



## Airdrie Angels Fastpitch Association

Volunteer Bond Policy – December 12, 2025

### Purpose

The Airdrie Angels Fastpitch Association is run exclusively by volunteers. As our association continues to grow, we rely on the support of our members to provide a successful, safe, and enjoyable softball program. This Volunteer Bond Policy ensures all families contribute to the operation of both their team and the association throughout the season. The purpose is to encourage active participation from all families—such as volunteering at games, assisting with events, or helping with team administration—to ensure operations run smoothly, keep registration costs attainable, and foster a strong community spirit. By volunteering, families help create memorable experiences for players and build lasting friendships within our softball community.

### Policy

The volunteer bond serves as a commitment by each family to provide service or money towards the operation and continued success of the Airdrie Angels Fastpitch Association. This applies to all families in age groups U9 and above.

Each family is required to complete a minimum of **15 Volunteer Points per player, 25 points for families with 2 or more registered players**

- **Bond Value:** \$300.00 per player.
- **Requirement:** Each family must earn a minimum of **15 Volunteer Points** per athlete by **July 31** (or season end).
- **Family Cap:** Families with 2+ players are capped at a maximum bond of \$450.00 and points requirement of **25 Volunteer Points**
- **Method of Collection:** Members must select the 'Volunteer Bond' box at registration, to confirm their awareness. If they do not meet their requirements by the end of the season, their credit card will be charged.
- **Forfeiture:** Failure to meet the point requirement will result in the cashing of the \$300 bond. *Points cannot be carried over to the following season.*
- Families may choose to "buy out" their bond at registration by paying the \$300 per player upfront. Families who pay the fee may still volunteer if desired; however, the fee is non-refundable unless the required volunteer points are completed.
- Applications for exemption due to medical or compassionate grounds must be submitted in writing to the Board for confidential review.



- A Volunteer Coordinator or Team Manager for each team will track team volunteer points and relay to the Manager liaison regularly. The Association earned points will be tracked by AAFA.
- Families must seek out approved opportunities to fulfill their point obligations; opportunities will be available as sign-up genius for all association events posted on our website and/or social media
- Players can fulfill volunteer requirements by participating in clinics, becoming junior coaches, or umpiring

The success of our organization and our teams rely on the support and engagement of parents and players, we thank you for your participation.

The following roles meet the entire volunteer bond requirement:

- **Board Members**
- **Head Coaches**
- **Team Managers**
- **Volunteer Coordinator**

Families filling any of the above positions will not be required to complete additional volunteer points.

## Tracking Points

### Administration & Tracking

The Volunteer Coordinator, A dedicated Board or Committee position responsible for:

- Creating the "Master List" of volunteer needs.
- Managing the database/tracking software.
- Authorizing the members who should be charged at season's end.

### Tracking Procedure

- **Team Level:** The **Team Manager** is responsible for validating team-level duties (Scorekeeping, Field Prep, Jersey Manager). They will submit a monthly or end-of-season log to the Volunteer Coordinator.
- **Association Level:** For tournaments, fundraisers, clinics and evaluations, a Sign-up genius will be provided. The Volunteer Coordinator will input these into the master database.
- **Transparency:** A mid-season status update will be emailed to families in mid-June to remind them if they are short on points.



Below are the AAFA Board approved positions and their points value. Positions or events not listed at the team level must be approved by the Volunteer Bond Coordinator before they will count toward your bond earnings. Approval is at the coordinator's discretion.

## **Association level**

### **Board member (15 points per season)**

- President
- Vice President
- Coach director
- Player director
- Treasurer
- Secretary
- Registrar
- Apparel director
- Equipment director
- Tournament director
- Member at Large

*Each board position is a 2-year term, consider attending the AGM each season to get involved!*

### **Evaluation Support (2 points per session)**

Evaluations are a critical process for our association. We require an immense amount of member involvement. Every family in the association is encouraged to contribute during evaluations.

- Assist with drills
- Check-in players for evaluation sessions
- Evaluators (must be approved by AAFA Board)

### **Clinic volunteers (2 points per shift)**

A sign-up genius will be posted prior to the start of all clinics when volunteers are necessary (Skills and catching clinics)

### **Special Event volunteer (2 points per shift)**

Examples of special events include:

- Photo night
- Tournaments
- Try Softball day

Events, shifts, and role descriptions will be advertised to members when available.



