

VVLC Dibs (Volunteer Sign Up) System

Step by step instructions

We will be using the “Dibs” system in SportsEngine. This will be your one stop place to sign up for volunteer items, to cancel schedule volunteer hours if needed and to verify credit to track your progress and fulfillment of required credits/hours.

Volunteer positions are “Dibs Items”. These Dibs Items could be Club wide (example: Lax Jam Scorekeeping, Info tent/merch sales, etc.), or team specific (example: volunteer coach, team parent, uniform handout, etc.).

TO CLAIM A VOLUNTEER ITEM: (Sign up for a volunteer item)

1. Navigate to Sports Engine Login page.
2. Log In using your Sports Engine ID (the one you registered your child under).
3. Select the Dibs tab on the left-hand vertical menu of your user dashboard.
4. Select the Dibs Session/VVLC Season. **(2024 Spring Season)**
 - a. This brings you to a List View of ALL Volunteer items.
 - b. Here is where you can FILTER DIB ITEMS by Date, Category, and/or Status.
5. We suggest searching for Dibs Items using the Date filter.
 - a. Make sure the box labeled “has date” is selected.
 - b. Enter the date range: To view all available dibs items for the season, enter the **beginning date** (3-26-24) of the season and the **last date** (5-27-24) of the season.
 - c. “Team Parent” and “Team photographer” are scheduled for the first day of the season, but they are full season positions. To view those dibs items and claim them, you must enter a date on or before the first day that practice was scheduled to start (3-26-24).
6. Select the Volunteer item you would like to work.
7. Select “Claim this Dib item”.
8. Complete the form with the required information and then click on “Claim Dib Item”.
9. You will then receive an email confirmation of the volunteer item you just claimed.

TO CANCEL A VOLUNTEER ITEM: (Items may have a cancellation deadline)

1. Navigate to Sports Engine Login page.
2. Log In using your Sports Engine ID (the one you registered your child under).
3. Select the Dibs tab on the left-hand vertical menu of your user dashboard.
4. Select the Dibs Session/VVLC Season. (2024 Spring Season)
5. Change the Status (far right) to Claimed and select FILTER DIBS ITEMS.
6. Find and Select the Volunteer item you would like to cancel.
7. Select “Request Cancellation”
8. In the new pop up, select “Request Cancellation”
 - a. You are STILL RESPONSIBLE for this Dib item until your request is granted by the Admin.

TO VERIFY COMPLETION OF ITEM: (To Log your work)

1. Navigate to Sports Engine Login page.
2. Log In using your Sports Engine ID (the one you registered your child under).
3. Select the Dibs tab on the left-hand vertical menu of your user dashboard.
4. Select the Dibs tab and then select your credits session.
5. Change Status (far right) to Claimed and select FILTER DIBS ITEMS.
6. Find and Select the Volunteer item you worked.
7. Select "Verify Completion" on the righthand side.
8. In the new pop up, select "Request Verification."
 - a. The Admin will verify the task was worked before it shows up in your profile.

TO TRACK YOUR REQUIRED CREDITS STATUS:

1. Navigate to Sports Engine Login page.
2. Log In using your Sports Engine ID (the one you registered your child under).
3. Select the Dibs tab on the left-hand vertical menu of your user dashboard.
4. Under Progress (right side), you can see what % you are currently at and it shows how many credits is Completed, Claimed, and Needed for the Season. For any of your credits worked that are not on the Volunteer Item list. Please email your team parent with the following information (Name/ Date/ Task worked/ Time) for the task to be verified complete.

FAQ's

How many Dibs credits am I responsible for?

You are responsible for fulfilling the requirement of 4 volunteer hours for each season. Each hour is equal to 1(one) dib credit, therefore a minimum of 4 Dibs credits is assigned.

What things can I volunteer for to fulfill by Dibs?

- Parent coach: Volunteer to help coach your child's team for the season, contact Brian Welch (ad@vailax.com) for details.
- Team parent (1-2 parents per team): Responsibilities include communication with respective team coaches, confirm player attendance for games, coordinate team dinners/snacks, communicate about team volunteer requirements, share hotel and travel information, etc.
- Vail Lax Jam Tournament Support: The VVLC Spring Lax Jam and Fall Lax Jam provide the most concentrated need for volunteer help.
 - Game Scorekeepers (1-2 Volunteers needed for every scheduled game).
 - Vail Lax Jam Tournament set up.
 - Vail Lax Jam Tournament break down.
 - Support the information tent/gear sales.
 - Pick up and deliver meals for tournament officials.

- Serve as a field marshal/representative.
- Uniform Hand-out (1-2 parents per team): Help organize and distribute uniforms. Pick team uniforms up from Brian. Sort and bundle uniforms. Label uniform bundle with players name for quick distribution. Assist Coaches in distributing the uniforms at the end of practice.
- Team Photographer (1-2 parents per team): Capture photo and video content at select VVLC practices as well as tournaments and work with director of lacrosse to post them on the social media sites including the VVLC website.

How do I sign up for a Dib shift?

See step by step details under “To CLAIM a Volunteer Item”.

I’m signed up, now what do I do?

Once the shift is complete, you must go back into that DIB’s shift (the same way you went into it to claim it) and click the “Verify Completion”. This will create a pop up that asks you if you wish to “Request Completion Verification”. By clicking this, a request is generated to the DIB’s coordinator to complete this DIB’s item and to credit it to your DIB’s account.

Can I cancel a Dibs shift?

Yes, but with some limitations. For us to plan for operations, we need to know we have workers available when we need them. If you are 2 days or more out from when you need to cancel, you can easily go into the Dibs item you claimed and follow the steps outlined in “To Cancel a Volunteer Item”. An automatically generated message will be sent to the Dib’s administrator. If you are closer than 2 days out, you will need to request cancellation. It is not guaranteed. We understand that emergencies arise and sometimes you cannot complete your Dibs shifts. If such an emergency arises, click the “Request Cancellation”. This will generate a message to the administrator. Most likely, your Dibs shift will be cancelled. Please do not abuse this option. We count on our volunteers to help make our events a success.

Can I work more than my required number of Dibs hours?

Of course! We appreciate all the help we can get!