



Town of Stowe Parks & Recreation
Volunteer Agreement

Program:

Volunteer Leader:

Phone:

Email:

Description: Team leaders are responsible for set-up, sign-in, payment, team selection, and basic game rules during adult pick-up sports. They field questions and feedback from players about the league and act as a liaison between the team and Stowe Parks & Recreation. Leaders are NOT referees but are appointed to facilitate game rules and ensure fair play and good sportsmanship is practiced by all participants. Players must honor and respect all requests or decisions made by the team leaders and they fail to do so, they will be asked to leave immediately.

This agreement describes the arrangement and responsibilities between _____ and Town of Stowe Parks and Recreation, for facilitation of _____ from [November 1, 2011 to January 1, 2012.]

I _____, accept the position of Team Leader and understand that I am responsible for the security of facilities and recreation equipment during the season. I will strive to provide a healthy and fun recreational environment while I uphold the "league rules" set forth by Stowe Parks & Recreation. I will communicate with Stowe Parks and Recreation regularly regarding attendance, injuries, concerns, suggestions, and other pertinent information. **If I am unable to fulfill my duties as volunteer facilitator on any given day, I will find someone to take my place or contact Stowe Parks and Recreation in a timely manner to make alternate arrangements.** I understand that my duties as a volunteer include:

- Bringing necessary equipment to the gymnasium from the recreation center before the start of the program.
- Unlocking, turning on the lights and opening the gym at least 10 minutes prior to start time.
- Accepting payment from each participant upon arrival and make change using a small petty cash bank provided by Stowe Parks and Recreation. Recording payment status of players who purchase a "season pass" on the provided note-card in the cash bag.
- Making sure every player signs in upon arrival each week.
- Ensuring **NEW** players read and sign the league rules and waiver *prior* to participation in their first game.
- Cleaning up and collecting equipment after games and making sure the facility is left clean, toilets flushed and lights off. (Please lock the door after all participants have left if the custodian is not present to do so.)
- Making note of injuries, conflicts, suggestions, equipment misuse or malfunction and pertinent information in the provided binder and relaying that information to Stowe Parks & Recreation.
- Returning borrowed equipment, waivers, keys and petty cash to the equipment shed following the program. Locking the door behind you.

I have read and understand the above information and assume responsibility as the Volunteer Team Leader for _____. I understand that I am serving the Town of Stowe as a volunteer and that I am not an employee nor am I entitled to compensation or benefits.

Date Orientation Completed: _____

Cash Bank Amount: _____

Volunteer Name: _____

Volunteer Signature: _____ **Date :** _____

Stowe Recreation Staff Name: _____

Stowe Recreation Staff Signature: _____ **Date:** _____