

Volunteer Policy 2007-2008

PLEASE READ CAREFULLY

The Woodbury Soccer Club (WSC) is a non-profit organization operated by volunteers. In order to keep our operation running and provide our kids with a fun and rewarding soccer experience, WSC needs your help. The goal of the volunteer policy is to distribute the huge workload among all of the WSC families. Failure to perform volunteer hours will prohibit family member(s) from participating in future WSC activities.

Each family in WSC is required to volunteer **3** hours during the soccer season unless you have paid the buyout. Note that soccer season runs from August 1 through July 31. Most families put in their volunteer hours by working at our club's two hosted tournaments. You can also volunteer by helping with camps, tryouts or registrations. Other miscellaneous volunteer opportunities will be available throughout the year.

Volunteer hours are not transferable from family to family nor can you accumulate hours from year to year.

Volunteer Sign-up: We are going to sign up for tournament volunteer hours online through our web page again this year. Other miscellaneous events and opportunities will be posted via our broadcast email system and the web site. Pay attention to sign-up details on each individual event as they may vary. Tournaments are the only events to sign-up online.

Volunteer Sign-in: In order for you to get credit for your volunteer time, it is **CRUCIAL** that you sign-in for the time you volunteer. There will **always** be a sign-up sheet. For tournaments, the volunteer tent is where you report. For other events, you will be notified. It is up to you to always ask if you don't know where to sign-in. You **must** sign-in to get credit for your time worked.

Tournaments: Tournament sign-ups will be placed on the web site one month prior to that tournament. Coaches and Team Managers will be notified via email as to what date and time sign-ups will be posted online. Below is a list of tournaments for this season so you can plan accordingly.

U13-U16, May 16-18

U9-U12, June 20-22

Accountability: Once you have signed up for a tournament or event, you are responsible for that time slot. So do not sign up until you are SURE this will work for you. We depend a lot on our volunteers during these tournaments and miscellaneous events. We cannot run them without you. While we greatly appreciate most of you who show up as scheduled and do a great job, we do have trouble with some no-shows. When a slot is not accounted for during a tournament or event, it puts a lot of pressure on tournament and event leaders to try and get those filled at last minute. This is difficult to do with so many other things going on. **Families will be assessed an additional penalty of \$20 per hour for each hour missed due to last-minute cancellations.**

Paying for missed volunteer hours DOES NOT reduce your hours toward your 3-hour requirement. You must give a 72-hour notice to the WSC Volunteer Coordinator if you are unable to attend your slot. If you need to reschedule, **you** will be responsible for getting your own subs. You will be given a list of overflow volunteers (if any) for that event and you can call from that list, or find a friend to take your hours. For most of you this does not even apply. We hope this helps our tournaments and events run a little smoother.

Coach and team manager credits: Each team's volunteer head coach gets credit for their 3 volunteer hours. A team can have up to 3 other individuals earn credit for their 3 volunteer hours through their support of the team. This would typically be 2 assistant coaches and a team manager. If there are more than 3 assistants and/or team managers, the head coach must assign which 3 individuals will earn credit for their volunteer hours.

Track your volunteer status: Under the Volunteer page of our web site, there is a document which lists all the families in the club and the event(s) they have completed to account for their volunteer commitment. It will be updated about twice a month. It is the responsibility of each family to verify that their volunteer time has been properly recorded. If the document does not properly reflect your time, please e-mail the volunteer coordinator with the corrections. That document will be used to determine whether family member(s) is eligible to participate in future WSC activities.