



**Edmonton Ultimate Players Association**

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# Volunteer Incentive Program

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## Background

The Edmonton Ultimate Players Association (EUPA) was incorporated in 2001 as a not-for-profit association founded on a handful of basic principles. As filed in the *EUPA's Articles of Incorporation* its objectives are as follows:

- Promote the sport of Ultimate and its spirit of good sportsmanship in Edmonton and surrounding areas
- Promote physical and mental well-being through exercise
- Provide a social atmosphere for all who play the sport of ultimate
- Provide an atmosphere that fosters learning – teaching beginners who want to play the sport of ultimate and assisting players who want to improve
- Organize pick-up sessions open to everyone who would like to play the sport of ultimate
- Organize leagues for members to play the sport of ultimate
- Promote the sport of ultimate in Edmonton at a national level by supporting teams which participate in competitions and tournaments
- Represent the concerns of persons who play the sport of ultimate in Edmonton and its surrounding areas through participation in governing bodies such as Ultimate Canada.

In conjunction with [EUPA's strategic plan](#), the objectives listed above direct all of the EUPA's conduct and policy making.

## Purpose

EUPA is an organization run on volunteers. Throughout the year, EUPA calls on volunteers to support tournaments and clinics. As well, volunteer coaches are required for juniors programs and the Community Coaching Program. Incentives are an opportunity to recognize the significant contribution of volunteers to EUPA events and a method to build and grow an active and engaged community of volunteers.

The Volunteer Incentive Program (VIP) serves to attract new volunteers, retain existing volunteers and aid touring teams in subsidizing season costs. The emphasis is on volunteering and as such the compensation rate is set low and, aside from club teams, compensation is in kind.

This program supports EUPA's strategic plan by contributing to all four pillars in the following ways:

1. Community  
By encouraging EUPA members and non-members to be engaged, beyond lacing up their cleats and throwing a disc, we will build more community connections and promote a culture of ownership by having volunteers run successful events.
2. Growth  
Volunteers will help EUPA to provide a variety of events for the community that will promote growth in numbers, opportunities and learning.

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3. Capacity and Resources  
Provide opportunities for EUPA members to build their individual capacities through volunteer experiences. Assist club teams in reducing the high cost of travel and play as representatives of EUPA.
4. Youth  
Encourage qualified members to take on coaching roles for junior programs.

## Eligibility

### Club Team Eligibility

To qualify as a club team, the team must meet the following criteria.

1. Collect a minimum of 300 VIP points by Sept. 30.
2. Submit an application for club team status.
3. 80% of players on the team's roster must be Edmonton area residents. Roster to be submitted within 1 month of application submission date.
4. Each Edmonton area player must hold a valid EUPA membership and be in good standing.
5. Vie to compete in at least one of the following major tournaments in any division:
  - a) The Canadian Ultimate Championships
  - b) USAU Northwest Regionals
  - c) USAU Club Nationals
  - d) Canadian University Ultimate Championships
  - e) Canadian 4-on-4 Ultimate Championships (C4UC)
  - f) any other WFDF sanctioned events

Club team members are also expected to promote opportunities for touring ultimate at EUPA leagues, be good models of spirit of the game, and promote EUPA tournaments and events at the events they attend throughout the season.

Club team eligibility will be awarded or revoked at the discretion of the Tournaments and Events Committee with EUPA Board of Directors approval.

Eligible club teams have the opportunity to receive funds from the VIP. As well, advance volunteer sign up will be open to eligible club teams for select EUPA events. Volunteers recruited by a club team must meet the Individual eligibility requirements.

### Individual Eligibility

To qualify for participation in the VIP, individuals must:

1. Be a member of EUPA in good standing or be associated with a EUPA member (i.e. parent, partner, friend)
2. Be qualified for specific volunteer roles as determined by EUPA (coach, bartender, Tournament Director, etc.)

## Volunteer Opportunities

EUPA attempts to keep consistency from year to year for each event, however, dates are subject to change due to facility availability and other organizational considerations.

