



# Volunteer Policy

**2011-2012**

SC United FC – MP recognizes that all of its members have their own time priorities and constraints. It further recognizes that some families have time and the desire to provide more volunteer hours than others. The dedication and time commitment of member families allows SCUFC-MP to operate without significantly increasing fees. Every family registered with the club is obligated to volunteer time as outlined in this policy. The goal of the volunteer policy is to distribute the workload among all SCUFC-MP families.

## **General Guidelines**

### Expectations:

Every player family is expected to volunteer a maximum of four (4) hours per player per season. Tournaments are our main source of fundraising for our club and keep us from increasing our club fees. Volunteers will be scheduled to work at the club-hosted tournaments with consideration given to the team's game schedule. For example, a team with 16 players on the roster has a volunteer expectation of  $16 \times 4 = 64$  hours maximum. A maximum of 64 hours of time blocks will be designated for the team. Every effort will be made to prepare the tournament volunteer schedule as early as possible. Please keep in mind that the tournament volunteer schedule cannot be completed until the game schedule has been finalized. Parents should expect to volunteer during the weekend of the tournament. The fall tournaments will be the Girls' Select Shootout, October 1- 2, and the Boys' Select Shootout, October 8 – 9. The Piggly Wiggly Shootout is the spring tournament and will be held in March.

### Eligible Volunteers:

SCUFC-MP volunteer work must be completed by an adult. The club will assist players seeking to complete volunteer hours for school or church. These players can contact the Volunteer Coordinator to schedule volunteer time.

### Volunteer Opportunities:

Volunteer jobs are those that benefit SCUFC-MP and not just an individual team. The following positions within SCUFC- MP will serve as fulfillment of the volunteer commitment:

1. Active member of the SCUFC- MP Board, which exceeds the maximum of 4 hours per season
2. Team Manager
  - a. One per team
  - b. Requires a high-level of commitment and exceeds the maximum of 4 hours per season

3. Team Representative on Tournament Committee
  - a. Two per team
  - b. Suggested for families with multiple players due to the flexibility of the schedule during the tournament
  - c. Requires attendance at meetings (2) prior to tournament
  - d. Committee members assist in supervising specific jobs during the tournament and/or assisting site coordinators.
4. Tournament Volunteer
  - a. Parents will volunteer during the team's assigned scheduled blocks of time.
  - b. Volunteer time is scheduled around team's game schedule, unless serving as field supervisor during the team's game.
5. Coach/ Assistant coach may be complete his/her volunteer obligation under the guidance of the Directors of Coaching.

#### Opt-Out Policy:

Any family that cannot or does not wish to participate in the four (4) hours of volunteer time with SCUFC-MP can "Opt-out" of that time for \$100 **per player per season** or a maximum of \$200 **per family per season**. A family choosing to pay the opt-out fee must submit prior to September 1 for the fall season and January 1 for the spring season.

#### Penalties:

Any member who does not choose to opt-out will be scheduled to volunteer a **maximum** four (4) hours per season per player not to exceed a **maximum** of eight (8) hours per family per season at the SCUFC-MP tournaments. The tournaments are our main source of fundraising for our club and keep us from increasing our club fees. If a volunteer does not show up for his/her assigned volunteer shift an additional \$100 fee will be added to the opt-out fee for a total of \$200. Any fees left unpaid will be charged to the players account and participation will be suspended from games and practices until paid in full. If the "no-show" occurs after the playing year, the balance will be carried over into the next fiscal year and that player will not be able to participate in any SCUFC-MP activities until paid in full.

#### Requests for Special Volunteer Opportunities:

Parents should expect to volunteer during the weekend of the tournament. While other volunteer opportunities are available, these opportunities many not fit into the schedule as easily as working at a tournament. Lack of late-season opportunities will not be accepted as a reason for not fulfilling the volunteer obligation. In the event a family will not be available to volunteer during the tournament the team is assigned to work, a parent must notify the team manager and Volunteer Coordinator to schedule alternate volunteer hours at another club event. **This request must be submitted at least two weeks before the team's assigned event.**

## **Volunteer Tracking**

SCUFC-MP volunteer time tracking will be done on both the team and club level. A master volunteer database, maintained by the Volunteer Coordinator, will track all volunteer hours and opt-out fees.

### Team Tracking

Each team manager will receive a volunteer list indicating members who have paid the opt out and those who will be volunteering. Managers will confirm the list with the team. Managers will submit the names of two volunteers to represent the team on the Tournament Committee.

### Club Tracking

SCUFC-MP will maintain a master club volunteer list with volunteer time. The Volunteer Coordinator will enter hours attributed to each member and the team will be credited.

## **Acknowledgement of Volunteer Policy**

Each team is required to submit a completed Acknowledgement of the Volunteer Policy form with a parent signature for each player. Player cards will not be released until the club receives the team's acknowledgement.

SCUFC – MP understands the time and commitment required to volunteer. We appreciate our volunteers and strive to keep the volunteer obligation below the maximum required time. The club has a very supportive membership and hopes the volunteer policy will ease the burden of its membership by helping to distribute the workload among all SCUFC-MP families.

If you have any questions regarding the Volunteer Policy, please contact the Volunteer Coordinator, Julie Barnard, at [julie.barnard@scunitedmountpleasant.com](mailto:julie.barnard@scunitedmountpleasant.com).