

## **Volunteer Deposit 2024-2025**

### **Purpose**

The volunteer deposit is intended to integrate volunteer support into the operations, programs, and coordination of the club and culture. Phoenix FC is a district club that provides comprehensive and extensive programming, including leagues, referees, technical programs, training, education, volunteer management, tournaments, festivals, and events. This fee helps increase affordability, connect membership, and continually improve in all we do. We rely on and value the contributions of the many incredible volunteers in our organization and we participate to build this connected soccer community together – dedicated to developing our future leaders. Volunteers make our community better and together, we can achieve remarkable things.

In the event volunteering is not possible, fees collected will be applied to support club operations and program coordination.

### **Implementation**

The volunteer fee is \$200 assessed to every family within the club at time of registration each season. Families are responsible to contribute a minimum of 6 hours throughout each season. Upon completion of this time, the \$200 fee will be refunded to the original payment method. The deadline to complete hours within the applicable season is February 23, 2025, for Indoor 2024/25 and July 31, 2025, for Outdoor 2025.

To support families in giving their time to the club, we have a wide variety of tasks available for you to sign-up for. Detailed descriptions and sign-up forms are provided throughout the season.

### **Positions/jobs include:**

- Apparel/ Uniforms (Ordering, receiving, evaluating/ inspecting, organizing, distribution, collection, washing, other)
- Assessments: check-in, set-up, take-down (Indoor and Outdoor Seasons)
- Board of Directors
- Board Committees
- Clubhouse Leaders
- Concessions operations
- EMSA Cities Competition: Field Volunteers
- Equipment:
  - Inventory, organization, distribution of equipment (Balls, cones, pinnies)
  - Set-up, delivery, take-down (Goals, nets, other)
  - Cleaning and repairing (Gym, back rooms, weights, sled, other)
- Events:
  - Learning Events (Seminars, workshops, presentations)
  - Club Socials
  - Town-halls, information sessions, discussions

- Trade shows, promotional events
- Volunteer Appreciation
- Watch Parties (World Cup, Euros, Copa America, Olympics, Champions League, other)
- Facility maintenance and cleaning
  - General clean-up Garbage removal, sweeping, mopping, wipe-downs, disinfecting, deep cleans
  - Facility equipment repair/ maintenance (Field sweeping; securing fence strapping; repairing, painting, and securing rebounders; repairing mannequins; repairing water bottle holders, other)
  - Wall repair/ painting
  - Furniture repair (chairs, tables, benches, other)
- Inventory
  - Annual, seasonal, program-based
- Junior Coaching (Youth)
- Team staff positions:
  - Game Leader, coach, Assistant Coach, Manager, Treasurer, Fundraising Coordinator, Team Videographer, Referee Liaison
- Tournaments
  - Classic, Family Day, Provincials (When Phoenix FC is hosting)
    - Field Marshal, Logistics (set-up/take-down), Parking Attendant, Timekeeper, Registration/ Reception/ Information, Score-tables, and recording

### **Tracking**

We appreciate everyone's time and commitment to Phoenix FC. To ensure your volunteer hours are captured and credited, the following procedure will be implemented:

For team staff: Coaches, assistants, game leaders, and managers will receive their refunds once they are registered in RAMP as a team staff and assigned to a roster. For Treasurers, Trace operators, other seasonal roles, once they have signed up with the team, we will issue a deposit refund (managers will submit a listing of all rostered and non-rostered team staff by a determined date).

Youth roles: Once the player has completed the hours as a junior coach or clubhouse leader, we will issue a refund to the account. A timesheet template will be provided to those who have signed up. Once the hours are completed, email the timesheet to [a.smith@spdsa.net](mailto:a.smith@spdsa.net). The refund will be processed semi-monthly, depending on the submission date.

Event roles: An individual sign-up form for each specific event will be shared, first with the members who have indicated interest in these areas, then should we fall short of volunteers, to the general membership to fill the roles. Once the event is completed, the

sign-up will be reviewed, and the refunds applied. There will be a sign in sheet at each event for members to sign at the time of contribution.

The program will be reconciled semi-monthly along with payroll processing. This will take care of any ad hoc or new opportunities that arise throughout the season and ensure that members' refunds aren't missed.