

## T&C Soccer Volunteer Buyout Policy

### Volunteers Needed

In order to keep our registration fees as affordable as possible, T&C Soccer relies on volunteers to help with the operation of our programs. For this reason we have implemented a \$30/per player Volunteer Buyout encouraging more people to get involved. Each player's \$30 buyout must be paid at registration (NOTE: Head Coaches are exempt). Those interested in volunteering their time will be refunded the buyout upon completion of their volunteer commitments each season. To qualify for the volunteer buyout refund, all Recreational, Academy, Competitive and Premier families are required to volunteer four (4) hours of their time per player prior to the end of each Fall and Spring soccer seasons. Reimbursements of the buyout will be made to the original form of payment used during registration. Thank you in advance for your understanding, work and time; and for being a part of what makes T&C Soccer so great!

### Volunteer Buyout Information

Whenever a player registers for the Premier, Competitive, Academy or Recreational soccer programs, there will be a charge of \$30 per player at the time of registration. Teams playing for the entire soccer year will be billed for their Fall season buyout at registration; and again, on January 1st for the Spring season.

Throughout the year, there will be a number of volunteer opportunities offered to serve the required four (4) hours to earn their buyout rebate. Premier, Division 1, & Super 2 Divisions are required to volunteer four (4) hours in both Fall and Spring seasons – minimum of eight (8) hours each calendar year. Communication regarding opportunities will be sent via email, as well as posted on the T&C Soccer website and social media pages. If you have questions or concerns, please email [soccerdirector@tandcsports.org](mailto:soccerdirector@tandcsports.org).

Please refer to the Volunteer Guidelines below which address general questions regarding the T&C Soccer buyout program. **If volunteer hours are not fulfilled by the end of the Fall season (Nov 15th) or Spring Season (May 15<sup>th</sup>), the pre-paid buyout will be automatically applied towards general T&C Soccer program expenses. There will be no exceptions to this policy.**

### Volunteer Buyout Reimbursement

Upon completion and confirmation of your volunteer commitment each season, T&C Soccer will refund your buyout via the method you paid during registration. In order to receive your buyout, you must contact the volunteer coordinator to request your rebate

upon completion of your 4 hr volunteer commitment. All rebate requests must be made before November 30<sup>th</sup> for the Fall season and May 30<sup>th</sup> for the Spring Season.

### **Unpaid/Unclaimed Buyout Fees**

Parents who volunteer may elect to donate their buyout fee to T&C Soccer. Upon request, a tax-deductible receipt will be given to these parents. For those that have not made a request for their buyout rebate by Nov 30<sup>th</sup> each Fall or May 30<sup>th</sup> each Spring, proceeds will be automatically applied towards general T&C Soccer program expenses. Records will be kept for those who wish to receive a tax-deductible receipt.

### **Volunteer Guidelines**

**How can I earn my \$30 buyout fee rebate?** By completing a minimum of 4 hours of volunteering in one or more of the various duties below.

**Recreational or Competitive Head Coach:** Leads the team in practice activities, manages the team during the games, and helps players stay focused during the games/practice. Head Coaches will be exempt from the buyout, however, if you register to be a Head Coach and you do not fulfill that role, you will be invoiced the \$30 buyout and expected to complete the required volunteer hours in another volunteer capacity.

**Recreational or Competitive Assistant Coach:** Assists the Head Coach during practice activities, during the games, and players stay focused during games/practices. Assistant Coaches' rebates will be paid-out mid-season once their Head Coach has verified the Assistant Coach has met the minimum volunteer commitment for the season. Limited to one Assistant Coach per team.

**Team Manager (U11 - U18 ONLY):** Assists the Head Coach with tournament registration, team communications and manages the team's finances, etc. Team Managers will be refunded their volunteer buyout mid-season once their Head Coach has verified the Team Manager has met the minimum volunteer commitment for the season. Limited to one Team Manager per team.

