

2011 CPLL Volunteer Coordinators/Managers:

- 1) The Parents Auxiliary Officer organizes a schedule for the year based on the number of available volunteers and the number of concession stand days. Volunteer opportunities will be communicated in blocks to each team Manager or their designated volunteer coordinator. The team Manager or the volunteer coordinator is then responsible to fill the block of assigned volunteer times until all of their team parents have been confirmed scheduled or completed their Volunteer commitment. Note that some parents may complete their obligation through another coordinator if they have multiple children in the league. The Parents Auxiliary Officer keeps track of each family's obligation status.
- 2) Volunteer opportunities are primarily available in the CPLL Concession stand. Time slots will be provided directly to each team Volunteer coordinator as the season progresses to ensure that ample staffing is available throughout the season and equal opportunity is given. Time slots should only be communicated to parent volunteers **after** they have been confirmed by the Parent Auxiliary Officer. No other league official can provide volunteer time slots or consider parents volunteer commitment completed. Parents should not show up for volunteer duty if they have not had a time slot confirmed and their name does not appear on the schedule posted in the concession stand.
- 3) When communicating a timeslot request, include the team name and division in the subject header as numerous requests arrive and some families have multiple players on different teams. This will ensure a family is only scheduled once.
- 4) Please make sure to inform all volunteers of the Volunteer Sign-in book. It's a Blue notebook located in the concession stand adjacent to the refrigerator. It's important that all volunteers sign-in on the appropriate page. On the front side cover you will find my cell number. On the back side cover you will find a list of all CPLL Board member phone numbers.
- 5) Please be sure to remind your volunteers the day before they are scheduled to work their volunteer time. It's important that everyone remembers to meet their scheduled volunteer commitment. During the month of April there are only 2 people assigned to concession during the week. April is usually slow because of the weather. If one of the two volunteers doesn't show it makes it very difficult to handle the stand. .
- 6) A board member will always open and close the stand and will be able to answer volunteer questions.
- 7) If a commitment date cannot be met, a family can arrange for a substitute provided the name of the substitute is communicated to the Parent Auxiliary

Officer in advance, and meets the age limit for service fulfillment. If a family is a no-show for a scheduled volunteer time slot, they will have to wait until all other families have an opportunity to reschedule a date. If no dates remain at the end of the season, this would result in bond forfeiture. It is unfair to others to provide a second date before others have had an opportunity to schedule their first.

- 8) Where a Volunteer time slot remains unfilled within a week, this timeslot will be made available to all on a first come first served basis. I will then advertise the opening(s) to all of you. Please route these e-mails quickly to your families so we can fill positions. Please do not cc me on your e-mails to your families. Please gather the information and then e-mail me and include your division and team name in the subject. Note: a parent may be granted this timeslot as a reschedule if no other parent volunteer can be assigned the vacant timeslot.

Thank you for your Volunteer commitment to CPLL.