### **Equipment and Jersey distribution helper (2 points per shift)**

Assist with pre-season equipment and jersey distribution

### **Junior Coach (5 points) – Season long commitment**

We encourage players from age groups U13 and up to become mentors to younger players.

Players can fulfill their annual family volunteer requirements by junior coaching clinics, becoming team junior coaches, or umpiring younger age group home games.

### **Field and Equipment preparation (5 Points per shift)**

Pre-season or post-season association clean up. (*field prep, storage room, etc.*)

## **Team level**

### **Head coach (15 points)**

Each team is required to have 1 Head Coach or co-coach. Must complete a Police Clearance w/ vulnerability sector. Responsibilities include:

- Learns & teaches the game of softball
- No previous experience is required, but a dedication to helping the players grow is necessary
- Sets line-ups and assures all kids get fair and equal play in the games where appropriate
- Runs and coordinates all games and practices
- Gives direction to assistant coaches
- Assists with the management of the team as needed
- Provides an end of season report on player development

*Head coaches with more than 1 player in the association will be considered as having fulfilled all point requirements. However, support of non-coached teams is greatly appreciated and strongly encouraged.*

### **Assistant Coach (10 points)**

Must complete a Police Clearance w/ vulnerability sector. Responsibilities include:

- Helps teach the game of softball
- Helps run all games and practices, as directed by head coach
- Fills in for Head Coach when necessary
- Assists with the management of the team



### **Team Manager (15 points)**

Must complete a Police Clearance w/ vulnerability sector. Responsibilities include but not limited too:

- Liaise between coaches and parents
- Manages team on RAMP scheduling (provided by league)
- Manages team practice/game schedule and availability (in RAMP)
- Responsible to assign parent (volunteer) roles within team
- Interacts closely with coaches to ensure smooth running of team
- Helps with communications to the team
- Interacts with AAFA board & Calgary Minor Softball league officials as needed
- Interacts with opponent teams to help with any rescheduling of games
- Books additional field availability with AAFA board
- Ensures (with coaches) that the score of games are submitted to CMSA category chair
- Team fundraising coordination

Managing a team can be a large responsibility, delegating a season long responsibility (Tournament, Fundraiser, Scheduler etc.) to other volunteers is encouraged. Unless otherwise posted 5 points will be awarded at the discretion of the AAFA Volunteer bond coordinator and must be notified at the start of the season.

### **Team Treasurer (10 points)**

- Manages all finances for the team
- Collect Cash calls for any additional team expenses (e.g. team socks, tournaments, social events)

### **Umpire – 5 points per game**

Unfortunately, there are not enough paid umpires available to cover all games across Calgary Minor Softball. As a result, each team is required to supply their own umpire for many divisions.

- Learns the rules of the game (no experience required)
- Umpire home games as required
- Must wear proper footwear during game
- **Preseason clinics will be made available to parent volunteers**

*This has traditionally been the toughest positions to fill and ask you do your best as a parent group to find a solution that works for everyone. Older players from 2 divisions higher are able umpire to complete their own bond credits. Your team manager will have access to players that are interested and/or qualified.*



### **Umpire Advocate (2 points per game)**

Helps provide support for junior (or inexperienced) umpires at games. They do not make calls, but an umpire may come to them for support with rules and to ensure coaches/parents have proper conduct.

### **Scorekeeper (2 points per game)**

- Write out lineups (from coach) for the game
- Exchanges lineups with opposing scorekeeper/coach
- Must watch game closely to follow what is happening
- Recommended to sit near backstop
- Respond to any umpire questions on runs scored or # of outs

### **Field prep & take down (2 points per game)**

- Required for home games and all practices
- Arrives early before game/practice to setup field
- Setup includes: Raking field, setting up bases, (chalking lines if possible!)
- Returns all field equipment back into bin
- Ensure equipment bin and porta potty is locked after game/practice

### **Game/Practice Helper (2 points per game or practise)**

Sometimes coaches are shorthanded or need additional help during games or practice. Some responsibilities might include:

- bench parent: keep the girls organized and focused on the bench
- help during practices
- fill in as a base coach

### **Volunteer and Conduct Expectations**

- Volunteer in good faith; carry out assigned responsibilities in a timely and respectful manner
- Abide by all AAFA policies, including codes of conduct for parents, players and coaches.
- Recognize that volunteering is a donation of your time

**AAFA reserves the right to review, amend, or update the Volunteer Bond Policy at any time with notice to all members. Any major changes will be communicated via email and posted on the AAFA website.**