



# FORT SASKATCHEWAN SOCCER

## TITLE: VOLUNTEER DEPOSIT

POLICY #: 4000

Created: July 19, 2018	Last updated: July 26, 2018	Approved: August 13, 2018
------------------------	-----------------------------	---------------------------

Version no.	Effective Date	Significant Changes
2.0	August 13, 2018	Aligned with FSMSA format and current process

## 1.0 Purpose

To outline the rules relating to how Fort Saskatchewan Soccer (FSS) handles volunteer deposits.

## 2.0 Scope

This policy applies to the parents or guardians of FSS players in regards to the volunteer deposit paid during the registration process. It does not apply to any other registration fees. Every player/family registered with FSS is subject to this Volunteer Deposit Fee Policy which requires a minimum five hour contribution of volunteer time to FSS. A volunteer fee is required from each U3 to U19 player/family. The deposit will be added to your registration fees.

## 3.0 Terms

**Volunteer Fee** – A deposit levy on each registered player/family which has proven to be very successful in amateur sports as a way of ensuring that there are enough people to help with the activities of the organization.

**Season** – Either the indoor or outdoor soccer season.

**Volunteer Opportunities** – Volunteer tasks available from registration to Provincials for the season. Indoor season volunteer opportunities are from July through the end of March. For the outdoor season opportunities are from February to the end of July.

**Player/Family** – Refers to where there are one or multiple players from one family/household registered.

**Volunteer Time Requirement** – A minimum of five hours of volunteer time to the organization per family per season. If multiple children (of the same immediate family) are registered in the same season only five hours of volunteer time is required for the season.

## 4.0 Policy

- 4.1 Parents are expected to help out with their children's team. While this is a valued form of assistance, with the exception of team officials, this IS NOT considered part of FSS's official Volunteer Commitment.
- 4.2 During the registration a MANDATORY volunteer fee will be added to your registration fees. This is added once per family.



# FORT SASKATCHEWAN SOCCER

- 4.3 At the time of registration, players/parents are given the option of various team official roles (coach, assistant coach and team manager), executive committee and to sign up for a volunteer opportunity throughout the season. If you are interested in fulfilling your volunteer commitment in one of these roles, indicate it here.
- 4.4 When the volunteer commitment is completed, the volunteer fee will be refunded.
- 4.5 In most cases, the five hour volunteer requirement needs to be served by a responsible adult over the age of 18. This person does not need to be related to the player, but clearly needs to indicate the player on whose behalf they are volunteering when signing in for their volunteer duty.
- 4.6 For safety and insurance reason, most volunteer commitments are not conducive for young children to accompany their parents.
- 4.7 It is the responsibility of the player/family to ensure that their volunteer commitment has been completed by the end of the season, which is the end of March for indoor and the end of July for outdoor.
- 4.8 Information about current volunteer opportunities will be available on our website, via mass email communication, or by contacting the volunteer coordinator. Please check to ensure our mass emails do not end up in a 'junk' folder, as this is not an excuse for not fulfilling your commitment.
- 4.9 If you have not completed your volunteer commitment by March 31 for indoor or July 31 for outdoor your volunteer fee will not be refunded.
- 4.10 If a volunteer commitment has been made and the commitment cannot be fulfilled, the player/family is responsible for providing a replacement player/family volunteer.
- 4.11 If a volunteer commitment has been made and the person fails to appear for their commitment the volunteer commitment cannot be rescheduled and the volunteer fee for that player/family will not be refunded.
- 4.12 Assigned team officials, coaches and team managers, are considered to have fulfilled their volunteer requirement at the end of the season. FSS Executive Committee Members, Directors and the various Coordinators are all considered to have fulfilled their volunteer requirement to FSS.
- 4.13 To have the volunteer fee refunded, five volunteer hours per family need to be completed and recorded by the FSS representative responsible for tracking volunteer hours. If someone other than the parents/guardians named on the volunteer form fulfills the commitment, they are responsible to notify the appropriate FSS representative.



# FORT SASKATCHEWAN SOCCER

- 4.14 Any disputes or challenges to the volunteer deposit must be on file with FSS within 60 days of processing.
- 4.15 Once the commitment for the season is fulfilled the volunteer fee for the season is refunded. Those who do not fulfill their commitment or do not wish to volunteer will not have their volunteer fee refunded.
- 4.16 With the exception of the executive committee, sub-committee members and team officials, volunteer duties may last up to five hours. At the end of the volunteer duty your volunteer fee will be refunded. If you made your deposit in cash then you must go to the office and it will be returned to you.
- 4.17 A detailed list of Volunteer Roles is on our website [www.foresasksoccer.ca](http://www.foresasksoccer.ca) under the Information/Volunteer Information tab.