

# Osseo-Maple Grove Athletic Association

## DIBS POLICY

(OMGAA Policy 2023.02)

### **Section 1 - Purpose:**

The purpose of this policy is to establish guidelines and procedures for the Osseo-Maple Grove Athletic Association volunteer program (DIBS) for all OMGAA fast pitch softball, baseball programs and Legion & Jr. Legion programs.

### **Section 2 - Authority:**

The authority to establish this policy is provided by Section 7 - General Duties and Responsibilities of the Board of Directors; Paragraph C of the Osseo-Maple Grove Athletic Association - By Laws.

### **Section 3 – Policy:**

#### **Item 1: General**

- a) OMGAA operates on a volunteer basis and asks each family to provide a minimum number of service hours each season as set and posted annually by the Board of Directors. The OMGAA DIBS program annually organizes and tracks service opportunities through our on-line DIBS Session Database.

#### **Item 2: DIBS Season and Opportunities**

- a) The annual DIBS season will run from September 1<sup>st</sup> through August 31<sup>st</sup>. DIBS Opportunities and Credits will apply to the OMGAA program season ending prior to August 31<sup>st</sup>.
- b) At any time during the DIBS Season, Board Directors may submit DIBS Opportunities to the OMGAA Volunteer Director for posting. When DIBS Opportunities are posted, the Volunteer Director or Social Media Coordinator will send an all-member communication announcing the new opportunities. All requested DIBS Opportunities shall be for a minimum of three hours though the hourly time commitment may vary as needed.
- c) When DIBS Opportunities have been fulfilled, the requesting Director will submit a final list of DIBS servers to be marked “COMPLETE” by the OMGAA Volunteer Director.

#### **Item 3: DIBS Claiming and Buy-out Option**

- a) Families may claim (volunteer for) DIBS Opportunities at any time they are available.
- b) Volunteers must be at least 16 years of age to fill any claimed opportunity.
- c) A DIBS Buy-out Option shall be available for any family that would prefer not to serve through the OMGAA DIBS Program. The Board of Directors shall establish and post the cost of the Buy-out option annually prior to October 1<sup>st</sup>.
- d) At uniform check-out, a deposit equal to the Buy-out Option, per player, will be collected from ALL families. Players will not be eligible to participate until a DIBS payment is submitted to OMGAA.

- e) OMGAA will hold that payment until August 31<sup>st</sup>. Payment will be destroyed upon completion of required DIBS Opportunities and a notice of destruction will be sent to the family's email of record.
- f) After August 31<sup>st</sup>, payment held for families who have not completed the DIBS requirement will be deposited.

#### Item 4: Qualifications of DIBS Opportunities

To qualify as a DIBS Opportunity, the volunteer service must meet one of the following:

- a) Benefit the Association as a whole.
- b) Benefit a specific OMGAA League or Program.
- c) Be approved by a Director for having demonstrated extraordinary service and benefit to a specific team.

#### Item 5: Exemptions from the DIBS Requirements

The following members/families shall be exempt from the DIBS Program requirements:

- a) OMGAA Board members and Program or Administrative Coordinators
- b) Head Coaches and two Assistant Coaches per team
- c) One Team manager per team OR a Third Assistant Coach in the absence of a Team Manager
- d) Team coaches are required to submit DIBS payment to the DIBS Volunteer Director prior to uniform distribution. League directors are responsible for communicating the DIBS payment process to all coaches.
- e) Individual families who have been granted exemption based on need by the OMGAA President.

### **Section 4 – Assignment of Responsibilities:**

#### Item 1: Administration

- a) Coordination and Administration of the OMGAA DIBS program is the responsibility of the OMGAA Volunteer Director.
- b) Only DIBS Volunteer Director shall create, modify, update, delete and archive all DIBS Sessions for each DIBS Season.
- c) League and Program Directors must submit all DIBS Opportunity requests and "Completed" notices to the DIBS Volunteer Director for posting.
- d) Prior to annual program registration, the DIBS Volunteer Director shall provide the Board with a list of families who have previously completed their DIBS requirement for the upcoming season.
- e) Good communication is key between directors and DIBS Volunteer Director, therefore, only the DIBS Volunteer Director will add DIBS opportunities (both public & recruited) to the website.

#### Item 2: DIBS Volunteer Director Responsibilities

DIBS Volunteer Director is responsible for maintaining the DIBS portion of the website; creating, managing and archiving DIBS Sessions and notifying the OMGAA Membership when DIBS Opportunities are posted for claiming.

- a) Prior to the season start, the DIBS Volunteer Director will create the session for the season and all keywords used to search for DIBS.
- b) Input DIBS opportunities on the OMGAA website for all league and program directors.
- c) When recruited DIBS Opportunities and a full roster of fulfillers is received from the League or Program Director, the DIBS Volunteer Director will add them to the website for volunteers to

claim. The Volunteer Director will notify the requesting Director when posted and the Director shall notify the claimants. This should be done no later than 5 days after the event.

- d) When League or Program Directors submit the names of opportunities fulfillers, the Volunteer Director will mark those names and items as “Completed”.

### Item 3: League and Program Directors Responsibilities

League and Program Directors are responsible for identifying and creating DIBS opportunities within their respective League or Program. The OMGAA program uses two types of DIBS opportunities, Public and Recruited.

- a) Public DIBS Opportunities are those which have been posted and made available for all members to claim.
- b) Recruited DIBS Opportunities are those where directors actively seek volunteers prior to or during an event or where members have directly volunteered to perform specific tasks that have not been made public prior to or during an OMGAA event.

Whenever possible, Public DIBS Opportunities are to be submitted to the DIBS Volunteer Director at least 5 days prior to the event date and in no case less than 1 day prior. Recruited DIBS Opportunities are to be delivered as soon as possible after the event and include the names of the fulfiller. For both Public and Recruited DIBS, the director is responsible for delivering the names of all actual fulfillers to the DIBS Volunteer Director.