



## CGA VOLUNTEER EXPECTATIONS

The Colorado Golf Association, a Colorado non-profit corporation, values the effort and commitment provided by its volunteers who provide services without any expectation of compensation. The following information is designed to assist you as you plan and complete your volunteer activities.

**Uniform:** The official CGA uniform consists of khaki slacks or appropriate length skorts or shorts (females only), light blue CGA logoed shirt, and CGA hat. In cases of inclement weather, volunteers may wear additional non-CGA uniform items such as jackets, rain pants, etc. to remain comfortable in the elements. All new volunteers and those who served a minimum of one day the prior year will be given a CGA hat, one CGA shirt, and a name badge as needed. Additional CGA clothing items will be available for purchase through the CGA. Volunteers may wear these items at any time.

Please remember that volunteers wearing CGA clothing are acting as representatives of the association and should conduct themselves in an appropriate manner.

**Background Check:** All CGA volunteers will be required to complete an annual background check. Costs associated with the background check will be paid by the CGA.

**Training:** The CGA will provide necessary training and required materials for a volunteer to be successful. Annual seminars will be available on topics such as Rules of Golf, Course Rating, Handicapping, and Officiating.

**Educational Level Awareness:** Volunteers should be aware of their current education level on matters such as the Rules of Golf and Course Rating and not represent a knowledge that is above their current educational level. If you do not know the answer, please ask a staff member for help. Volunteers understand that certain levels of expertise may be required for certain events.

**Per-Diem/Meals:** When volunteering for a tournament or course rating, and a CGA staff member is on-site, breakfast and lunch will be provided at the host club. If a CGA staff member is not on-site, and arrangements have not been made with the host club, volunteers may claim per-diem using the following guidelines.

A per-diem of up to \$40 per day may be claimed under the following scale: \$8 for breakfast, \$13 for lunch, and \$19 for dinner. Breakfast may be claimed if the volunteer is required to be on-site prior to 8:00AM, lunch can be claimed if the volunteer is required to be on-site between 10:00AM – 2:00PM, and dinner may be claimed if the volunteer is required to be on-site between 5:30 PM – 7:30PM and is a significant distance from their home. Please note that if a meal is provided by the host club or if a CGA staff member purchases food on an open tab, no per diem may be claimed. If the CGA is notified of a volunteer knowingly manipulating this policy for gain, he/she will be relieved of all duties immediately. All per-diem claims must be submitted to the department head coordinating the volunteer activity.

**Mileage** – Volunteer captains may be reimbursed for mileage costs directly associated with CGA business which requires the volunteer to travel in his/her own vehicle more than 60 miles roundtrip. Mileage above and beyond the 60 miles will be reimbursed at the current volunteer reimbursement rate. Mileage for attending meetings or when selecting events outside of this radius without necessity is not reimbursable. Mileage not reimbursed might be eligible for a deduction as a charitable contribution (please inquire with your tax consultant for specific details). All mileage reimbursement requests must be submitted to the department head coordinating the volunteer activity.

**Lodging** – If the volunteer is required to stay overnight, the CGA will, in most cases, arrange and pay for the accommodations. In all situations, volunteers will be required to share rooms to minimize costs. If a volunteer prefers a single room or requires a single room for any reason, the volunteer will be required to pay for the difference in room charge. If lodging arrangements are not made by CGA staff, the volunteer must receive approval from the department head coordinating the volunteer activity.

**General Travel Reimbursement** – Reimbursement of costs will only be made up to the limit for the most economical and reasonable travel. For example, if a volunteer chooses to drive to an out of state destination rather than fly, the volunteer will only be reimbursed the amount that it would have cost to purchase a plane ticket to the volunteer destination.

**Request for Reimbursement:** A volunteer must make any request for reimbursement within 30 days of incurring any out of pocket expenses or travel related expenses as outlined above. Requests should be submitted to the department head coordinating the volunteer activity.

**Unreimbursed Volunteer Related Costs:** The CGA is a 501(c)(3) organization so please inquire with your tax consultant for specific details as to which unreimbursed costs may be deducted as charitable contributions. The IRS is very specific on what can and cannot be deducted.

**Unable to Work Scheduled Day:** If a volunteer has signed up to work a date as either a tournament official or a member of a course rating team and they are unable to work as scheduled please contact the Rules Captain (tournaments) or Team Captain (Course Rating) by phone or email so a replacement can be identified. If working an event where a Rules Captain is not assigned, please contact the Tournament Director.

**Comped Golf:** Volunteers should not request comped golf at any course because of their CGA volunteer status. If the CGA is informed that a volunteer is attempting to use their status to acquire free golf or access to a course that is closed to the general public, the volunteer will be removed from their duties immediately.

**Alcoholic Beverages:** Alcohol use while on assignment and performing volunteer duties is prohibited.

**Tobacco Use:** The use of tobacco products (cigarettes, chewing tobacco, etc.) is prohibited in CGA vehicles. Volunteers using tobacco products during their volunteer assignments must do so in a manner that is considerate of other individuals in their close proximity and in accordance with facility policy.

**Marijuana Use:** Marijuana use while on assignment and performing volunteer duties is prohibited.

**Unbecoming Conduct:** Unbecoming conduct could result in the immediate suspension of all volunteer duty.

**Appreciation Event:** The Colorado Golf Association hosts a volunteer appreciation event each year to thank all active volunteers. Invitations will be sent to all volunteers who worked throughout the year.

**Reporting Feedback:** CGA staff and the Board of Directors appreciate the assistance that volunteers provide throughout the year and value all feedback. Contact the CGA staff (303-366-4653) with any feedback or suggestions to help make the volunteer experience more productive and enjoyable.

CGA reserves the right to release any volunteer from his or her duties at any time.

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**Print Name**

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**Signature**

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**Date**