

## Greater Renton-Tukwila Youth Soccer Association

Title: Volunteer Requirements

Policy and Procedure Number: 030

Revision: A

Approval Date:

- A. Purpose: This policy defines the Volunteer Requirements for the Southlake Soccer Organization of GRTYSA as a volunteer run organization. It is through volunteer hours that Southlake remains an affordable competitive soccer option in the Greater Renton-Tukwila area, and as such it is expected that all families within the organization help to maintain this as a volunteer program.
- B. Requirements:
  - a. All families in the Select Program are expected to volunteer 5 hours working at a Southlake event, committee, or other team opportunity. Events that qualify are Try-outs, 6-A-Side, Swap Meet, MOD Jamboree, Field Lining and other pre-approved opportunities as posted by our Volunteer Coordinator on our website – <https://www.southlakesoccer.org/getinvolved/volunteer-opportunities/other/>.
  - b. Southlake understands that families have other commitments, therefore 2 methods of payment are also being provided in order to satisfy volunteer requirements:
    - i. 5 hours volunteering for approved opportunities per Select family.
    - ii. Buyout fee of \$75 paid to Southlake at Fall Registration (this option is not available to families that are utilizing a scholarship for registration fees).
    - iii. Buyout fee for remaining volunteer hours by February 15th, at \$15 per hour for volunteer requirements not met.
  - c. Select Families that have not satisfied their hours or committed to a future volunteer opportunity by February 15th, (January 15th for High School Boys age groups) will be charged the Buyout Fee and have player cards withheld until payment has been met.
  - d. Families that choose the Buyout option will have their funds used to pay someone for necessary workload not met through volunteers with surplus funds being used to help keep our Southlake fees reasonable for all players and/or to further support scholarships.
  - e. Additional options for completing volunteer hours may be available as approved by the Board of Directors. Approval MUST be granted before serving for the option to qualify.
  - f. The following positions do not require tracking of hours, they are given full credit towards volunteer hours being satisfied. This qualification of hours can only be used toward their immediate family, and cannot be split between 2 people sharing a role.
    - i. Head Coaches (full credit) – Awarded to one Coach per team. Coaches coordinate all practices, ensure the skill development of all players, attend all practices and games (within reasonable expectations).
    - ii. Assistant Coaches (full credit) - Awarded to one Assistant Coach per team. Assistant Coaches assist the Head Coach at a minimum of one practice per week, assist with setup of drills and direction of all players for practices and games.
    - iii. Team Manager (full credit) – Awarded to one Team Manager per team. Utilizes TeamSnap app to coordinate all communications within the team including maintaining and updating the practice and game schedules. Maintains a binder

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of Player Greater Renton-Tukwila Youth Soccer Association Information (rosters, medical release forms, player cards), and coordinates the NPSL schedule, game day rosters, and game report updates after all games for their specific team.

- iv. Board of Directors (full credit) – Awarded to the President, Treasurer, VP Administration, Secretary, VP Competition, Director-Rec/Select, and Director-MOD as volunteer hours far exceed requirement and negate a need for tracking hours.
- v. Coordinator Roles (full credit)- Awarded to our Coordinator Roles that are full year commitments such as the Volunteer Coordinator and Communications Coordinator roles. Volunteer requirement hours allotted to these positions should be discussed prior to committing to the role.

g. Collection of Fees:

Buyout fees will be able to be selected at the time of Registration and will be remitted through Affinity. Those fees submitted or appointed after the registration date for incomplete volunteer hours will be paid through the PayPal link for donations:

<https://www.paypal.com/donate?token=eqQouiVwYNlowJcgEToDB7AID579yLhWMSrcOnyAmrxsooLL87QUq8X4XLuPmsiesqfz9tQzYZHmU3I7>

h. Tracking:

Volunteer hours worked will be tracked utilizing an Excel Spreadsheet. This will include a list of all families that have players within the Select Program. The Volunteer Coordinator will maintain this spreadsheet and work with families to ensure they are able to complete their required hours within the Select year. Player names and teams will be requested at the time of volunteering through the SignUp Genius platform for tracking purposes. Payments for Buyouts will be noted and those families will be exempted from volunteer hour requirements.