. Job specific instructions including: check-in time, location, the name and contact of designated event coordinator will be listed.
 3. All volunteers must sign in and out for the job on the volunteer tracking document on the day of the event provided by the volunteer coordinator. If a volunteer's name does not appear on the list, the volunteer will not receive credit and no refund will be sent. **No volunteer sign-up will occur onsite on the day of an event.**
 4. If you (as a volunteer) sign up for a shift and are unable to make it, you **MUST** contact the volunteer coordinator via email or phone prior to the event.
 - a. If you give sufficient notice (72 hours) that you will miss a shift, you can sign up for other volunteer opportunities in the future.
 - b. If a second shift is missed, you will automatically forfeit your option for a volunteer refund. RGBA has a limited number of shifts for its families and when volunteers fail to show up for a shift, they not only disrupt the event but they take away the opportunity for other families to participate in the volunteer/refund option.

PLEASE NOTE:

A refund will be issued to the RGBA family when the **full volunteer hours required** have been met. Partial refunds **will not** be issued for partial fulfillment of volunteer hours. All refunds are mailed directly to volunteers at the address provided during season registration. If there is a change in address, please notify the RGBA volunteer coordinator at the time of your volunteer sign up. All volunteer deposit checks will be returned or destroyed within 30 days of volunteer hours completion. It is the responsibility of the volunteer to contact the Volunteer Coordinator if you do not receive your refund or there are any other issues related to refunds.

IMPORTANT: If a family joins RGBA later in the season, their required volunteer hours may be prorated. A family member should express their concerns to the volunteer coordinator through email. The board will make a final determination on a case by case basis for prorating hours.

