



# EYA Volunteer Credit Policy

Prepared By: Jared Wilson  
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## Document Revision History

Version #	Date	Revised By	Change Description
1.0	12/2/2023	Jared Wilson	First Draft
1.1	1/31/2024	Jared Wilson	Meeting revisions
1.2	2/5/2024	Jared Wilson	Second Draft

# Overview

The following document will outline the minimum expectations Emmaus Youth Association(EYA) has for the volunteer positions in order to qualify for the volunteer credit. These expectations have been discussed and agreed upon by a committee consisting of board members and coaches from EYA Basketball, Softball and Baseball.

The credits earned from these roles will be applied for the next season your child or children participate in.

Example: As first time coach for baseball in the spring 2023 season, no credit will be applied to the spring 2023 season for your child's entry into the program. The next season your child participates in is baseball in the fall 2023 season. Credits earned in the spring 2023 will be applied to the entrance fee at this time.

## Head Coach Expectations

Head coaches must meet requirements defined for the following categories:

- Clearances
- Devoted time
- Survey results

### Clearances

This section highlights the clearances that are required in order to do any work with children on teams in EYA. Passing the clearances is vital so EYA is not liable for any legal issues.

- Criminal Background Check
- Child Abuse Clearance
- Concussion Course Certification
  - 45 minute course
  - Required annually

### Devoted Time

This section highlights the expectations of the head coach to invest in the team. It is understood this is a volunteer position and is secondary to any full time employment. The head coach is responsible for scheduling practices, attending coaches meetings, communicating with the parents, and responsible for maintaining all equipment.

## Practices

It is the responsibility of the head coach to schedule practices at the facilities or fields designated to the team. If the head coach is not able to make a practice, they are responsible for making sure the assistant coaches are able to host practice in their place.

The following are the expectations of how many interactions with the team the head coach is responsible for orchestrating.

There should be at least three interactions per week.

- In the pre-season, these interactions should be scheduled practices.
  - Two practices during the week
  - One practice during the weekend
- After the season schedule is released, three interactions are still expected. These interactions can include games.
  - Practices should still be attempted during the season around the game schedule

It is understood that weather and gym closures could result in the expectations not being met. An effort to meet the expectations must be made and communicated to the team.

Excused exceptions include but are not limited to:

- Illnesses
- Family emergencies
- Weather
- Gym Closures

While occurrences causing the team to not have practice are understood, repetitive missed practices may lead to EYA intervention.

Assistant coaches leading the practice does not count against the head coach as long as the team is meeting.

## Communication

The head coach is responsible for sending communications to the parents about practices and games. It is up to the head coach to establish with the parents how they will be doing the communications. TeamSideline has the ability to send emails or texts to all the parents registered with the team, however, other methods of communication may be used.

These communications should include:

- Practice and game schedule changes
- Policy updates
- EYA updates and events
- End of Season Survey

## Equipment

The head coach is responsible for retrieving, maintaining and returning all equipment provided by EYA. This includes notifying EYA for refills, broken equipment and identifying new equipment that will improve the program.

Equipment provided is defined as but not limited to:

- Field Lime
- Balls
- Tractor issues
  - Gas
  - Repairs
- First aid supplies
- Fields or Gymnasiums
- Any field equipment
  - Rakes
  - Drags
  - Bases

**Failure to report low or broken equipment in a timely manner can result in gameday issues and fines for EYA.**

## Coaches Meetings

The leagues EYA programs compete in may have coaches meetings to go over league schedules policies. The head coach must attend these meetings or find a proxy to attend and take notes. Attending these meetings is vital to representing EYA in the leagues. **Many leagues charge fines for lack of attendance.**

## Survey Results

At the end of the season, a survey will be provided for parents to evaluate the coach's involvement with the team throughout the season. This survey will be used to determine what was done well by the coaches and if there are areas for improvement. It will not be used to increase or decrease the amount of credit provided to the coach.

If a head coach wants to continue being head coach of a team in following seasons, this survey must not contain a large amount of negative results. After the first season with negative survey results, EYA will provide a probationary year to make improvements. At the end of the following season, EYA may ask you to step down as head coach if continued negative results are returned.

EYA maintains the right to withhold the probationary year given extreme negative results from the survey.

## Head Coach Credit

Volunteering to be head coach will earn credit for any signup with EYA for a following season. This credit will start at \$50 and increase by \$10 for each additional season as head coach. As the credit is built up, it can be earned up to 100% for a family.

In the event that a head coach steps down to the assistant coach role in one of the following seasons, the number of seasons coached will not restart and credit will be compiled starting from the base assistant coach credit of \$30.

While the survey will not increase or decrease the amount of credit earned, a probationary season will not gain the incremental \$10 credit unless the survey results show a major improvement in the involvement with the team.

# Assistant Coach Expectations

Assistant coaches must meet the minimum requirements defined for the following categories in order to qualify for the volunteer credit:

- Clearances
- Devoted time
- Survey results

## Clearances

This section highlights the clearances that are required in order to do any work with children on teams in EYA. Passing the clearances is vital so EYA is not liable for any legal issues.

