



Volunteer Policy

Sunnyvale Alliance Soccer Club is an organization dedicated to providing a high quality soccer program at both the recreational and competitive levels of play for boys and girls in the community independent of their economic or ethnic background

As an all volunteer, not for-profit organization, SASC relies on its member families to help with the functions necessary in order to run the club and its various programs. Member families have the opportunity to affect club and team fees through volunteering their time, knowledge, and materials. SASC requires a significant amount of work in management, coaching, field maintenance, administration and day-to-day operations. Every family registered with SASC is obligated to volunteer time as outlined in this policy. SASC is a club and its successful operation depends on the willingness of its members to perform these tasks.

General Guidelines

Expectations:

For the purpose of this document, the term “year” coincides with the CYSA playing year, from August 1 to July 31 of the following year. “Season” is the period during the fall or spring when teams are practicing and playing.

Every competitive player family is expected to work a minimum of three (3) hours per competitive player per season. Families of recreational players are encouraged to volunteer one (1) hour per recreational player per season. These club volunteer hours are in addition to any requirements of an individual team. Therefore, the club level volunteer expectation for competitive teams is; 3 hours/player/season. For example, a competitive team with 17 players on the team roster has a team volunteer expectation of $17 \times 3 = 51$ hours.

Eligible Volunteers:

SASC volunteer work needs to be fulfilled by an adult 18 or older; however, players aged 13-17, who are supervised by a team adult, may be accepted for some jobs at the discretion of the SASC Volunteer Coordinator. Younger players will not be allowed to work in areas that involve collecting or handling SASC money or in areas the Volunteer Coordinator or SASC Board deem inappropriate for safety, maturity or other reasons.



Volunteer Opportunities

Club Level Management

There are opportunities for families to support SASC by volunteering at the executive level. By participating in any of the following areas, families fulfill all volunteer expectations regardless of the number of players in their family. This does not, however, excuse their team from fully participating in the team volunteer expectations.

- Board Members – Elected to two-year terms and hold SASC Board level voting positions. Include president, vice president, treasurer, recreation registrar, competitive registrar, secretary, referee coordinator, field coordinator, recreation director, competitive director, fund raising coordinator, tournament coordinator, and volunteer coordinator.
- Board Assistant positions- webmaster, SSC field manager, accountant, equipment coordinator, assistant treasurer, competitive uniform coordinator
- Coordinator positions – Positions include: publicity coordinator, recreation uniform coordinator shirt/patch sales coordinator, picture day coordinator, awards coordinator, scholarship manager, special events coordinator, safety coordinators, registrar assistants, communications coordinators, recreational age group coordinators, facilities manager, PCA advisory committee members, field caretakers and SSC field leasing coordinator.

Club Level Activities

There are opportunities throughout the year for families to support events and activities. These opportunities include, but are not limited to: tournament support (concessions, field setup, field take down, field marshals, referee tent, etc.), Fun Day (set-up, take down, Silent Auction, concessions, sales personnel etc.) , SSC cleanup/maintenance days, walk-in-registration, equipment sorting, as well as others that arise during the year. These activities are advertised through the Team Volunteer Coordinators. Most of these activities fulfill the 3 hour time goal.

There may also be opportunities to provide, or arrange for, donation of materials that the club requires for ongoing operations. This would also fulfill the 3 hour **time need**.

Team Level Management

There are opportunities for families to support SASC through volunteering at the team level. By assuming any of the following Team volunteer positions, families fulfill all SASC club level volunteer expectations for any players the family has on that team.

- Coach (one per team)
- Assistant Coach (one per team)
- Manager (one per team)
- Volunteer Coordinator (one per team). The Team Volunteer Coordinator will be the primary contact with the Club Volunteer Coordinator for verification purposes.



Volunteer Tracking

SASC volunteer time tracking will be done on both the team and club level. A master volunteer database, maintained by the Club Volunteer Coordinator, will track all volunteer hours by volunteer, team, task, and time.

Team Tracking

Each team's volunteer coordinator will submit hours to the SASC Volunteer Coordinator to track volunteer efforts associated with the team. The team volunteer coordinator is responsible for submitting data to the Club Volunteer Coordinator by June 30 and November 30 of each calendar year that reflects the volunteer activities completed for the team. The Club Volunteer Coordinator will audit each team's volunteer information and provide a report to the board and team if any volunteer requirements are not met.

Club Tracking

SASC will maintain a master club volunteer database that is read accessible to all members of the club so that teams can verify the hours that they are credited. The Club Volunteer Coordinator or designee for an event will enter in the hours attributed for each adult and the team to be credited. Records from events (copies of on-line sign-ups, sign-in sheets from events, etc.) will be kept by the Club Volunteer Coordinator at least until the completion of the year.