



# FORT SASKATCHEWAN SOCCER

## TITLE: VOLUNTEER DEPOSIT

POLICY #: 4000

Created: July 19, 2018	Last updated: Sept 21, 2023	Approved: Oct 2, 2023
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Version no.	Effective Date	Significant Changes
4.0	Oct 2, 2023	coach gets refund when equipment is returned added to 4.12

### 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 deposit 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 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** – Depending on the duration of the volunteer commitment, a percentage of volunteer deposit will be refunded to the family per season. If multiple children (of the same immediate family) are registered in the same season only one volunteer deposit is required for the season.



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**Volunteer Commitment Levels** – refers to the level assigned to each volunteer opportunity depending on the time needed to complete. The deposit will be refunded to the family according to the level.

Volunteer Commitment Level	Hours of Opportunity	Volunteer Refund
Level 1	1-2	25%
Level 2	2-3	50%
Level 3	3-4	75%
Level 4	4 plus	100%

**The good neighbour volunteer program** - If a family cannot sign up for whatever reason for our volunteer opportunities, the family will have an opportunity to volunteer in the community. This gives FSS a chance to give back to the community.

## 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, dedicated bench parents and dedicated referee liaison, 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.
- 4.3 At the time of registration, players/parents are given the option of various team official roles (coach, assistant coach and team manager), 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 on the registration.
- 4.4 When the volunteer commitment is completed, the volunteer fee will be refunded as per the volunteer commitment level completed.
- 4.5 In most cases, the 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.



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- 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 when the equipment assigned to their team has been returned. 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 as per the assigned level, a volunteer opportunity needs 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.
- 4.14 Any disputes or challenges to the volunteer deposit must be on file with FSS within 10 days of processing.
- 4.15 Those who do not fulfill their commitment or do not wish to volunteer will not have their volunteer fee refunded.
- 4.16 At the end of the volunteer duty your volunteer fee will be refunded to the credit card used for registration. If your card is no longer active or you made your deposit in cash or by cheque, you must notify the FSS Soccer Coordinator and a cheque will be mailed to you.
- 4.17 A detailed list of Volunteer Roles is on our website [www.fortsasksoccer.ca](http://www.fortsasksoccer.ca) under the Information/Volunteer Information tab.



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4.18 Volunteer opportunities may not be exclusive to FSS, they can extend to the needs of EMSA north.

## 5.0 Good Neighbour Volunteer Program

If an FSS family cannot sign up for any FSS volunteer opportunities, they can volunteer 10 hours at another non for profit organization at the end of the current season. After completing the 10 volunteer hours, the family will be responsible for submitting a signed letter on the organization's letterhead indicating their completion of the volunteer hours. Once the letter is submitted to FSS, the volunteer deposit will be refunded.

The non for profit organization must be approved by the FSS president prior to the volunteer work starting. Acceptable non for profits would include food banks, Rotary Club, Lions club, Little Minions Foundation, Families First, Boys and Girls Club, any local animal shelters. Chamber of Commerce city wide events, city run events such as July 1st, legacy park fun festival, fall festival, etc.

Volunteering on other sports teams or Arts based non for profit will not be included in the program.