- Criminal Background Check
- Child Abuse Clearance
- Concussion Course Certification
  - 45 minute course
  - Required annually

## Devoted Time

This section highlights the expectations of the assistant coach to invest in the team. It is understood this is a volunteer position and is secondary to any full time employment. The assistant coach is responsible for attending practices and games, and filling in for head coach responsibilities as needed.

## Practices

It is the responsibility of the assistant coach to attend practice and provide help to the head coach. If the head coach is unable to make a practice, an assistant coach is responsible for leading the practice.

The following are the expectations of how many interactions with the team the assistant coach is responsible for help.

There should be at least three interactions per week.

- In the pre-season, these interactions should be scheduled practices.
  - Two practices during the week
  - One practice during the weekend
- After the season schedule is released, three interactions are still expected. These interactions can include games.
  - Practices should still be attempted during the season around the game schedule

It is understood that weather and gym closures could result in the expectations not being met. An effort to meet the expectations must be made and communicated to the team.

## Communication

The head coach is responsible for determining the method for communications to the parents about practices and games. While it is understood that the head coach is responsible for all communications to the team, the assistant coaches have the same access to communication in TeamSideline, and can send updates in the absence of the head coach.

## Equipment

The assistant coach is responsible for maintaining the equipment and facilities with the head coach. This includes notifying the head coach of the need for refills, broken equipment and identifying new equipment that will improve the program.

Equipment provided is defined as but not limited to:

- Field Lime
- Balls
- Tractor issues
  - Gas
  - Repairs
- First aid supplies
- Fields or Gymnasiums
- Any field equipment
  - Rakes
  - Drags
  - Bases

**Failure to report low or broken equipment in a timely manner can result in gameday issues and fines for EYA.**

## Coaches Meetings

The leagues EYA programs compete in may have coaches meetings to go over leagues and policies. The head coach must attend these meetings. In the absence of the head coach the assistant coach may be asked to attend the meeting as a proxy and take notes. Attending these meetings is vital to representing EYA in the leagues. **Many leagues charge fines for lack of attendance.**

## Survey Results

At the end of the season, a survey will be provided for parents to evaluate the coach's involvement with the team throughout the season. This survey will be used to determine what was done well by the coaches and if there are areas for improvement. It will not be used to increase or decrease the amount of credit provided to the coach.

If an assistant coach wants to continue being assistant or head coach of a team in following seasons, this survey must not contain a large amount of negative results. After the first season with negative survey results, EYA will provide a probationary year to make improvements. At the end of the following season, EYA may ask you to no longer coach if continued negative results are returned.

EYA maintains the right to withhold the probationary year given extreme negative results from the survey.

## Assistant Coach Credit

Volunteering to be assistant coach will earn credit for any signup with EYA for a following season. This credit will start at \$30 and increase by \$10 for each additional season as assistant coach. As the credit is built up, it can be earned up to 100% for a family.

In the event that an assistant coach steps up to the head coach role in one of the following seasons, the number of seasons coached will not restart and credit will be compiled starting from the base head coach credit of \$50.

While the survey will not increase or decrease the amount of credit earned, a probationary season will not gain the incremental \$10 credit unless the survey results show a major improvement in the involvement with the team.



## Event Volunteers

The following outlines the minimum expectations for volunteer credit that will be awarded when assisting with EYA fundraising events. Opportunities to qualify for the event volunteers credit are provided during but not limited to:

- Annual Wiffle ball tournament
- Cornhole tournaments
- EYA Picnics
- Snack stands

The credit to be awarded is \$5 per hour at an assigned shift of an event. More than one shift may be completed at an event as long as they are not overlapping times. Shifts should be signed up for via the designated signup method used for the event to ensure credit is given correctly. Sign in may be required at the event to verify the shift was completed.

In the event of a lack of volunteers at an event and multiple roles are performed by the volunteer in their shift, the case will be reviewed by the EYA board to determine the amount of volunteer credit earned by the effort.

## Team Parents

Team parents are identified as family members who assist the team with tasks during the season.

The following tasks are available for any family member to assist with during the season that do not require a background on file:

- Field maintenance
- Field game preparations
- Score book
- Scoreboard operator

**A background check is required to be on file with EYA for any adult to work with the children on the team. Anyone working with the children without a background check leaves EYA liable.**

The credit to be awarded for assisting the team will be determined by the committee at a later time.

## Endorsements

This policy to earn credit, as well as the amount of such credit, for coaches, assistant coaches and volunteers is effective 2/6/24. The organization reserves the right to change the policy, including the amount of credit earned, at any time based upon the then needs of the organization. If the policy changes all credit earned prior to the effective date of a change will be honored.

Volunteer coaches who have been involved with EYA in past seasons will have up to five seasons applied to their credit awarded towards the next season following the effective date.