Links to volunteer sign-up documents will be added to the website as they become available to all members, approved VIP club teams will be notified in advance through email.

| <b>Fundraising Opportunity</b>                  | <b>Date</b><br><small>All dates are subject to change</small> | <b>Roles</b>   | <b>Estimated number of points available</b> |
|---|---|--|---|
| Frostbite Open                                  | Jan. 11, 2020   | Set up & clean-up<br>Disc Central<br>Tournament Director                                   | 80  |
| Corporate Challenge / Ultimate Refresher Clinic | May 9, 2020   | Clinic Director<br>Coaches   | 66  |
| Corporate Challenge                             | September 2020<br>(typically last Saturday in May)            | Set up & clean-up<br>Field Coordinators<br>Disc Central<br>Tournament Director             | 562   |
| Art Hawkins                                     | June 7, 2020  | Tournament Director<br>Set up & Clean-up<br>Disc Central                                   | 61  |
| Spring Youth Championships                      | June 7, 2020<br>(First Saturday of June)                      | 1 day team tournament Set up & clean-up<br>Disc Central<br>Tournament Director<br>Coaches  | 672   |
| Youth Spring League                             | May/June 2020   | Weekly Coaches   | 552   |
| Cups Tournament                                 | June 27, 2020 /<br>Sept. 5, 2020                              | Set up & clean-up<br>Sober Supervisor<br>Bartending<br>Registration<br>Tournament Director | 80  |

| <b>Fundraising Opportunity</b>  | <b>Date</b><br>All dates are subject to change | <b>Roles</b>  | <b>Estimated number of points available</b> |
|---------------------------------|--|---|---|
| Spirit of Summer                | June 27, 2020                                  | 1 day hat tournament with Saturday night dinner and party<br>Tournament Director  | 469   |
| Summer League Wind-up           | Aug. 22, 2020                                  | Tournament Director<br>Set up & clean-up  | 85  |
| Pre Fall Brawl (PFB) Tournament | Sept. 5 -6, 2020                               | 2 day team tournament with Saturday night dinner and party<br>Tournament Director | 502   |
| Spirit of the North             | Oct. 10, 2020                                  | Set up & clean-up<br>Disc Central<br>Tournament Director                          | 744   |
| Carbon Clause                   | Dec. 12, 2020                                  | Tournament Director<br>Set up & clean-up  | 80  |
| Fallout Coaches                 | 2020 Summer Season                             | Coaches   | 400   |
| Indoor Juniors League           | 2020 - 2021 Indoor Season                      | Coaches   | 120   |
| Board Member                    | Yearly   | Participate in meetings and complete assigned tasks                               | 500   |
| Committee Member                | Yearly   | Participate in meetings and complete assigned tasks                               | 625   |

## Role Requirements

### **Coaches**

All coaches must apply and be approved by the associated committee.  
Fallout, juniors, youth leagues - Youth Committee

### **Sober Supervisors**

At least 18 years of age and First Aid certified. Sober at all times. Comfortable with leadership and managing emergency situations in accordance with the Emergency Action Plan. Depending on venue/event, may require Pro-Serve. Ensure facility rules are being followed and no one is being over-served. Further details available on sign-up spreadsheet.

### **Bartenders**

At least 18 years of age and prefer First Aid certified. Sober at all times. Depending on venue/event, may require Pro-Serve. Ensure facility rules are being followed and no one is being over-served. Further details available on sign-up spreadsheet.

### **Tournament Director**

First Aid training. Oversee the general operations of the tournament leading up to and at the event including coordinating with EUPA administrator, Tournaments & Events Committee and volunteers.

All tournament directors must be approved by the Tournaments & Event committee.

### **Clinic Director**

Experience teaching ultimate. Develop and execute a clinic plan to include drills/scrimmages.

### **Clinic Support**

Experienced with ultimate, comfortable with rules. Help execute the clinic plan per Clinic Director's direction.

### **All Other Roles**

No ultimate experience necessary. Expected to follow directions provided by an organizing member.

