

## **ORRA Volunteer Policy**

The Board of Directors (BoD) of Oak Ridge Rowing Association (ORRA), through the efforts of the Volunteer Committee, approves the following Volunteer Policy, updated and effective as of August 1, 2022. This policy describes the rules and general processes that govern volunteer hour contributions by persons to ORRA.

The ORRA BoD will review the terms and conditions associated with this policy on a regular basis, making and publishing updates as necessary.

ORRA offers multiple Membership categories. Discounted memberships include an obligation by the Member to complete volunteer service hours that support the operation of the organization. Membership categories that include volunteer hours are summarized in Table 1.

	<b>Membership Type &amp; Additions</b>	<b>Volunteer Hours Required</b>
<b>1</b>	<b>Individual Adult Membership (40 HR)</b>	<b>40</b>
<b>1A</b>	<b>Add Adult to Individual (2+ Active Rowers)</b>	<b>40</b>
<b>1B</b>	<b>Add Novice/Junior Rower</b>	<b>16</b>
<b>2</b>	<b>Parent (non-active) and 1st Junior Rower</b>	<b>40</b>
<b>2A</b>	<b>Add Novice/Junior Rower</b>	<b>16</b>
<b>3</b>	<b>First Season Novice/Junior (non-Member)</b>	<b>8</b>
<b>4</b>	<b>Non-Local, each individual</b>	<b>None</b>
<b>5</b>	<b>Non Row, each individual</b>	<b>None</b>
<b>6</b>	<b>Individual Adult Membership (0 HR)</b>	<b>None</b>
<b>6A</b>	<b>Add Adult Member to Individual (0 HR)</b>	<b>None</b>
<b>6B</b>	<b>Add Novice/Junior Rower</b>	<b>16</b>
<b>7</b>	<b>College Member (annual)</b>	<b>None</b>
<b>8</b>	<b>Lifetime Member</b>	<b>None</b>

Table 1. Membership Types and Volunteer Contributions Effective August 1, 2022

The following policies and procedures are noted:

1. The period of performance for the volunteer commitment coincides with the ORRA fiscal year and the annual Membership period, which runs from August 1 through July 31 each year.
2. ORRA Members in Categories 1, 2, 3, and 6B accept an obligation to complete volunteer hours in the service of the organization. It is the responsibility of the Members in Categories 1, 2, 3, and 6B to ensure that they manage the completion of their volunteer obligation. ORRA uses SignUpGenius.com to identify and publish volunteer opportunities, manage sign-ups, and generate aggregate reports.
3. ORRA Members in all other Categories may contribute service hours, but without obligation.
4. Families with members in membership categories 1, 2, 3, and 6B will generate an aggregate (combined) volunteer commitment. To track the accumulation of the aggregate volunteer hours, ORRA assigns each Family a Membership number. That Membership number should be used consistently by all Family Members on SignUpGenius to ensure accurate capture of their service hours. Only the aggregate contribution of a Family is considered.
5. It is the responsibility of the Members in Categories 1, 2, 3, and 6B to sign in and out with a volunteer coordinator for each specific task or shift, to ensure that the service hours are captured.
6. The following activities will be counted for credit hours against a members' commitment;
  - a. Sprint and Head-race course installation, maintenance, repairs, and removal. (a.k.a River Rats);
  - b. Regatta execution, including venue preparation, working with regatta race directors, referees, teams, vendors, and service providers. (aka Regattas);
  - c. USRowing-certified referees that perform referee duties for home regattas including Dogwood Juniors and Dogwood Masters;
  - d. ORRA-sanctioned Workdays;
  - e. Junior Parents working in the Atomic Boosters tent during home regattas including Dogwood Juniors. These hours are capped at 8 hours per season (not per year);
  - f. Other special occasions which may be determined and approved by the ORRA Board of Directors as club needs warrant.
7. Members may request a summary or detailed report of their accrued volunteer hours, and remedy any discrepancies by e-mail at: [regattadirector@orra.org](mailto:regattadirector@orra.org).

8. Credit hours can be accumulated through participation of others on a member's behalf, with proper identification by the donating individual, through SignUpGenius.com (in-advance) or at volunteer tent login on the day of an event.
9. ORRA may solicit volunteer contributions from persons not associated directly with the organization, including visiting teams, parents, spectators, citizens, and other church, school, or similar organizations. The SignUp Genius link will be distributed via email, RegattaCentral and other methods. These hours will be tracked against the aggregate volunteer commitment necessary to execute a particular activity, but not be attributed to any Membership category.
10. As compensation and as a token of appreciation for the hard work and dedication of some of our members/families, a \$250 Premier Credit will be awarded to those categorized as PREMIER VOLUNTEERS. This Premier Credit will be made to each member/family for each full increment of 32 hours accounted for during the year that exceeds the base commitment. Partial credit is not considered. The Premier Credit is automatically applied to the Member/Family's account balance, and may be used for any normally billable items offered by ORRA/Atomic Rowing. Unused account credits not applied in the year following the year earned will expire at the end of the year. Premier Credits have no redeemable cash value. Premier Credits may not be given or transferred to another member.