

QUEEN OF ALL SAINTS ACTIVITIES ASSOCIATION WORK DUTY POLICY

The Activities Association is pleased to announce revisions to our work duty requirements and assignments. These policies apply to ALL sports registrations.

Why are we required to perform work duty?

- Work duty (concession stand, gym monitoring, etc) is an essential part of our athletic program.
- We cannot function as an organization without the involvement and participation of all of our families.
- Work duty promotes a sense of connection to our Parish community and the Activities Association.
- Concession revenue is a vital source of funding for our program, allowing us to provide the best sports programs in the area.

What is gym monitoring?

See Gym Monitor Policy.

Obligation – Work duty shifts are created prior to game scheduling, which is not in the control of the Association. Therefore, shifts can be created where no games are scheduled, forcing a cancellation of that shift. Additionally, outdoor games are impacted by the weather. A work duty shift cancelled by the AA due to weather or schedule changes does NOT relieve you of your work duty obligation. Please do not assume your obligation has been waived or completed. See sections **Cancelleds** and **Rainouts** for more information.

Buyout Fees - At the discretion of the Activities Association, work duty fees can change without notice. Depending upon our staffing needs, work duty fees can also change during an active signup session.

There are three levels of "buyout".

1. At registration ~ \$85.00
2. After registration, at least 30 days before your scheduled duty ~ \$85.00
3. If the participant is a "No Show" ~ \$150.00

At least 30 days before – If you find out you cannot work at least 30 days before your scheduled duty, it is your responsibility to find a replacement or request a change to an open shift. We ask that you first look at the online schedule and determine if there is someone you can contact and change work duties with and then notify workduty@qasaa.org of this change. If you cannot find someone to change with you, please look at the schedule online and email workduty@qasaa.org your top three choices of open slots that you would like to change to. Once your request has been processed you will be emailed verifying which shift you have been scheduled for. If no shifts are available, it is your responsibility to find a substitute. Please contact the work duty coordinators to let them know who is working your shift. You also may exercise an "after registration buyout" of your work duty.

Within 30 days – If you are within 30 days of your scheduled duty, and you cannot work, it is your responsibility to find a substitute. Look at the Work Duty Schedule posted online at <http://qasaa.org> (must log in) to find a switch. Failure to find a substitute will result in you being assessed a "No Show" buyout fee. Contact the work duty coordinator to let them know who is working your shift. - workduty@qasaa.org

After Registration Buyout– If you decide after registering that you would like to buyout, AND you are at least 30 days before your scheduled duty, you may request this option by contacting the Work Duty Coordinator at workduty@qasaa.org. The buyout cost is stated in the section *Buyout Fees*.

No Show – Work duty only works if the participating households take their responsibilities seriously. Failure to show for a work duty assignment has consequences that should be considered. If you are a "no show" a penalty will be assessed (see under Buyout Fees) and a block will be placed your online account that will prevent you from registering in subsequent sessions. The block will not be removed until the matter is resolved and the "No show" buyout fee is paid. It is your responsibility to contact the work duty coordinator at workduty@qasaa.org as much in advance to seek assistance in your situation, but this does not guarantee a solution. See section on *Within 30 Days*.

Reminders - Prior to your scheduled duty, you will be reminded of your date and time. These reminders only work if your account contains a valid email address that you regularly check. If you want to be assured that you will get your reminders, please verify your email address when you register. Because of email filtering software, "business" email address may not receive correspondence from us. If you have never receive correspondence from the Activities Association please consider using a different email address that will allow our messages to reach you. Additionally, to ensure that our messages do not get routed to your spam or junk folder, please add **admin@qasregistration.org** to your email address book.

NOTE: Reminders are a COURTESY ONLY. Failure to get a reminder from our system does not relieve you of your obligation or excuse an absence. You must take note of your work duty at the time you register and are responsible for your own reminder method.

Priority – Work duty shifts are reserved strictly on a first-come, first-reserved basis. Early registrants will have more choices than those who register late. Work duty shifts cannot be reserved prior to registration.

Cancellations – Work duty shifts are created prior to game scheduling, which is not in the control of the Association. Event dates may also require schedule adjustments to align with the parish calendar. Therefore, shifts can be created where no games are scheduled, forcing a cancellation of that shift, or an event may be moved. If your shift has been cancelled or moved by the Association for reasons other than rainouts, you will be notified in advance and will be automatically reassigned to a new work duty shift. If this reassignment date does not work for you, please see rules under section **At least 30 days before**.

Rainouts – It is YOUR responsibility to find out if your shift has been cancelled due to inclement weather by calling the rainout number or checking the website for field availability. If your shift has been cancelled due to this reason, AND your shift has not yet begun (*i.e. you have not reported and signed the sign-in sheet*), you will automatically be placed in a rainout pool for assignment at a future date and you will be notified. Once assigned, the "30 day rule" and "no-show penalty" are in effect.

Shifts – Work duty shift lengths can and do vary depending on the day and time. Shift lengths can and will vary with each sports registration session.

Minimum Age – All workers must be at least 21 years of age (due to sale of alcohol and overseeing fan behavior during games) and they must be the parent/legal guardian or relationship of a child that participates in an Activities Association sponsored sport.

Exemptions – Only the team manager / head coach of a QAS team is exempt from work duty.

Signoff Sheet – When you work your duty you will be required to sign a signoff sheet. This sheet indicates that you have fulfilled your work duty responsibilities. If you do not sign the sheet, your presence at your shift may be in question and you may be subject to the "No Show" buyout fee. If a signoff sheet is not available please contact the concession managers at concessions@qasaa.org or the numbers posted at each location.

No matter your situation, if you have questions, problems, or concerns regarding your work duty assignment it is always in your best interest to stay in contact with the work duty coordinator - workduty@qasaa.org

This policy is subject to change without notice at the discretion of the Queen of All Saints Activities Association Board.

If you have questions or concerns regarding this policy, please contact **The QASAA Board President**.