



## Pinelanders Youth Soccer Club – Volunteer Policy

Approved 8/1/2007

1. Pinelanders is a large organization, requiring a significant amount of work in management, coaching, grounds-keeping, administration and day-to-day operation. Pinelanders is a club, not a service, and its successful operation depends on the willingness of its members to perform those tasks.
2. It is a **condition of membership** that, in addition to paying dues, families help with the operation of the Club by completing at least one volunteer activity during the course of each season. In situations where a child is associated with more than one family, each having separate participation with the Club, the household in which the child lives is obligated to complete a volunteer activity independently of the other household.
3. The Club will publish a list of volunteer opportunities, and provide a way for families to sign up. Volunteer activities include, but are not limited to, active membership of any committee, including the Board of Directors; coaching; being a team parent; serving in the snack bar; helping with mail-outs, registration, phone calls, etc.; grounds preparation or cleanup; assistance with Trophy Day and other events; flyer distribution. Individual and *ad hoc* contributions are encouraged, and will be recognized.  
Activities that can be completed away from the fields and/or at other times of the week will be made available whenever possible.
4. Each family's volunteer status will be tracked for each season in which they have players registered, beginning with Spring 2007. A family's status may be **red** (they have not yet signed up for an activity), **yellow** (signed up but not yet completed), or **green** (completed). **Every family is expected to exit each season of membership with a green status.**
5. A family is considered to be active from the time of registration to the end of the season, unless they provide formal notification of withdrawal to the Club's Registrar **before the Monday of the seventh week** of the season. If the family withdraws all players by that date its volunteer obligation for the season will be voided if not already fulfilled; otherwise its status for the season will remain red. **It is the responsibility of the family to notify the Registrar of withdrawal;** they may do so by US Mail, e-mail, or phone.
6. Members should support the Club by volunteering as early in the season as possible. Lack of late-season opportunities will not be accepted as a reason for a waiver if early-season opportunities have gone unfilled.
7. The Club will appoint a Volunteer Coordinator who will manage the available activities and endeavor to ensure that they are filled.
8. Each activity will be managed by a "sponsor," who will be responsible for publishing details of the activity, tracking participation, and updating each participant's volunteer status. A sign-in sheet will be provided for scheduled activities, and volunteers **must** sign in to enable their status to be updated.
9. Once signed up for an activity, a volunteer is obligated to complete it, or to notify the sponsor with reasonable notice if that becomes impossible. If a volunteer does not show up for an activity as scheduled, his/her family's volunteer status is returned to red. If the family is a no-show twice in one season without a good reason they will be notified that they no longer need to complete an activity, and their status for the season will remain red even if they later complete an activity.
10. If a scheduled activity is canceled, for example because of a rainout, the volunteer must sign up for another activity. If the cancellation occurs during or after the **eighth week** of the season and the family is not able to re-schedule, they may ask the activity sponsor or the volunteer coordinator for a waiver.
11. Each activity is associated with a season. Between-season activities will generally be associated with the preceding season, to provide further opportunities for families with a red status. At the discretion of the Board some pre- or early-season activities may also be applied to the preceding season, to allow a family to clear a red status.
12. Each season is considered to be separate for volunteer purposes: there is no concept of "credit" or "carrying over" an activity from one season to another. This means, for example, that:
  - If a family completes more than one activity in a season, they are still required to complete an activity in the following season.
  - If a family completes a pre-season volunteer activity and then withdraws from the Club without their child having played in a game, they are still required to complete an activity in the following season.
13. The Club recognizes that serious illness or other emergencies may prevent some members from participating. Any family in such a situation may apply to the Board's designated committee for a volunteer waiver and, if approved, will be deemed to have completed its obligation for the season. The Board or its committee may offer a waiver to a family without application.
14. **Penalty.**
  - a) If a family applies for membership having exited its previous season of membership with a red status, its children will not be included in the initial team assignments, but will be added to the **back** of the waiting list when the family has signed up for an activity, **which must be scheduled within three weeks.** This means that **each player in the family will miss at least one week of the season.** If the activity is completed it will count towards the *current* season, not the prior season.
  - b) A family may avoid the penalty if, before the initial player assignments, a family member signs up for a pre-season activity or (at the Board's discretion) a "Week 1" activity. In that case the activity will be applied to the prior season, and on completion the family's status for that season will become green. This still requires completion of an activity for the current season.
  - c) If a player is assigned based on a future commitment and the family does not honor (or reschedule by agreement) that commitment, the matter will be reported to the Board, and the family's membership will be terminated.
  - d) **If a family accumulates two seasons with red status, future applications for membership will be refused.**
15. Any family believing that it has incurred a penalty unjustly may request a Board review by submitting a written complaint to the Volunteer Coordinator. The decision of the Board is final.
16. Any changes to the terms and penalties described by this policy will be applied retroactively as appropriate.