

# Greenhaven Soccer Club - Volunteer Policy for 2008

Due to the difficulty with recruiting volunteers and having volunteers show-up to events, the club now requires a *refundable volunteer fee from each family*. Each family when registering a player must provide a completed Volunteer Service Form along with a \$25 fee. Only one volunteer fee is required per family. Following is a recap of the clubs volunteer policy

## 1) Refundable Volunteer Fee:

At registration, each family will complete and turn in the Volunteer Service Form along with a refundable \$25 volunteer fee. This fee is mandatory. ***A SEPARATE CHECK WILL BE COLLECTED FOR THE VOLUNTEER FEE.*** As the volunteer commitment is fulfilled, the original check will returned to the family at the volunteer event, or by mail shortly after the event. Forms filled out at registration night will have an address label attached to the volunteer form. Please complete this label noting the name and address where the refund should be mailed to. If a label is not attached, please provide an address on the volunteer form where the check can be returned. Turn in the Volunteer Service Form with a separate \$25.00 check along with the rest of the registration forms.

## 2) Non-Refundable Volunteer Donation:

Families will have the option to immediately forfeit the volunteer fee in lieu of volunteering. These families will not be contacted by the Club when soliciting volunteers. A check box is provided at the bottom of the Volunteer Service Form allowing for this option

## 3) Returned Checks:

The club will cash the Volunteer Fee check should a family fail to fulfill the volunteer commitment to the Club. Any check for the volunteer fee not honored by the bank will result in a hold being placed on that families current and/or future player registration(s) Should the checking account be closed, or the check needs replaced for any reason, please contact the Volunteer Coordinator to make arrangements for a replacement check.

## 4) Volunteer Commitment:

The volunteer fee check will be returned to a family if they complete a *minimum of two hours of volunteer time with the CLUB.* All families are responsible for fulfilling this obligation. It is estimated that by volunteering for one event, the two hour minimum would be fulfilled. At each event, a sign-in sheet will be available for each volunteer to sign. The club relies on volunteers to follow through on their commitment to help. ***If a volunteer agrees to help at an event, but fails to show-up without providing at least 24 hours notice to the Volunteer Coordinator, than the volunteer fee will be immediately forfeited and the Volunteer Fee check will be deposited. If a family is contacted by the Volunteer Coordinator, (including voice-messages) but the family does not respond, or declines to volunteer two or more times for any reason, than the volunteer fee will be immediately forfeited and the Volunteer Fee check will be deposited.*** There will be numerous opportunities throughout the year to fulfill the volunteer obligation. It is recommended that families contact the Volunteer Coordinator, utilize the web site and/or the Volunteer E-mail List to identify a convenient time to volunteer their time with the Club.

## 5) Volunteer Event Advertisement and Notification:

The Club will provide a reasonable opportunity for each family to complete their volunteer obligation. The club's website at [www.greenhavensoccer.com](http://www.greenhavensoccer.com) will post volunteer openings. In addition, the Volunteer Coordinator will contact families by telephone or e-mail based on the choices selected by the families on the Volunteer Service Form.

## 6) Volunteers Not Used or Underutilized:

There is a possibility the Club may not have enough activities to allow every family to fulfill the volunteer commitment. Should this occur, then in February 2009, the Club will destroy all remaining checks for the volunteer fee.

## 7) Clarification of Volunteer Positions:

Volunteers under this policy are defined as activities that benefit the club as a whole. These positions are listed and detailed on the back of the Volunteer Service Form. ***Volunteering at the team level (snacks, game day net setup, trophies, end-of-year party etc.) while important to the team, will not be considered as fulfilling your volunteer obligation to the Club.*** Team Parent/Culture Keeper will fulfill the volunteer obligation only by attending the Positive Coaching Alliance Workshop for training on Culture Keeper responsibilities. For teams playing in the U6, U8 and & U10 age groups, each Coach may provide at the end of the season the names of two (2) parents who acted as game referees for the team.

## 8) Returning Checks:

It is the clubs intention to return checks to families either at the volunteer event, or shortly after. All un-cashed checks remaining after February 2009 will be destroyed in lieu of being returned. A family can request the check to be returned by contacting the Volunteer Coordinator prior to February 2009.

## 9) Protests:

Any protests regarding the cashing of a volunteer fee check must be made in writing to the Volunteer Coordinator.