

# MONTICELLO SOCCER CLUB

## VOLUNTEER REFUND POLICY

The Monticello soccer club is run solely by volunteers. In order to encourage people to volunteer their time there is a volunteer fee collected from all summer competitive players during the registration process, the amount of this fee is determined by the Soccer board.

This money is collected by the club and held until a player/or players family member completes their 2 hours of volunteer time at which time they can fill out a Volunteer refund request form and send it to the Club Volunteer coordinator. Once the volunteer work is verified by the club a check for the amount of the refund will be sent to the volunteer, checks are sent out once a month for those claiming refunds during the previous month.

Most volunteer opportunities are posted or emailed to members by the club. However, volunteers may have other items they volunteer for. These items not solicited by the club should be approved by the board prior to the person doing the task to make sure that it is an approved task. Some examples of tasks that are not approved would be: Hosting a team party, providing carpooling rides, shopping for team supplies, etc. To make sure they can receive reimbursement for the task they should email the board prior to doing the task for approval.

There is also a partial refund policy for those people volunteering for tasks associated with being a team official. Those positions are Head Coach, Assistant Coach, Web Master and Team Manager. Below are the requirements that must be fulfilled in order to receive a partial volunteer refund for these tasks. Any volunteer that is found to have violated the **MSC CODE OF CONDUCT** policy will automatically forfeit any refund.

**HEAD COACH**- must be at the majority of practices and games. Run practice drills and teach players. At games work the team sideline and keep the team organized and the game flowing as directed by referees. Due to the large amount of time committed by a head coach, the Head coach will receive the predetermined head coach refund (currently \$65.00) as well as an additional amount equal to the amount of the volunteer fee collected at registration. Any Head coach that is found to have violated the **MSC CODE OF CONDUCT** policy will automatically forfeit any refund.

**TEAM MANAGER**- must fulfill all tasks required of the team manager for the complete season. Including preparing player passes, making sure all players are aware of schedules for games and practices, any rescheduling of games before the season or if there are reschedules due to weather during the season. A full list of manager duties can be found under the Manager tab on the web site. Due to the large amount of time committed by a team manager, the team

manager will receive the predetermined team manager refund (currently \$65.00) as well as an additional amount equal to the amount of the volunteer fee collected at registration. Any Team Manager that is found to have violated the **MSC CODE OF CONDUCT** policy will automatically forfeit any refund.

**ASSISTANT COACH**- The assistant coach must be available to fill in whenever the Head coach is not available to run a practice or attend a game. Any Assistant coach that is found to have violated the **MSC CODE OF CONDUCT** policy will automatically forfeit any refund. Refund amount is \$60.00.

**TEAM WEBMASTER**- Input the necessary information into the teams web page on the clubs web site. Post the schedule in the proper way so that games are scrolled on the banner across the web site homepage. Keep up to date the scores of completed games so they show on the web site banner. . Any Team web master that is found to have violated the **MSC CODE OF CONDUCT** policy will automatically forfeit any refund. . Refund amount is \$40.00.

To receive your refund you **must fill out the volunteer refund request within 30 days** of the season being completed. Fill out the required information and send it via the instructions found on the form.

Policy revised 9/16/2013