

HAMLIN PARK BASEBALL ASSOCIATION VOLUNTEERS GUIDE

HPBA Volunteer Requirements

HPBA is a non-profit organization managed 100% by volunteers. Every family is required to either 1) volunteer for 3 hours per season or 2) pay the volunteer buy-out (VBO) fee. The VBO fee is \$100 per family per season until June 1st. If the VBO fee is paid after June 1st, it is \$150 per family, and after August 1st it is \$200 per family. Head Coach hours and HPBA Board Member hours are logged as volunteer time. Opportunities to volunteer include field preparation, grill preparations, spirit wear sales and equipment exchange support. Please visit the website often for dates & times or contact our Volunteer Director at volunteers@hamlinparkbaseball.org with any questions.

Volunteer Opportunities

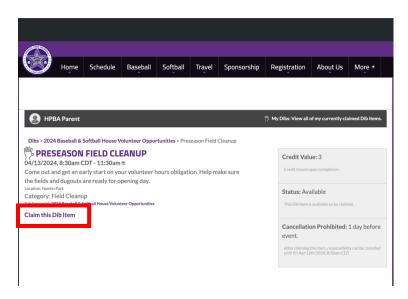
Active volunteer opportunities are available at the HPBA website. A link to active volunteer opportunities can be found on the home page or on the "Parents" page. HPBA uses a feature called "Dibs" to manage volunteer opportunities for the organization. The Volunteers page on the HPBA website lists all active opportunities (dibs) for volunteering (see image below). An HPBA parent or guardian can claim an opportunity to volunteer at any point throughout the season. Already claimed opportunities will show as "claimed" and unable to be claimed by another volunteer.



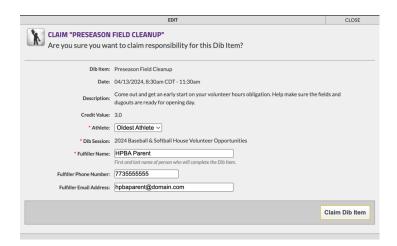


Claiming a Volunteer Opportunity

A parent or guardian can click on any unclaimed volunteer opportunity item to claim it. You will need to login using your SportsEngine account you used to register your Hamlin Park athlete(s). Once logged in, the details of the volunteer opportunity will be displayed including the ability to claim the opportunity.



When claiming your volunteer opportunity (also known as a 'Dib Item'), please ensure you select **your oldest child** in the league as the "athlete". HPBA will use your oldest child to track volunteer hours. You will then enter the name of the parent/guardian in the "Fulfiller Name" field. The fulfiller phone number and email address will be the contact methods used in the event we need to contact volunteers on volunteer opportunity updates (i.e., weather, cancellations, etc.).





Viewing Claimed Volunteer Opportunities & Obligation Status

At any time, a parent can login to their SportsEngine account through the HPBA website and view their Volunteer Obligation Status. Please make sure you are logging in with the correct SportsEngine account. It must be the account you used to register your athlete(s) for the HPBA Baseball/Softball House League. Upon logging into your SportsEngine account, navigate to the account profile icon in the upper-right corner of the screen. Click on "My SportsEngine" and navigate to the "Dibs" menu item in the left-hand navigation menu.

Here you will be able to see the active opportunities you have claimed as well as any opportunities you have completed. Your volunteer obligation progress will be shown for your oldest athlete. This is the athlete HPBA will use to recognize the completion of your obligation.