## Points System

Volunteers will earn points for their volunteer time in accordance with the table below. Point value is subject to change and points are awarded at the discretion of EUPA. For details refer to each event's volunteer sign-up form.

|   |  |
|---|--|
| <b>Tier 1 (10 pts per hour)</b>   |  |
| Clinic Director   | Hourly   |
| <b>Tier 2 ( 6 pts per hour)</b>   |  |
| Bartending<br>Sober Supervisor<br>Clinic Support  | Hourly<br>Hourly<br>Hourly   |
| <b>Tier 3 (3 pts per hour)</b>  |  |
| Disc Central<br>Set-up / Clean-up at events<br>Score Keeping  | Hourly<br>Hourly<br>Hourly   |
| <b>Flat Rate (specific to each role)</b>  |  |
| Board Member<br>Committee Member<br>Youth Tournament Coach (day of only)<br>Coaching<br>Tournament Director | 50 points per year as board member<br>25 points per year as committee member<br>1 day = 15pt; 2 day tourney = 25 pts<br>Specific to each coaching opportunity<br>Specific to each tournament |

## Procedures

### Sign Up

#### Club Teams

Club teams may apply to receive funds through the Volunteer Incentive Program at any point. Each team must complete the Club Team Volunteer Incentive Program Application found online on the EUPA website under About Us > Funding Opportunities. After approval, the team will be eligible to earn VIP points through April 30, 2021. Eligible club teams will also have the opportunity for advanced sign up for select EUPA events. Teams are required to have their volunteers sign up through the individuals sign-up process outlined below. Volunteer sign-up will be locked 1 week prior to the event.

## Individuals

Eligible individuals can sign up or apply for specific roles as they become available for each event. Sign up will take place through a google form and google sheet. Callouts for volunteers will be announced through the newsletter, social media and eupa.ca. Links and more information about volunteer opportunities can be found on the EUPA website under the Community tab. Volunteer sign-up will be locked 1 week prior to the event.

## Submission of Points

Individuals are responsible for submitting their points within two (2) weeks of the event. Point submission takes place through a google form, which can be found on eupa.ca under the Community tab. At the time of submission, the individual must indicate if the points are to be applied to an eligible club team or for personal use. EUPA will track points for individuals and club teams. If submitted to a club team, no further action required.

Club teams will be allowed to designate a representative who will be able to submit points on behalf of individuals after receipt of written approval (e-mail or paper) from that individual. Club teams will receive access to view points submitted to their team.

## Redemption of Points for Self

VIP points are redeemed through a google form, which can be found on eupa.ca under the Community tab. Individuals may redeem points for registration discounts on an ongoing basis; a discount code will be emailed in the last week of the month the redemption was submitted. Registration discounts codes are restricted to one code per sign-up for a EUPA leagues or tournament; discount codes are not valid with EUPA Partner leagues and tournaments. Points are non-transferable. EUPA swag items selected by redeeming VIP points will be available for pickup at the AGM or summer league captains meeting, unless otherwise arranged. Deadline for EUPA swag selections will be 2 weeks prior to AGM or captain's meeting as announced in the EUPA newsletter.

Points remain with the EUPA member until redeemed, VIP points will carry over year to year. EUPA reserves the right on a case by case scenario to request VIP points to be redeemed by a certain date or to set an expiry date to points at any time. Club team payouts will happen on April 30th & September 30th. Club teams receive the equivalent of \$1.00 per point.

Sample point values for EUPA swag can be found [here](#) and below \*\* Subject to change\*\*

|                          |          |
|--------------------------|----------|
| \$50 off Registration    | 50 pts   |
| \$25 off Registration    | 25 pts   |
| EUPA Reversible          | 25 pts   |
| EUPA Disc                | 10 pts   |
| Lifetime EUPA Membership | 1000 pts |

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## Blue Sky Provision

EUPA reserves the right to recognize additional contributions to events not listed here with additional support to Club Teams, subject to Board approval. This agreement is under continuous review and as such, point value is subject to change.

## Audit and Final Approval

All requirements are subject to audit and final approval by the EUPA. Support and eligibility with respect to the above cooperative agreement program can be denied subject to satisfactory compliance with the policy's provisions as determined by the EUPA Board of Directors. The agreement is also subject to budgetary restrictions and resource availability.

## Future Provisions

EUPA Staff and Board of Directors will review this agreement annually, revisions will be posted no later than April 1<sup>st</sup> of each year. Club Teams and individual volunteers taking part in the previous year's program may be contacted to provide their feedback.