

**West Potomac Crew Boosters
2011/2012
Volunteer and Fundraiser Points Policy**

1. Overview

The West Potomac Crew Boosters (WPCB, or Boosters) provide the leadership and financial, operational, and administrative support for the team. This group allows the crew to compete by performing all necessary activities related to managing the club, operating the team, raising funds, and organizing the administrative duties that are part of a competitive Varsity level equivalent sport. WPCB has a very strong tradition of family volunteering, and the continuation of the crew team is dependent upon each family fulfilling its obligations of support.

Members of the Boosters contribute the time, hard work, and resources necessary to purchase and maintain equipment, purchase insurance, keep up with boathouse rental and maintenance, and provide minimal honoraria for our coaches. Annual costs to operate the crew team exceed \$100,000. Annual volunteer support by the members is crucial, and a required element of participation in the club. Some of the money needed to operate the crew team comes from Fees; however, the majority is collected from donations and community fundraising projects.

Crew is a family experience, and each family is required to support the Boosters and participate in elements of operating the team. There are ample opportunities through the year to fulfill each family's obligations.

2. Purpose:

This policy outlines the applicability and guidelines for administering the West Potomac Crew Boosters Points program. This policy is defined by the WPCB President, who, through input from the Board and the Points System Coordinator, is responsible for administering the policy.

3. Definitions:

Terms used throughout this document are defined below:

3.1 Roles:

- **"Rower"** refers to both rowers and coxswains;
- **"Family"** refers to the rower and his or her parents/guardians/adult family members and friends who wish to participate in support of the rower;
- **"Parent"** refers to the parents/guardians (or, alternatively, other adult family members) who wish to participate in support of the rower;
- **"Student"** refers to the West Potomac High School student participating in the crew program as a rower or coxswain;
- **"Member"** refers strictly to the rower and his/her parents/guardians.

3.2 Terms:

- **"Donations"** refers to monies received by the club, contributed by any person or organization separate from Fees and Fundraising. Donors may specify an

individual in whose name the donation is made, a particular purpose, or for the general operations of the club

- **"Fees"** refers to monetary dues paid by the member in fulfillment of the Obligation
- **"Fundraising"** for purposes of this Policy refers to monies delivered to the club through the actions of Members, above any required amounts as determined by the Board, for which Points may be awarded
- **"Obligation"** refers to the requirement of each member to meet a combined Fee and Points amount as determined by the Board
- **"Points"** refers to credit earned by the rower, family, parent and/or member through satisfactory performance of specific volunteer tasks or roles, or Donations obtained required to operate the club
- **"VASRA Participation"** refers to the contribution of one's time, energy, and support to fulfill West Potomac High School's obligation to perform activities in support of the VASRA
- **"Volunteer Participation"** refers to the contribution of one's time, energy, and support to perform activities in support of the WPCB

4. Obligation

Each member has an Obligation to meet a financial commitment in order to participate in the club. The Obligation is determined by the WPCB Board of Directors each year. This may be satisfied through payment of Fees alone, or Fees plus accumulation of Points (see table 1). Members must declare their preferred option to fulfill the Obligation by 6 Feb 2012 in order for WPCB to project and plan for volunteer availability shortfalls.

Obligation is PER FAMILY, however FEES are PER STUDENT.

The dollar amount of the Fees required to fulfill the Obligation shall be paid in full at any time, but no later than in three scheduled payments, \$200 due at the **start of winter conditioning** and half of remaining Fees (by option) at the **start of spring training**, and the balance of Fees **before the first regatta**. Rowers joining the program later in the year must immediately pay all dollar amount of the Fees (required by the option selected) due up to the date they join the team. Alternate payment plan options for special cases (e.g. rower who participates in fall and winter sports and is unable to join until after winter conditioning) may be requested and will be evaluated on a case by case basis by the Board of Directors. **Fee payments must be current in order for a rower to practice or compete.**

5. Points System Administration:

The Points System Coordinator (PSC) administers this program and is responsible for addressing any questions regarding this policy statement. The PSC will report to the President of the Board, and will attend Board meetings as necessary.

The West Potomac Crew Boosters offers a variety of activities throughout the year by which families can meet and exceed their volunteer service and fundraising goals. Issues arising from the administration of the Points System will be forwarded to the WPCB Board of Directors for final resolution with the President having final authority.

All students earn Volunteer and Fundraising Points by their participation and the participation of their family. The PSC will maintain a record of all members, their Point goals, and Point earnings in fulfillment of the Obligation. Each family must meet its Point commitment by May 31. All Points records will be reviewed on March 15, and families still needing to earn additional Points will be informed of such shortfall, and, opportunities available to earn them. The PSC will periodically publish the current Points earning status per family in a manner that ensures timely access, enables Member review for accuracy, and pursue actions that may be needed to ensure fulfillment of the Obligation while maintaining appropriate privacy.

6. Earning Points

Points are earned in four ways: Volunteer service, VASRA service, Fundraising service, and Donations. Each of these areas is described in greater detail below, and on the 2012 Volunteer and Fundraising Points Table.

