

Sacramento United Soccer Club

INFORMATION ON VOLUNTEER HOUR PROCEDURES - FOR MANAGERS

Every player's family must complete the online Volunteer Contract and pay the required deposit fee. Any player whose family fails to submit the contract and submit the fee may be barred from playing in league games and tournaments until such paperwork and payment are received by the Volunteer Coordinator. The team manager will be given a list of those families who have failed to turn in their contract/fee. The Parent Volunteer Hour Tally Sheets are available on the Sac United website.

- **Remind your families it is their responsibility to keep a record of their completed hours. It is not the managers responsibility to track or turn in players volunteer hours!**
- **Volunteer hour cut off date: DECEMBER 1, of current season. All completed Club Hours Tally sheets are due then.**
- **ALL SCHOLARSHIP PLAYERS MUST COMPLETE 15 VOLUNTEER HOURS - A REQUIREMENT OF THEIR SCHOLARSHIP AGREEMENT.**

Once a family has reached the minimum hour threshold that is required (15 hours), suggest they photocopy their tally form (retaining a copy for their own records) and send the form to the Volunteer Coordinator address below. (The address will also be printed on the Tally Sheet as well to help make it easy for the parents to mail it.) Your volunteer deposit will be refunded either by a credit to your club account or a refund check, if account is already paid in full. The goal is to remove the team managers from having to play a role in monitoring/facilitating the parent volunteer hour process.

Team managers and team treasurers must fill out the contract and pay the deposit - BUT ARE EXEMPT from filling out and tracking their hours. Your deposit will be automatically returned to you. At the conclusion of the playing season, managers and treasurers will have their Volunteer Fee returned - - there is no need for manager and treasurers to track their hours and submit tally forms. Each team is credited with only one club hours exemption for the manager and one club hours exemption for the treasurer. (If a team has co-managers, only one of the managers will receive the exemption.) Also, this special club hours exemption is non-transferable, **meaning it cannot be donated to another player on the team.** If a manager or treasurer relinquishes their post mid-season, they are no longer entitled to the club hours exemption - - it passes to the new team manager or team treasurer.

Verifying Hours

It is very important that sign in sheets and work schedules be forwarded to the Volunteer Coordinator at the conclusion of Club sponsored events. This information will be used verify the authenticity of the hour tally sheets submitted by the families.

How To Earn Volunteer Hours

Just to clarify, Club volunteer hours are earned by helping with **CLUB SPONSORED EVENTS AND ACTIVITIES**. It is important to distinguish this from team events - - helping with a team car wash fundraiser **does not** qualify for volunteer hours toward the return of the volunteer deposit fee. The events listed below should be given to all parents and are the suggested volunteer events:

- Parent Kick Off Social (June)
- Fireworks Booth (late June/July)
- Suntan Classic Tournament (August)
- Boo-fest (October)
- Sacramento United Invitational Tournament (September)

Hours can be racked up quite easily if a parent steps up and chairs a sub-committee of a particular event or volunteers to help with the advance work leading up to an event (i.e. working on T-shirt orders, ordering and picking up supplies, etc...) Of course, taking on a facet of one of the Club's tournaments, such as managing the snack bar or coordinating the tournament field marshals is an excellent way to earn virtually all of one's hours on a single task.

If a family wishes to donate volunteer hours to another player in club, it is necessary for the player to be named at the time the hours are worked. Volunteers need to sign in at the event and make a notation on the sign in sheet that the hours being worked are to be donated to a specific player.

**Please mail completed volunteer tally sheets to: Sacramento United Soccer Club
P.O. Box 221505
Sacramento CA 95822
Attention: Volunteer Coordinator**