

# Milton Soccer Club – Volunteer Policy

MSC is a volunteer run organization. Many tasks must be completed throughout the entire year, with many needs not being directly soccer knowledge related. Volunteers help the organization run smoothly and help to keep fees affordable. Without volunteers, items will either not be completed or must be outsourced for payment, having an impact on fees.

Complete your volunteer commitment:

MSC regularly review our volunteer needs. The current model is 2 hours per In House player registration.

Hours may be completed prior to, during, or after the season (only if signed up during the season for an after the season commitment).

Typical season time ranges:

Spring: Early April to May

Fall: early September - October

Potential opportunities to volunteer:

- Coach – registration fee also waived
- Field Set up and/or Take down
- Equipment preparation
- Equipment review and transported to storage at end of season
- Photo Day
- Tournament Support (last In House week of Spring) – such as concessions, banners, cleanup
- Scholarship Committee
- Youth Night coordinator (for High School games)
- Fundraising Planning
- Marketing
- Banner/signs set up and take down
- Tryout registration
- Tryout player assessors
- Volunteer coordinator – recruit and track
- Camp coordinator
- Board of Directors
- Other miscellaneous or ad hoc tasks as needs arise

To sign up to volunteer:

Email [treasurer@miltonsoccerclub.com](mailto:treasurer@miltonsoccerclub.com) to discuss opportunities and availability. Most opportunities are filled on a first come, first serve basis, to prevent vacancies. As timelines approach the needs, MSC must make determination on items as it if outsourced payments or the task not being completed, is in the Club's best interest. Please sign up early so MSC can plan accordingly. After signing up/committing to the volunteer opportunity, it is the expectation to read and reply to any pre-planning, via email. Volunteer opportunities will have a point person, either from MSC or designated by MSC. The Treasurer or Volunteer Coordinator will contact the point person after the volunteer commitment to obtain feedback and confirm that all volunteers completed their commitment in full; showed up on time, ready to volunteer, were an active volunteer, and stayed for the appropriate and committed amount of time.

Opt-out opportunity:

MSC understands that people are busy and time is often limited or families have multiple commitments. We offer an opt-out opportunity where \$35 can be paid. This provides a buffer in financials so that if items must be outsourced for services, it will not impact other items being purchased or registration fees increasing.

Volunteer hours are not completed:

The goal of the volunteer policy is to maintain and grow the club through community involvement and participation. If hours are not completed, this can have a negative impact on the club through items not being completed or items being outsourced, without the opt-out fees allocated to cover these costs. There are opportunities for after the season ends, but if opportunities have not been signed up for, a non-volunteer fee may be assessed at a cost of \$50.

No show or cancel within 48 hours of start time:

If a volunteer does not show for their commitment, the non-volunteer fee may be assessed of \$45. MSC will make efforts to adequately staff each opportunity but we will not have a practice of overstaffing for no shows. A volunteer not showing not only creates challenges for processes and remaining volunteers and can create poor results and image for MSC. If adequate staffing can not be achieved, contracted help may need to be recruited and the \$50 will support the costs of the contracted help, that will now also be understaffed. Reschedules are often not available, as opportunities are filled as soon as possible. The volunteer may inquire as to if opportunities are available, and work 3, rather than 2 hours, if there is a need by MSC to fill vacancies.