



VOLUNTEER HONORARIUM POLICY

The Sylvan Lake Blizzard Soccer Club (hereinafter referred to as the “SLBSC”) Board of Directors determines all volunteer involvement within the Club. For the purpose of this policy a volunteer could apply to Board Members, Committee Members, Coordinators and / or Coaches.

An honorarium is a voluntary payment made to an individual for performing a special duty or service. An honorarium is different from a contractual agreement as neither party negotiates the amount of the payment. The SLBSC will offer the sum as a sign of goodwill instead of any other payment for the recipient’s services.

VOLUNTEER POLICY GUIDELINES:

- 1) The Board shall be elected for a one (1) year term at the Annual General Meeting (AGM) as per the SLBSC General By-Laws.
- 2) The Board will be made up of four (4) Executive Members and up to four (4) Directors-at-Large. The Executive Members will include the President (who will also be required to serve as the Technical Coordinator), Vice President, Treasurer and Secretary.
- 3) The duties of all Board Members will be adhered to as per the SLBSC General By-Laws.
- 4) Personal information of all Board Members, as required by Corporate Registries, will be collected and maintained by the Director of Operations and / or Treasurer and / or Secretary for annual submission.
- 5) Additional volunteers within the SLBSC will have varied responsibilities dependent on the position in which they are assigned. Committee Members will be called upon in special circumstances and may require additional meetings throughout the season. Coordinators will take direction from the Director of Operations to manage a given age division, roster teams and be a liaison between the Director of Operations and the Coaches. Coaches will take direction from the Coordinator and / or the Director of Operations for their age division, will be responsible for the team on which they are assigned and be a liaison between the Coordinator and / or the Director of Operations and parents and / or guardians.
- 6) All volunteers must familiarize themselves with, and adhere to at all times, any relevant SLBSC governing documents.
- 7) The SLBSC falls under District 5, the Central Alberta Soccer Association (CASA), which falls under the Alberta Soccer Association (AS), which falls under Canada Soccer (CS) and therefore any relevant governing documents in this hierarchy must also be adhered to.

Volunteers are expected to act in a professional and respectful manner at all times as they are representing the SLBSC. Performance that is not professional or respectful may result in the volunteer not being utilized within the SLBSC operations and potentially being reported for disciplinary action. The Director of Operations is to be made aware of any undesirable performance thereby empowering them to move forward a situation on its own merit, if warranted, to the Board for further action; the Board’s decision is final.



HONORARIUM POLICY GUIDELINES:

- 1) All volunteers will be required to provide a negative Criminal Record Check in keeping with the SLBSC Risk Management Policy as well as sign an Oath of Confidentiality.
- 2) In the event that a Board Member steps down without fulfilling the one (1) year term, the remaining Board Members may decide not to pay out the honorarium.
- 3) Due to the responsibility and time commitment of the Executive Members, these positions will receive a higher honorarium than the Directors-at-Large.
- 4) Coordinators will be managed by the Director of Operations who will ensure all duties are performed in keeping with the operation of the SLBSC. In the event that a Coordinator does not fulfill their duties, the Director of Operations will provide evidence to the Board who may decide not to pay out the honorarium.
- 5) Coaches will be managed by the Coordinators within their age division, and / or the Director of Operations, who will ensure all duties are performed in keeping with the operation of the SLBSC. In the event that a Coach does not fulfill their duties, the Coordinator will provide evidence to the Director of Operations to forward to the Board who may decide not to pay out the honorarium.
- 6) Coaches are required to be present for all practices and / or games except in extenuating circumstances. The equipment assigned to each Coach must be kept in good working order and any deficiencies must be reported to the Coordinator as soon as possible. Upon return of the equipment, the honorarium will be paid out at the end of the season and will be issued via cheque.
- 7) All other honorariums will be paid out at the end of the season and will be issued via cheque.

HONORARIUM PAYMENTS

POSITION	TITLE	HONORARIUM
Executive	President / Vice President / Treasurer / Secretary (four (4) members)	\$200
Board	Director-at-Large (up to four (4) members)	\$100
Committee	Discipline Committee (three (3) members)	\$100
Coordinator	Competitive League U9 to U19 (one (1) member) Recreational League U5 Co-Ed, U7 Boys, U7 Girls, U9 Boys, U9 Girls, U11 Co-Ed, U13 Co-Ed (seven (7) members) Equipment / Photo / Referee / Sponsorship / Technical / Tournament (six (6) members)	\$100
Coach	Competitive League U9, U11, U13, U15, U17, U19 (up to three (3) coaches per team dependent on registration numbers) Recreational League U5 Co-Ed, U7 Boys, U7 Girls, U9 Boys, U9 Girls, U11 Co-Ed, U13 Co-Ed (one (1) coach per team dependent on registration numbers)	\$100