**Select Team Videographer:** Assists the Head Coach by providing the team with video recording of games. The role may included; set-up, take-down, uploads, account management, analytics, etc. Limited to one Videographer per team. Videographer rebates will be paid-out mid-season once their Head Coach has verified their role.

**Game Day Opening/Closing Volunteer:** Assists with set-up or take-down on game days; includes arranging D4 goals, setting up corner flags, EZ-Ups and benches and opening/closing bathrooms. (2-hour time slot)

**Game Day Duty Volunteer:** Assists with greeting soccer guests, providing directions to soccer fields, providing general assistance at the soccer shed, trash disposal and/or giving people rides on the golf cart to and from the fields. (2-hour time slot)

**Field Day Volunteer:** Assists with preparing the fields prior to the start of the season or mid-season, as needed: repairing and/or replacing nets, goals, benches, fences, etc. (2-hour time slot)

**Uniform Distribution:** Assists with organizing and distributing Recreational D4 and D3 uniforms. (2-hour time slot)

**Tournament Support:** Tournaments are held in the Fall and Spring with a variety of volunteer opportunities. (2-hour time slot)

**Volunteer Coordinator:** Assists Soccer Director with volunteer organization, recruitment and communication. (Ongoing admin role each season)

**Committee Member:** Works closely with the Soccer Director and Advisory Board filling roles on various committees. (Ongoing admin role each season)

## Q&A

**Does “helping” my rec coach if he or she is not able to be there for a game or practice count towards my volunteer hours?** No. If, however, a coach cannot complete their season and you are stepping in to coach and the club has been notified, then this will count. Simply helping a coach fill in for a game or a practice will not count towards your volunteer hours.

**Does volunteering to serve as Team Parent for Rec (D4) team count towards volunteer hours?** No, however we encourage you as a team parent to support your volunteer coaches by assisting with any duties that may cause a distraction to “on-the-field” coaching duties, i.e. organizing snacks for the kids, end of season parties, etc, but this is not a role that will count towards individual volunteer hours.

**How can I find out about volunteer opportunities?** Throughout the season, emails will be sent to all players’ families with information on volunteer opportunities with a link to sign up. When larger event opportunities are available, such as our Fall or Spring tournaments, there will be Facebook posts as well.

**The sign up is full, now what?** Sign-ups for preferred volunteer opportunities fill up fast. T&C Soccer has over 1500 members so keep watching your email and check the sign-up sheet often. There may be last minute cancellations. If the cancellations are caught in time, notifications may be sent looking for new volunteers. The volunteer coordinator will send communications when there is a last minute opening or volunteer

opportunities are forced to be rescheduled. Otherwise, there will be plenty of opportunities, including Field Day special projects each season. Please watch your emails for more preferred options, if you miss your preferred opportunity earlier in the season.

**I put volunteered 4 hours, when will I get refunded my buyout?** Refunds will be refunded in a timely manner upon completion of the volunteer requirement. Once the requirement is complete, parents must request confirmation that their commitment has been completed and request their refund by May 30<sup>th</sup> (each Spring) and November 30<sup>th</sup> (each Fall). Refunds will be processed to the original form of payment. Once processed, refunds may take up to five business days to appear on your bank/credit card statement.

**I would like to donate my volunteer hours to another family. May I do that?** Yes, we appreciate that some families have extenuating circumstances that make it difficult to meet their volunteer requirement. If you so choose, you may donate your time for one additional family per season by communicating and coordinating with our volunteer coordinator.

**I volunteered more than the minimum 4 hours needed. I want to apply my additional hours to next season. Can I do that?** No. We thank you for helping T&C Soccer as we are a volunteer based organization. Volunteer hours, however, cannot be carried over to the next soccer year or season. For example, if you only need to put in 8 hours in a season and you put in 10 hours, you will receive credit for your 8 hour requirement, but you do not get to carry over 2 hours to the following season.