



## Gurnee Youth Baseball - Volunteer Policy

Effective 08/2007

While the Volunteer Coordinator (VC) will make every attempt to try and contact all parents who want to volunteer during the baseball season, **ultimately the sole responsibility for making contact and scheduling time belongs to each parent volunteer.** If a parent volunteer is not contacted by the VC, and a volunteer fails to contact the VC himself/herself in a timely enough fashion (be it by email, phone, or in person) to allow him/her to be scheduled, the volunteer will forfeit his/her deposit and GYB will cash the check.

**COACHES and TEAM PARENTS** – A list of coaches and team parents will be given to the VC by the league supervisors and/or GYB registrar. All coaches and team parents must successfully complete a background check form. An approved background check form **MUST** be on file to get credit for coaching and/or being a team parent. All approved coaches and team parents will receive their volunteer checks at the end of the season upon return of all GYB equipment entrusted to them.

**CONCESSIONS and OTHER VOLUNTEERS** – Volunteers must give at least forty-eight (48) hours notice if they cannot fulfill their duty. Upon proper notice, the volunteer will be provided with one (1) opportunity to reschedule. If the Volunteer fails to fulfill his/her obligation at this point, the deposit check will be cashed and no further opportunity to volunteer will be afforded.

**Failure to provide a minimum of forty-eight (48) hours notice for canceling or a “no-show” will result in NO rescheduling and GYB cashing the volunteer deposit check.**

In the event of a “rain-out” (for outdoor events/concessions), the affected volunteer is expected to make contact with the VC to confirm the make-up schedule or find an alternative day to complete his/her responsibility. If on that volunteer’s “make-up day,” there is another “rain-out,” GYB will return the volunteer deposit check and no further rescheduling will be required.

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**{A NOTE about BUY-OUTS}**: A buy-out is a ONE-time option available to parents ONLY at the time of the registration process. At that time, parents can choose to “buy-out” instead of volunteering. If the buy-out option is chosen, GYB will immediately cash the buy-out check and the parent will not have an obligation to volunteer. Once the buy-out option is exercised, a parent may rescind his/her decision and elect to volunteer only if done so prior to the opening of the season. The parent must notify both the VC and Registrar of such intent in writing. In such a case, the volunteer buy-out will be refunded and the parent will be expected to provide GYB with a post- dated volunteer check as a security deposit for the volunteer time. If a parent ends up volunteering **after** opening day and fails to notify the VC and Registrar prior to opening day, the buy-out fee will not be refunded.

*Please note: This policy has been put into effect to ensure that all parents who have signed up to volunteer have a clear understanding as to what is expected of them. Parent volunteers operate GYB and the lack of volunteers for various operations can negatively impact the quality and the services that GYB provides.*