

NDPMA Booster Club

Volunteer Rules and Guidelines

Parent volunteers are a critical ingredient to the success of the NOTRE DAME PREPARTORY SCHOOL AND MARIST ACADEMY athletic programs. Parent volunteers are necessary to provide our student athletes with a variety of opportunities. The Booster Club requires every family work at least three Booster Club sanctioned events per season, per athlete. Many families go far above this minimum requirement, and the Booster Club is extremely grateful for their commitment to making the school and our athletic programs a success. Though the tuition contract for the school year specifies an opt-out fee for those families choosing not to work these volunteer hours, **it is the goal of the Booster Club to have 100% of our families work these volunteer hours.** The school, community and students need you. It is impossible to provide the variety of athletic events without parental volunteer support!

These rules apply to all NDPMA athletes, families and teams in any division of the school.

Introduction:

- All parents who have an athlete at NDPMA in any division of the school are required by school contract to volunteer at three athletic or other Booster Club events per child, per season, per sport, or to serve as a Volunteer Coordinator for a team. Parents of more than three athletes per season will have their events capped at nine.
- Because this is a parent commitment, students are not eligible to work. If there are extenuating circumstances, families may contact the Booster Club to see if an exception can be made. If a student does work, he/she must be at least 16 years old. If a student is working in lieu of his/her parents, those hours are counted as Booster Club service only for the family and will not count for NHS or other student service hours.

Volunteer Instructions:

- To volunteer, each season at the mandatory parent meeting, parents will be given instructions on how to link to an on-line calendar database called Signup.com. Parents should enter **all** requested information on the site. Parents can volunteer for any sport during the current sports season. Work for any season must be completed in that season; there is no carry-over between seasons.
- Each sport requires a certain number of volunteers. There are two different categories of jobs: open sign up positions and season-long positions. Season-long positions are held by one volunteer for the whole season. These positions include scorekeeping, announcing, clock management, line judge, chain gang and spotter. Parents who sign up for these positions agree to take the job for the whole season (including post season playoff's and tournaments) and to find a qualified substitute if they must miss a game. Open sign up positions include gate/admissions, security, concession sales, and 50/50 raffle ticket sales. The Volunteer Coordinator for each team can assign jobs if necessary.

Excluded Services:

- The following jobs are **not** eligible to receive Booster Club Service: coaching (paid or volunteer); preparing or purchasing team dinners/lunches/snacks; organizing/hosting team parties or banquets; photographing or videotaping of games; organizing team practice packages, and taking statistics.
- The deadline to sign up for volunteer hours will be two weeks from the date the athlete is placed on a team. Parents who do not sign up by the deadline can receive a charge for \$100 for each event on their next school invoice. Parents who sign up but do not work their assigned shifts due to a non-emergency situation will be billed \$125 if they work another event, providing another event is available.

- Parents may opt out of service and agree to be billed \$100 per shift by choosing that option in SignUp.com, contacting their team Volunteer Coordinator or by sending an e-mail to the Booster Club VPs for either NDP or MA.

Booster Club Volunteer Coordinators:

- Volunteer Coordinators (VCs) are responsible for the management of parent volunteers and concession stand sales (if applicable) for each sport or team. Due to the number of hours served, VCs will be awarded exemption from additional Booster Club service hours as described below depending on the sport.
- Volunteer Coordinators for NDP Football, Basketball, Volleyball, Soccer, Lacrosse, Wrestling, and Ski will be exempt from further NDPMA Booster Club service for all athletes in his/her family for one full calendar year from the season in which they served. There will be one VC for each team (varsity, junior varsity and freshman).
- Volunteer Coordinators for NDP Cheer, Dance, Swim, Cross Country, Hockey, Track, Baseball, Softball, Tennis, Bowling, Equestrian, and Golf will have one VC for each team (varsity, junior varsity and freshman if applicable). This VC is exempt from NDPMA Booster Club service for all athletes in his/her family for that season only.
- Marist Academy will have one VC for each team and this VCs will be exempt from additional NDPMA Booster Club service for all athletes in his/her family for that season.

For more information or to contact a Booster Club representative, please visit the school website and click on the Booster Club tab.

Booster Club Volunteer Hours Exemption Policy

The Booster Club recognizes the following groups for their commitment to the NDPMA community, and will provide exemptions to the individuals listed below who participate in these groups. These individuals volunteer far in excess of any requirements put in place by the school. Any individuals electing not to take their exemption should contact their team Volunteer Coordinator to initiate the work assignment process.

Exemptions:

- Athletic Booster Club Executive Board (President, Vice President NDP, Vice President MA, Secretary, Treasurer, and two At Large Positions)
- Executive Board NDP/MA Parent Club (President, Vice President NDP, Vice President MA, Vice President MA Lower Division, Secretary, Treasurer, Volunteer Coordinator)
- Booster Club Committee Chairs as appointed by the Executive Board, and Volunteer Coordinators as described above.

Special Service:

- **Hardship Exemption-** The Booster Club recognizes that hardship or other circumstances might make it impossible for a family to fulfill their volunteer commitment. In order to claim Hardship status, a family must be able to demonstrate both an inability to work or find a substitute, and an inability to pay the “opt out” fee. The Booster Club will review these situations on a case-by-case basis. In order to apply for a hardship exemption, please download the Special Service Form from the Booster Club section of the school website and provide a written explanation of the hardship along with supporting documentation (if applicable) to the Booster Club before the season begins. The hardship claim will be reviewed by the Booster Club Board and either approved or disapproved. Only approved hardship claims will exempt the family from Booster Club Service. Failure to follow this process may result in the school billing a family for

any un-worked Booster Club service hours. Hardship status may be granted one time on an extraordinary basis for a season as determined by the Booster Club board. It is not necessary for the parent to be present at a Booster Club board meeting for a hardship exemption review. In the case a hardship exemption is disapproved, the person will be allowed the opportunity for a single appeal to the Booster Club board at a regularly scheduled monthly meeting. This review will occur during a non-public portion of the Booster Club meeting so as to respect an individual's personal information.

- Parents who would like to serve their hours in a non-traditional manner are eligible for a special service exemption. This exemption must be applied for by filling out the Special Service form (available on the school website) **before** the season of service.
- Special services must meet certain criteria to be approved. Services or donations must benefit the sport or the athletic department, not individual players (i.e. donation of t-shirts to all the players on a team for them to keep benefits the players, not the sport; donation of uniforms to the school benefits the sport).

Other Service Options:

- Parents may choose to work the Golf Outing in June (parents of seniors not eligible to work the Golf Outing), or the end of season athletic banquets to cover their hours. These events are available for on-line sign up as well, and rules for signing up are the same as all those previously described under "Parent Volunteers."

Contact Information:

- The Executive Board of the NDP/MA Athletic Booster Club is listed on the school website. All names and e-mail addresses are available on line. Parents with questions are encouraged to contact their team's Volunteer Coordinator or the VP for their school division with questions. (Parents from Marist Academy-Lower Division should contact the VP for the middle school.)