The 2012 Volunteer and Fundraising Points Table is a dynamic document. Activities and fundraisers may be added, cancelled, or modified, as determined by the Board of Directors during the year, and will be reviewed and updated at the end of each year. If an event is deleted or cancelled, any volunteers already signed up will be credited 10 points for the event and given priority for sign-up on new events added later in the year.

6.1 Volunteer Service

Parent volunteers fulfill the board and committee responsibilities as described in this policy and the Handbook. The willing and energetic support of this group makes it possible to accomplish the functions of the West Potomac crew program. The Volunteer and Fundraiser Points table identifies the point credit earned for each position within a Tiered structure.

- Tier 1: Mission critical positions to the program where continuity and skill/experience have high value for continuity within Team operations. These roles are assigned 750 points annually.
- Tier 2: Key Committee Leads, Key Volunteer Positions that have duties that must be performed year round, or through-out the season. These roles are assigned 500 points annually.
- Tier 3: Important roles that need volunteers to sign up every year. Roles in this level might be important at specific points in the year but might not have weekly/monthly tasks to complete. These roles are assigned 300 points annually.
- Tier 4: Roles that we need people to come out when needed, but they do not have coordination responsibilities nor necessarily require specialized knowledge to effectively perform the role as the leader under whom they'll work will provide needed guidance. Roles in this level are assigned 25 points per hour of service performed.

A family can volunteer for these positions by:

- Volunteering to serve in a Board capacity or other Tier 1 positions at the end of season picnic, or through the Nominating Committee's call for volunteers;
- Signing up for volunteer opportunities at General Meetings;
- Responding to email requests for volunteers; or
- Contacting the Committee Chair or Board Member (see website for contact info).

Board members may set minimum age requirements for family member participation in activities under their respective areas of responsibility. Following each event, the coordinator is responsible for providing the PSC with a list of participants and Points earned per participant within 1 week.

6.2 VASRA Volunteer service

This category is unique, because each family **is required** to volunteer for a minimum number of shifts **regardless of whether they require points**, and **no-shows** are fined \$50 by VASRA. However, points are awarded for 1) accomplishing training and 2) serving the shift at a regatta.

WP Crew is required to provide a number of volunteers to assist in the operation of each regatta run by the Virginia Scholastic Rowing Association (VASRA). The number of positions assigned to WPCB is determined by VASRA in proportion to team size; regatta duties are assigned to each team annually by VASRA. VASRA formally assigns positions to each school after they sign up for a regatta and the school must provide VASRA a name for each position.

6.2.1 Positions:

Available positions vary from year to year and cover a wide spectrum of the jobs: such as driving the launches, working in the concession stand, helping out in parking, etc. All are necessary to make a regatta run smoothly.

Each family is required to sign up for either: **two** VASRA positions (one primary and one alternate)

- Once assigned a shift, you are responsible for covering it;
- The primary remains responsible for the shift **until they** coordinate with the VASRA Volunteer coordinator and the alternate to cover it.

6.2.1 Signing up:

- NOTE: This list is separate from 2012 Volunteer and Fundraising Points Table;
- Sign-up sheets are available at the winter membership meeting;
- Do not sign up as an alternate for a regatta you do not plan to attend;
- The VASRA volunteer coordinator will assign unfilled positions, if needed.

6.2.2 Credit:

To receive credit for volunteering and for WPCB to receive credit, a volunteer **must check-in with VASRA regatta officials on-time** the day of the regatta. Following the shift, the volunteer should contact the WPCB volunteer coordinator to have points credited/updated. Failing to check-in on time will result in a no-show and fine.

6.2.3. Fines:

Schools listed by VASRA with positions “not filled” are fined \$50 per position. WPCB must pay these fines on behalf of West Potomac High School. *Fines attributable to a member failing to show up, or failure to check-in with the VASRA regatta volunteer coordinator for an assigned shift will be added to the member’s Points/dues account.*

6.3 Fundraising Participation

Fundraisers are critical to meet the expenses incurred throughout the year to maintain and operate the West Potomac crew program. Without fundraising, Fees alone would have to cover all program expenses – this would create an unacceptable financial burden for most families since the average cost to put a rower on the water is approximately \$2300 annually. To meet these fundraising goals, **full** participation of all families is necessary. Many fundraisers give the students and families opportunities to work together and contribute to the coaches’ team-building goals. The WPCB has retained only the most profitable fundraisers to fulfill its mission.

- The amount of fundraising credit to be earned for each approved fundraiser is listed in the 2012 Volunteer and Fundraiser Points table;
- A family can earn Points for these fundraisers by signing up to participate in the approved activities planned for the year;
- The Board may set minimum age requirements for family member participation in specific fundraising events;
- Following each event, the coordinator is responsible for providing the PSC with a list of participants and Points earned per participant within 1 week.

6.4 Donations

Donations are always welcome, at any level and are generally credited at a rate of one point per one dollar. The only donations that do not qualify for credit at this rate are those donations solicited as part of a WPCB fundraiser with a specific point structure already established (i.e. Tag Day, Erg-a-thon).

Family, friends, or organizations may make Donations in the name of a rower, either through a straight donation to WPCB, through the specific fundraising programs, or through other means acceptable to the Board.

