



Blaine Soccer Club
Volunteer Program Guidelines
11/15/2011

1. Parents of ALL Blaine Soccer Club traveling players, U16 and below age teams', must submit a deposit check of \$150.00 per player to be held by the Blaine Soccer Club until a minimum of 6 volunteer hours per player have been completed.
 - a. Maximum required per family \$300 deposit/12 volunteer hours.
 - b. Coaches and Team Managers returning from the previous summer season **do not** need to submit a volunteer check. (Must have held a MYSA coaches' pass to qualify)
 - c. **Checks will be shredded after completing volunteer hours.**

2. Volunteer Form and deposit check is to be collect by the team manager.
 - a. Forms and fees should be turned in as a team to the volunteer coordinator **no later then March 1. (Checks Dated June 1.)**
 - b. **No Player Pass can be released for a player until the form and fee are received.**

3. Volunteer opportunities for fulfillment of deposit check: (Please note: NO work done on behalf of a specific team, other than those duties listed below, will count towards fulfillment of volunteer obligations without prior approval from the Volunteer Coordinator.)
 - a. Multiple opportunities through-out the year can be found on our web site <http://www.blainesoccer.org/volunteer.html> under the volunteer tab. These include BSC tournaments, club registrations, recreational pictures, concessions on game nights, etc. Team managers will typically be notified by the volunteer coordinator of upcoming opportunities needing to be filled.
 - (1) Count hour for hour
 - (2) **Must sign in and out on the Volunteer Hour Tracking form and report hours worked to team manager.**
 - (3) Must submit a **Volunteer Hours Completed** form to team manager.

 - b. Coaching or Managing a Summer Traveling Team
 - (1) Fulfills entire volunteer requirement (up to 12 hours)
 - (2) One head coach, One assistant coach, and One team manager will be allowed per team.
 - (3) Must have a current teams' pass to qualify.

 - c. Recreational Head Coach for Spring, Summer, or Fall Recreational Team for the current calendar year.
 - (1) Fulfills 8 volunteer hours
 - (2) Must submit a **Volunteer Hours Completed** form to team manager.

- d. Age Group Commissioner for a Spring, a Summer or a Fall Recreational Program season for the current calendar year.
 - (1) Fulfills entire volunteer requirement (up to 12 hours)
 - (2) Must Submit a **Volunteer Hours Completed** form to team manager.

4. Eligibility: Volunteer hours must be completed by an adult family member, relative, or friend on behalf of the player.
 - a. Siblings, age 16 and older, may complete hours in an appropriate venue at the discretion of the Volunteer Coordinator.

5. Volunteer hours for each team will be tracked by that team's manager
 - a. Families are ultimately responsible for proof of hours worked. And should keep their own records of hours worked in case of discrepancies.
 - b. Team Managers must report the names of families completing their volunteer obligation a minimum of once per month (no later than the last day of the month.)
 - (1) Records substantiating this reporting must be maintained through the end of the calendar year.

6. Families must complete their entire volunteer obligation for the team in order to **not** have their deposit check cashed. **Partial completion of hours will NOT result in partial return of volunteer deposit.**

ALL CHECKS WILL BE SHREDDED ONCE HOURS ARE COMPLETED AND VERIFIED BY THE VOLUNTEER COORDINATOR.