



LOS ALAMOS
where discoveries are made

Community Services Department Field User Work Credit Program

Effective January 25, 2024

Definitions:

CSD – Community Services Department of Los Alamos County, encompassing Parks, Recreation, Open Space, Aquatic Center, Ice Rink, Golf Course, Cultural and Social Services, and Library.

CSD staff – those individuals that are County employees responsible for ensuring accuracy of hours, posting volunteer opportunities on the County web site, and working with Volunteer Coordinators.

Field User – an organized sports group utilizing County facilities for league activities.

Field user group organizer – the League's or organization's main point of contact for completing and signing all documentation.

Volunteer coordinator – the individual that has requested volunteers for a County-approved project.

Work credits – service hours contributed by field user group to cover the cost, in part or in whole, of field use reservations.

Work credit project – volunteer opportunity for field user groups as designated by CSD staff to allow groups to exchange services for field use charges.

Work credit rate – amount that an hour of work will credit against charges due.

Purpose:

Organizations may require field use that carries costs exceeding what their player/member fees cover. CSD desires to support recreational sports opportunities throughout the community and make fields reservable for organized play without driving player costs up. Field user groups must reserve the fields for 100 hours or more per season for exclusive use for practices and games.

Program:

When field or facility is reserved, users are charged according to [Policy 1735, Use and Rental of County Lands and Facilities](#).

Per this Work Credit Program, users may pay these charges through work credits earned by contributing service hours to work credit projects. Work credit projects will be based on community needs and will provide a direct benefit to Los Alamos County CSD divisions, its contractors, or the community-at-large. These projects are designated by CSD and made available to field user groups. While projects that qualify for work credits are designated by Los Alamos County, each field user group must keep in mind that these projects may not necessarily benefit the sport they represent or the facility they are using.

Examples of work credit projects and respective partners may include, but are not limited to:

- Park maintenance for CSD
- Open Space/trail work for CSD
- Special assistance at CSD events & programs
- Los Alamos County Sponsored events
- CSD cultural or social services contracts
- Los Alamos Public Schools events or projects
- Coaching in a youth league organization
- Other Los Alamos County departments

Work credit projects will be emailed to user groups as they become available. To earn work credits, field users must register for projects (see *Process for Completing Volunteer Opportunities*) and work the designated project.

Method Summary:

Work credits may be exchanged by a field user group for amounts due from that group, to cover what is due for the field use reservations. To use work credits, the Field User Group Organizer should ensure the league or organization has registered for enough work credit projects in exchange for the cost of field use reservations. Hours worked will be credited to the amount due for field reservations at the work credit rate. Field reservations may be paid in full through payments, work credits, or a combination of both.

Excess work credits and/or payments do not constitute as “donations” and will not result in priority use or exclusive use of any facility.

- A. In the event the team is short on volunteer hours, they can pay the difference, or work with CSD to fulfill volunteer hours before the beginning of the next season. Any *unfulfilled volunteer hours* must be completed, or paid for, before additional field reservations will be made.
- B. **Overage** of volunteer hours **will** carry over from one season to the next in the same calendar year.
- C. Volunteer hours may not be transferred to other organizations.

Field User Group Organizers are responsible for documenting work credit hours completed throughout the season on the LAC Work Credit Form. This form will be verified against rosters turned in by Volunteer Coordinators, after project work has been completed. **Field user groups have 45 days after the season ends (last scheduled game) to complete work credit volunteer hours and submit all documentation.** (The volunteer rate is determined annually by the Independent Sector / Value of Volunteer Time)

Field User Group to complete.

_____ We will / _____ will not be utilizing the work credit program as outlined in this document.

We understand that if we choose not to utilize the work credit program, we will be responsible for the cost of reserving the Facilities.

Organization/League _____

Field user group organizer: _____

Signature _____ Date _____

Process for completing volunteer opportunities

1. The requesting Field User Group Organizer must complete, sign, and return the documents listed below:
 - Application for Facility and Field Use and Release of Liability
 - Team / Participant Roster(s)
 - Administrative Procedure Guideline #1310 Volunteer Policy
 - Prior to volunteer event, County volunteer form(s)

Fields will not be reserved for the upcoming season until all field user documentation is received.

2. Each user group wishing to volunteer manpower hours will be responsible for organizing individuals within their group.
3. Each volunteer must read Administrative Procedure Guideline #1310 Volunteer Policy and sign the appropriate form(s) related to that policy.
4. CSD staff will email all Field User Group Organizers with a list of upcoming volunteer opportunities as they become available.
5. Field User groups will sign up through the requesting organization listed on the solicitation.
6. The Volunteer Lead will keep track of attendance and sign in sheet.
7. Once the scheduled project is completed, the Volunteer Lead will sign the roster indicating any attendance changes and forward to the designated CSD staff and Field User Group Organizer for reconciliation purposes.

Once the User Group's field reservations are finalized, the Field User Group Organizer will be notified of the total number of work credit hours they still need to complete.

- Field user groups **must notify** the CSD staff throughout the season of any changes to the field reservation schedule. Failure to do so will result in user group being held accountable for work credit or fees due for reserved hours not used.

Applicable rental fees will be assessed and charged to the field user group upon reservation and may be paid through volunteer hours. The value of volunteer hours worked will be calculated at the current volunteer rate and reduced from total fees due throughout the season.

Once the season is complete, CSD staff will calculate the total hours worked at the end of the season and compare against the field use reservations. User group will be notified of hours or fees due.