- Donations may be solicited through family, friends, or a parent’s workplace and submitted in the name of the rower.
- Large corporate Donations, grants, or sponsorships are highly desirable. Please contact the VP of W&M if you are able to arrange such Donations. As with other Donations, these Donations may be made in the name of a rower to WPCB.
- Door-to-door, telephone, or shopping center solicitations for donations may be done only with prior written approval of the West Potomac Crew Boosters Board of Directors.
- West Potomac Crew Boosters is a 501(c)(3) charitable organization. Donations may qualify as a tax deductible contribution. In order to protect the organization’s charitable organization status, or reputation, some Donations may require prior approval of the Board.

7. Crediting

Every effort will be made to ensure that an accurate record of commitments and earnings is maintained for every family. This relies on accurate reporting to the PSC.

- Points are earned from June 1st of one year through May 31st of the following year.
- Points are earned on an annual basis and cannot be carried over to the following rowing season (academic year).
- The burden of proof for Points earned falls on the member, not the event coordinator. Participants are responsible for signing-in with the event coordinator at the time of the event in order to be awarded Points.
- For record keeping purposes, proof of contribution needs to be in writing.
- Each volunteer member must seek and sign the WPCB sign-in sheet provided by the event coordinator at each event. For further accountability, the member may ask the event coordinator to sign an acknowledgment of Points earned on location.
- Families whose point goals are **not met** by the deadline date must immediately remit payment for the remaining balance at \$1 per point; end of season awards including varsity letters may be withheld until these balances are cleared with the Club.
- If a student withdraws from the program at any time during the year, their Points earned are:
 - **Not refundable** to the rower
 - **Not transferable** to another rower (other than a sibling)
- Points **are not pro-rated** if the rower participates during only part of the year.

8. Credit Accounting

The PSC will provide each WPCB family a unique ID number that will appear on the master points spreadsheet posted on the WPCB website. This spreadsheet will list the point total option selected by the family, current number of points earned and remaining points to meet their Obligation.

Following each event, the event coordinator is responsible for providing the PSC with a list of participants and Points earned per participant within 1 week. The PSC will update member accounts and post the new spreadsheet to the website within 2 weeks.

It is the member's responsibility to know their point status and verify that the correct number of points has been credited following each event. If a discrepancy is discovered, contact the event coordinator; **the PSC can only change point awards at the direction of the event coordinator.** If the discrepancy cannot be resolved with the event coordinator, the member should contact Board for resolution.

9. Special Circumstances

On rare occasions, a member may be unexpectedly incapable of fulfilling a Volunteer service commitment for which they've signed up. In these instances, the event coordinator will seek a replacement volunteer. Members willing to fill volunteer roles at the last minute will be awarded the standard Points associated with the duty, plus a bonus of 10 Points to recognize their help to the team during a period of need. The event coordinator must notify the PSC and the member of such circumstances in order to ensure

correct accounting. As with other Points earning opportunities, the member is responsible for verifying the appropriate points are allocated to their account.

In the event of a family emergency, serious injury or similar circumstances that either causes the rower to miss a portion of the season and/or puts an arduous strain on a family's ability to meet their Fee and Points obligations, the family may petition the Board for consideration of relief of some of the Obligation.

10. Obligation Table and Timing:

Because funds must be available all year to meet scheduled payments (boat storage, equipment purchases, fees, insurance, etc.), and operational support takes place year-round, scheduled payment dates are necessary.

Full Fees per the selected option may be paid at any time. Rowers must remain current with Fees and pay by the due date to continue program participation and competition. Rowers joining the program later in the year must immediately pay all Fees (based on the option selected) due up to the date they join the team. The annual Fee does not include uniforms or travel to out-of-town competitions.

The amount of Fees depends on the Obligation option selected. Selections must be made by 6 Feb 12 and communicated via email to the PSC.

Table 1: Options to Meet the Obligation

Obligation	Options	Fee Payment Amount and Points Commitment	Payment Amounts and Due Dates	Points Deadline
\$1,500*	1	\$750 +750 Points +2 VASRA Regatta volunteer positions	\$200 due Start of Winter Conditioning \$275 due Start of On-water Practice \$275 due Before First Regatta	May 31
\$1,500*	2	\$1,125 +375 Points +2 VASRA Regatta volunteer positions	\$200 due Start of Winter Conditioning \$462.50 due Start of On-water Practice \$462.50 due Before First Regatta	May 31
\$1,500	3	\$1,500 +0 Points +2 VASRA Regatta volunteer positions	\$200 due Start of Winter Conditioning \$650 due Start of On-water Practice \$650 due Before First Regatta	May 31

* A portion of the Obligation can be met through Points earned.

Note 1: Any unpaid dues or unearned required Points from a previous year must be resolved before Varsity letters or end of year awards will be awarded, or a rower will be allowed to participate the following year.

Note 2: Families who greatly exceed their required Points may receive "credit" by having their obligated VASRA positions reduced the following year.

Note 3: Scholarship recipients are expected to meet the Obligation noted under Option 1: Volunteer Point volunteer point requirements and VASRA jobs requirements; the scholarship covers the Fees portion.