



PHOENIX FC

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

C: 780-449-1343

E: office@spdsa.net

Volunteer Hours Handbook:

Information for Coaches, Team Managers, and Parental Volunteers

Volunteer Fee Deposit (Indoor 2024/25): \$200.00 *per family*

Purpose: 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.

Policy: [[Click here for details](#)]

What Roles Count Toward Volunteer Hours? [[Click here for role details](#)]

TEAM – Specific:

- **Head Coach:** This individual leads the team at games and training sessions, providing guidance, and positive feedback (Ages U7 and older). It is a full season commitment as noted by the club (Phoenix FC). Must be registered in Ramp to receive credit.
- **Assistant Coach:** This person supports the head coach at games and training, providing positive feedback and support. This is a full season commitment as noted by the club (Phoenix FC). Must be registered in Ramp to receive credit.
- **Game Leader**:** This person runs the bench - manage substitutions and maintains a positive vibe on the bench in age groups U3-U6. This role replaces a head coach, can be multiple people (Max 4 per team). Must be registered in Ramp to receive credit.
- **Team Manager**:** This is an administrative role that is responsible for gamesheets, players cards, leading team functions, and communication with team members and the club. It is a full season commitment as noted by the club (Phoenix FC). Must be registered in Ramp to receive credit.
- **Rule of Two Volunteer:** This individual is responsible to ensure there is an adult of the same gender as the team at all team events: games, training, socials, fundraisers, as per the ASA/CSA Rule of Two Policy.
- **Bench Attendant:** Support coaches and managers on the sideline during games. Supports in keeping players organized or running a gate (indoor). This is a per game role tracked by the Team Manager.
- **TRACE Camera Operator:** Responsible to capture game footage via TRACE Cameras of the team for use in game review, training and development.
- **Team Treasurer:** This is an administrative financial role responsible to set a team budget, update families, collect and disperse funds. It is a full season commitment as noted by the club (Phoenix FC).
- **Referee Liaison:** This volunteer is the referee's person of contact in the stands, making sure that fans are cheering hard, but respectfully! One (1) game will constitute one hour (60 minutes) of volunteer time, tracked by the Volunteer Tracker.

**Select Age-Groups Only



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NEW! Additions: TEAM-Specific

- **Team Volunteer Tracker:** This is an administrative role responsible for inputting volunteer time completed into an online form that the club will use to track time and issue deposit refunds upon completion of the required hours. Please submit via the Google Forms link. The Club (Phoenix FC) will issue fee refunds in queue on a semi-monthly basis.
- **Game Photographer:** This volunteer position is responsible for capturing a minimum of 10 high-quality photos and at minimum 3 high-quality video clips of the team for Phoenix FC promotional use and social media content. Photos and videos can be sent to Chris at c.yakiwchuk@spdsa.net. The position is designated as **one volunteer per game, on a game-by-game basis**, as noted by the Team Manager. One (1) game will constitute one hour (60 minutes) of volunteer time, tracked by the Volunteer Tracker.
- **Fundraiser Volunteer (TEAM):** Working alongside the Team Manager, the Fundraiser Volunteer will aid in running team-specific fundraisers. Tasks and time commitment will vary and are tracked by the Time Tracker.
- **Equipment Volunteer (TEAM):** Working alongside the team Coaching Staff, this volunteer will ensure that team materials (cones, soccer balls, pinnies, jerseys, etc.) are in proper working order, notify the club if there are any replacements needed, and be responsible for keeping track of the loaned equipment, and ensuring that the soccer balls are at the correct pressure, and that pinnies and/or jerseys are washed. This role and time commitment can vary and will be tracked by the Time Tracker.

IMPORTANT:

In accordance with ASA and CSA guidelines, the following roles **MUST COMPLETE:** Respect in Sport, Criminal Record Check (CRC), and Understanding the Rule of Two in order to be on the roster.

- Head Coach
- Assistant Coach
- Game Leader