



**PHOENIX FC**

170-3001 Buckingham Drive  
Sherwood Park, AB, T8H 0X5

C: 780-449-1343

E: office@spdsa.net

## Volunteer Deposit: Outdoor 2025

(As of February 2025)

### Purpose

The volunteer deposit supports club operations, programs, and community engagement. Phoenix FC is a district club offering leagues, referees, technical programs, training, education, tournaments, and events. This fee helps keep soccer affordable, connects our members, and improves our programs.

We value and rely on volunteers to build a strong, connected soccer community and develop future leaders. If volunteering is not possible, collected fees will support club operations.

### Implementation

The volunteer fees and hours are as follows:

	Recreational Families (U4-U7)	Recreational Families (U8-U19)	Competitive Families (U8-U19)
Volunteer Fee Assessed	NO FEE	\$100.00	\$150.00
Volunteer Hours Required	NO HOURS	3 Hours	4 Hours

- The volunteer fee is charged per family, not per player.
- Families with players in both the Recreational and Competitive programs will be charged the Competitive program fee and hour requirement.
- Upon completing the required volunteer hours, the deposit will be refunded to the original payment method.
- Hours must be completed by **July 31, 2025** (Outdoor 2025 season).

To make volunteering easier, we offer a variety of tasks, listed on our website. Opportunities will also be shared through Phoenix FC's social media and newsletters. Additional volunteer roles may be added as needed.



**PHOENIX FC**

170-3001 Buckingham Drive  
Sherwood Park, AB, T8H 0X5

C: 780-449-1343

E: office@spdsa.net

**CLUB Volunteer Positions:** Organized and tracked through Sign-Up Genius, with links available on our website and social media. *Full role descriptions available on our [website](#).*

- Apparel/Uniforms: Ordering, receiving, inspecting, organizing, distributing, collecting, washing.
- Assessments: Check-in, setup, takedown (Indoor & Outdoor).
- Board of Directors & Committees
- Clubhouse Leaders
- Concessions Operations
- Field Volunteers for EMSA Cities Competition
- Equipment Management: Inventory, setup, distribution, cleaning, repairs.
- Events:
  - Learning events (seminars, workshops, presentations).
  - Club socials, town halls, info sessions.
  - Trade shows, promotional events.
  - Volunteer appreciation.
  - Watch parties (World Cup, Euros, Olympics, etc.).
- Facility Maintenance & Cleaning:
  - General cleanup (garbage, sweeping, mopping, disinfecting).
  - Repairs (fields, fences, benches, walls, furniture).
- Inventory Management: Annual, seasonal, or by specific program.
- Junior Coaching (Youth)
- Tournaments (When hosted by Phoenix FC)
  - Field marshals, logistics, parking, timekeeping, registration, scorekeeping.

**TEAM Volunteer Positions:** Managed and recorded by the Head Coach, Team Manager, or Team Volunteer Tracker and submitted to Phoenix FC. *Full role descriptions available on our [website](#).*

- Head Coach
- Assistant Coach
- Team Manager
- Rule of Two Volunteer
- Bench Attendant
- TRACE Camera Operator
- Team Treasurer
- Referee Liaison
- Team Volunteer Tracker
- Game Photographer
- Fundraiser Volunteer
- Equipment Volunteer



**PHOENIX FC**

170-3001 Buckingham Drive  
Sherwood Park, AB, T8H 0X5

C: 780-449-1343

E: office@spdsa.net

## **Tracking**

**Refunds will be processed twice a month, in order of submission.**

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:

### CLUB Volunteer Hours:

- Tracked through Sign-Up Genius.
- Once hours are completed, refunds will be processed.
- Junior Coaches must submit their provided timesheet to receive refunds.

### TEAM Volunteer Hours:

- Tracked and submitted by the Head Coach, Team Manager, or Team Volunteer Tracker.
- Instructions on how to submit team-specific hours will be provided after team formation.
- Rostered Team Volunteers (Coaches, Assistant Coaches, Game Leaders, Team Managers) **must** be registered in RAMP and assigned to a roster before refunds are issued.

**To be on the roster, Head Coaches and Assistant Coaches must complete:**

- **Respect in Sport training**
- **Criminal Record Check (CRC)**
- **Understanding the Rule of Two**

**We encourage all teams to implement a team manager and a team volunteer tracker.**