

Volunteers Policy

Toronto Ultimate Club

Recognizing that the Toronto Ultimate Club (TUC) is a volunteer-based organization, it is necessary to have a framework in place to attract, retain, reward and recognize those individuals who contribute to the club and the sport of ultimate. This Volunteers Policy sets out that framework and replaces the existing 'Policy on Touring Teams'. The Volunteers Policy will be administered by the Volunteers Coordinator.

This policy is based on the following general principles.

1. A higher level of effort deserves a greater reward.
2. Eligibility is activity-based and therefore not restricted to TUC members.
3. Only unpaid activities (ie. voluntary) are eligible.
4. On a \$/hr basis, the compensation rate is not commensurate with earned wages.

Volunteer Incentive Program

The VIP is based on work effort and is open to anyone who contributes to building TUC or the sport of ultimate. The goal is to recognize all volunteer efforts that contribute to the development of Toronto ultimate, regardless of whether they are delivered by touring players, parents, community coaches or others. Eligible activities and reward levels are outlined in the 'Volunteers Procedures'. The following guidelines apply.

- i. Rewards are based on actual hours of effort, though a flat rate may be applied to the duties of directors and volunteer chairs.
- ii. All rewards are in-kind, not cash.
- iii. Points can be pooled, but must be earned before they are redeemed.
- iv. Non-TUC activities, which help build the sport of ultimate in the GTA, will be rewarded at 50% of the standard rate.

Procedure

The goals of this program are to attract new volunteers, retain existing volunteers, and track total volunteer effort on a more consistent basis. Because the emphasis is on volunteers, the compensation rate is deliberately set quite low and is not intended to be a wage. For 2006, the rate will be 2 points earned for every hour of approved volunteer effort (TUC programs), where points can be redeemed for swag at the rate 1 pt = \$1.00. Swag includes any retail offerings at the TUC Shop and practice time on fields permitted by the club. Points may **not** be redeemed for cash or reductions in TUC fees. For approved volunteer effort on non-TUC programs, points will be earned at 50% of the above rate. The estimated annual cost of the VIP must be specified in the TUC budget.

To simplify administration, this will be a "pay as you go" type of program. There will be no contracts to sign. Points can only be redeemed after they are earned; though pooling is allowed within the given year (eg. volunteers pool their points for TUC shop purposes). Up to 50 points earned may be carried over to the following year and must be used within that year. Points may also be transferred to specific TUC projects, such as the juniors outreach program, effectively increasing their budget allocation. Volunteer hours and activities must be reported to the Volunteers Coordinator (VC) by event organizers immediately following the conclusion of their event, or on a monthly basis by individuals (subject to corroboration). Credit will not be given for unreported or unverifiable

activities. Whenever possible, corroboration should be provided for individual activities (eg. team captain should confirm coaching activities via email to the VC).

Transparency and volunteer recognition are important parts of this program. Accordingly, volunteer point rankings will be posted on the TUC web site and updated weekly. Each month, points will be used to determine a 'volunteer of the month', who will be recognized on the web site and in Layout. At year-end, awards will be presented to the top 3 point earners, including the 'volunteer of the year'. The monthly reporting deadline is the 7th day of the following month – credit and recognition will not be given for hours reported after the deadline.

Points will be earned per hour of volunteer activity. However, the time commitment for some volunteer positions is difficult to determine precisely (eg. Board of Directors), because a significant amount of effort is required outside of formal meetings. Therefore, directors will receive monthly credit for meetings attended, plus up to 5 additional hours for non-meeting work within their portfolio (additional hours must be documented to receive credit). Eligible activities are those for which a person is not paid or otherwise compensated and are listed here. Certain unlisted activities may be eligible, at the VC's discretion. For 2006, it is estimated that 2,500 hours of volunteer effort will be reported.

Eligible Activities

- tournament director, tournament assistant
- clinic leader, clinic instructor
- league convenor
- TUC coach
 - coach-for-a-day
 - juniors league
 - C team coach/captain
 - developmental league coach/captain
- committee duties
 - Board of Directors
 - Subcommittees (eg. League, Spirit, Lands, Juniors, etc.)
- administration – mailings, filing
- event organizer – social events, fundraising, publicity
- communications – content for web site, Pie Plate, Layout
- non-TUC coach
 - high school & university leagues
 - touring
 - national team