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**Concession Stand/Volunteer Policy**

January 1, 2016

1. All **COACHES** and **PLAYERS** that are registered to play or coach softball with the CMYGSA must pay **$100 per family per season** as a Volunteer Deposit under the terms contained in this policy.
2. For families of **PLAYERS**, each family must work **two shifts** in the concession stand for that season under the following provisions:
	1. Players will not be rostered to a team until all fees have been paid, including registration fees, improvement fund fees, and the volunteer deposit.
	2. Anyone can work any shift for the current season, but two entire shifts must be worked and the family must sign in on the “sign in sheet” in the concession stand for each shift.
	3. Shifts will be defined by the Concession Stand Manager for each season and each family must sign up through the website at [www.CMYGSA.org](http://www.CMYGSA.org) on a first-come, first-serve basis by the **deadline** for the season as determined by the CMYGSA and announced via the email newsletter.
	4. Members of the same family cannot work the same shift, unless there is at least a third adult signed up for that shift that is not from the same family.
	5. Only adults that are 18 years of age or older are permitted to work in the concession stand. The only exception would be high school students as described below.
	6. If a family signs up for a shift but doesn’t show (“No Show”), the family will not be able to make it up. A “No Show” is determined by the family not signing in on the sign in sheet for the shift that they are signed up to work.
	7. If a family is scheduled to work a shift for a game, the game is cancelled and the family was notified by the CMYGSA, the family must schedule to work another open shift in order to get credit. If there are no more open shifts available or the family was not notified of the cancellation, then the family will get credit for working that shift.
	8. If the deadline has passed for members to sign up for a shift as described above, then one of the following will apply:
		1. NONPROFITS - any member of a verified or known nonprofit organization can earn money for their organization on their behalf. Organizations will receive $20 per person per shift. When signing up to benefit a nonprofit, put the name of the nonprofit organization in the “Comments” and “on behalf of [name of member]”. Checks are only written out to organizations and not individuals, but the check can either be mailed or given to the individual or organization.
		2. STUDENTS - High school students can work the stand to put in volunteer hours or to benefit a non-profit organization. $20 will be kept by the CMYGSA for any shifts worked by a high school student for volunteer hours. At least one adult that is at least 18 years of age must be present in the stand when a high school student is working it. Only one high school student is permitted to work the stand at any given time.
		3. CMYGSA FAMILIES – can still sign up for shifts to obtain credit toward their deposit but must do so before the season ends. If a family works more shifts than required, each additional shift valued at $20 per shift will be held by the association as a Concession Stand Credit (CSC) towards future registration fees for that family.
		4. CLOSED STAND – if a shift does not have anyone working, then the stand will be closed for that shift and the value for that shift will be kept by the CMYGSA.
	9. If a family chooses not to work the concession stand, then their deposit will be kept by the CMYGSA.
	10. The Concession Stand Manager will be waived from paying the volunteer deposit and any Spring or Fall player registration and improvement fund fees.
	11. At the conclusion of each season, if the family worked the required number of shifts, the volunteer deposit check will be shredded.
	12. When a Tournament Team is hosting a tournament, the families of those players will be required to work the stand for their tournament. This will allow the CMYGSA to pay for at least one away tournament for those families so that they won’t have to pay for the away tournament registration fees. Shifts worked by players for tournaments hosted by our tournament teams do not apply toward the volunteer deposit. The benefit gained by these families is the covered cost of away tournaments. However, if a family that is not on the tournament team signs up to work a shift for the tournament, credit will be given toward their volunteer deposit.
3. For **COACHES**, the CMYGSA will need their assistance to make sure we are following process and taking care of our fields. Each coach has the following responsibilities that will allow them to get their volunteer deposit back. (Other normal coaching duties that are not listed here are still expected from coaches).
	1. HEAD COACH –
		1. Follow the “Procedure for Cancelling/Rescheduling Games”. If the process is not followed by the head coach, then the volunteer deposit (or a portion thereof) will be kept by the CMYGSA.
		2. Updating Field Times on our website for games and practices that are cancelled or not being used to allow other coaches the opportunity to use the field.
		3. Turning in all loaned equipment provided at the beginning of the season to the Equipment Manager at the conclusion of the season. Coaches are not responsible for normal wear and tear, but will be responsible for the replacement cost of any items not turned in or lost.
	2. ASSISTANT COACHES –
		1. Emptying trash cans after each practice and game if the trash is at least half full.
		2. Assisting with field maintenance including but not limited to:
			1. Leveling the field low spots after every practice and game using a rake.
			2. Making sure all trash from the dugouts and bleachers are removed after every practice and game.
			3. Returning all items to their designated place and properly secured. (i.e. items placed back on the wall (not on the floor), rakes locked to the fence, etc.)
	3. The amount of the volunteer deposit that will be kept based on the number of instances where the process was not followed by a coach/team will be determined by the Executive Board on a case-by-case basis. The purpose of this policy is to ensure that everyone is doing their part to make sure things run smoothly.