

## **SCBA VOLUNTEER REQUIREMENTS**

### **OVERVIEW**

Surrey Canadian Baseball Association (SCBA) is run with the help of amazing parent and community volunteers who contribute their time and resources to make sure the organization operates successfully. To keep things running smoothly, each family is asked to help out during the season by completing volunteer duties. There are several ways to pitch in, so you can choose what works best for you.

### **VOLUNTEER TIMEFRAMES**

There are 3 volunteer time periods during the year:

- #1. Regular Season – April to June
- #2. Tournaments and Provincials – SCBA hosted only
- #3. All Star Summer Season – July All-Star teams)

### **WAYS TO VOLUNTEER**

The following is a list of duties to choose from that is required to fulfil your volunteer commitment:

- Concession shift – 4-hour Shift
- Spring clean-up – Week before Opening Day Ceremonies
- Team Manager – one (1) per team
- Coach or assistant coach – only one (1) coach and up to two (2) Assistant Coaches qualify for volunteer exemption per team
- Executive or Board member

#### **#1. REGULAR SEASON – April to end of June**

Parents or guardians of each registered player are required to assist the association by volunteering in one or more approved roles. The most common volunteer duty during the regular season is completing a concession shift.

Additional volunteer opportunities may be available throughout the season as needed.

## **VOLUNTEER DUTIES/DEPOSIT REQUIREMENT**

To help ensure volunteer shifts are covered, SCBA requires a volunteer deposit of \$125 per child, which represents 4 volunteer hours per child.

- This applies to the first and second child only
- Maximum volunteer requirement is 8 hours total for families with 2 or more children. Maximum deposit is \$250.
- Third child and more children are free – no volunteer hours or deposit required.

### **When Volunteer Deposit is Paid**

At the time of registration, you will be required to provide us with a \$125.00 deposit per child. Payment can be made online, or by cash or cheque. This deposit is fully refundable once you complete your volunteer commitment.

### **Getting Your Volunteer Deposit Back**

Your volunteer deposit will be refunded after you complete an approved volunteer role, such as:

- Working a Concession shift
- Volunteering as a Head Coach or Assistant Coach
- Serving as a Team Manager (one per team)
- Joining the Executive or the Board
- Completing another approved volunteer

If you prefer not to volunteer, you may choose to forfeit the deposit and your volunteer commitment will be fulfilled. You simply need to advise us in writing that you would like us to keep the deposit and that you wish to opt-out of volunteer duties. These funds allow SCBA to hire students to fill concession shifts when volunteers are unavailable.

To obtain a refund for your deposit, volunteer records must indicate that you have completed your volunteer duty.

### **Coaches and Team Manager Exemption**

We truly appreciate the time our coaches and team managers give.

As the Coaches are already giving a lot of their time, our league policy is that the Head Coach; 2 assistant coaches and one team manager will be exempt from paying the volunteer deposit and will be refunded if they did make a payment.

### **Concession Shifts**

- Concession shift run approximately 3 to 4 hours.

- A Concession Manager is always on duty to help with training and answer any questions.
- No experience needed – we'll show you what to do!

### **Volunteer Sign Up**

- A Volunteer Calendar will be available on our on our website.
- Games and concession shifts will be posted.
- You can easily choose and sign up for a shift that works best for you.

### **Why Volunteering Matters**

We truly could not run the leagues without parent support. The money made from the concession helps cover important league expenses throughout the season and allows SCBA to continue to provide a great experience for our players and families.

Thank you for helping make SCBA a success – we appreciate you.

For more information, please contact the Volunteer or Parent Co-ordinator.

### **Additional Notes**

- Note 1: There are no exemptions from performing volunteer duties for any parents, unless you choose to “opt-out” and advise us to keep the volunteer fee.
- Note 2: The “opt-out” exemption does not exempt you from performing “team” duties, such as scorekeeping or performing field maintenance before or after games.
- Note 3: The “opt-out” exemption does not exempt you from performing duties (concession or field maintenance) which may be required if your team is a host team playing in a SCBA tournament.

### **CONCESSION SHIFT INFORMATION:**

A concession shift with SCBA is a 4-hour commitment. Duties may include handling cash, helping with food prep, taking food orders and cleaning up at the end of the shift.

### **Sign Up**

You can sign up for your shift online through the SCBA website or by contacting the Parent Co-ordinator.

### **Please note:**

- If the park is closed due to weather before your scheduled shift, the shift will be cancelled
- Cancelled shifts do not count toward fulfilling your volunteer requirement.
- You will need to sign up for another available shift.

- Please check the home page of the SCBA website for park closure updates or contact the Parent Co-ordinator if you are unsure.

### **Age Requirement**

You must be 14 years or older to be working in the concession, as it is a licensed food establishment.

## **#2. TOURNAMENTS – (May Long Weekend, July Long Weekend) and PROVINCIALS**

During SCBA hosted tournaments and provincials, volunteers are required to help cover 4-hour shifts. These volunteer duties are specific to events hosted by SCBA only.

### **Volunteer Duties**

- Grounds work
- Scorekeeping
- Coach or assistant coach
  - only one (1) Head Coach and up to two (2) Assistant Coaches per team qualify for volunteer exemption
- Executive or Board member

### **IMPORTANT NOTES:**

- The volunteer deposit collected during the spring registration applies only during regular season.
- All-Star teams are required to submit a separate volunteer deposit for duties be completed during the All-Star season.

## **#3. ALL STAR SEASON**

The following volunteer requirements apply during the All-Star season.

- Volunteers may complete the same types of duties as the regular season – Exception: Spring Clean-Up.
- A \$125.00 volunteer deposit is required and must be submitted with the All-Star fees
  - This deposit will be refunded once the volunteer shift has been completed
- Families who prefer not to volunteer, may opt out by submitting a \$100 fee, which will exempt them from completing volunteer duties.