

MSC Mandatory Volunteer Policy

Montclair Soccer Club has a mandatory volunteer requirement.

If your child participates in soccer, your family must either fulfill the club volunteer requirement or buy out the requirement (\$100). *Each family is expected to fulfill one of the jobs below (6-8 volunteer hours) per season.*

We have been working very hard to structure our organization so the volunteer commitments are manageable. We recognize and respect that people have very limited free time.

The Montclair Club expects the team manager, team volunteer coordinator or, in their absence, the head coach to provide an accurate list of volunteers to the Club volunteer coordinator prior to the first game of the season. Families with more than one player need to fulfill only one volunteer responsibility.

Before 2008	Now (beginning 2008)
16 hours of Club-level volunteer time <i>per team</i>	6-8 hours of Club-level volunteer time <i>per family</i>
Teams were assigned practice field slots based upon when they submitted their request and field availability	A team will be assigned a practice slot ONLY after its Team Volunteer Coordinator has submitted a complete list with volunteer jobs identified for each team family
No volunteer buy-out existed	Families may buy-out their volunteer requirement by paying \$100 when they register
Coaches and team managers often fulfilled their team's volunteer requirement	Head coaches, active assistant coaches, team managers, referees, team volunteer coordinators, Board members and Club Officers are exempt from fulfilling additional volunteer roles
Volunteer fulfillment was summarized toward the end of the season	After the 3 rd game of the Fall season, a list of volunteer hours fulfilled per family will be distributed Club-wide and families who have not yet fulfilled their volunteer hours will be put on notice
Referee game fulfillment was summarized toward the end of the season	After the 3 rd game of the Fall season, a list of games refereed by team will be distributed Club-wide. Teams who are not making progress in their referee requirement will be put on notice that their practice field assignment is in jeopardy
Families were assigned to teams regardless of their volunteer time fulfillment	Families that do not volunteer will receive direct follow-up from the Club and are required to pay the \$100 volunteer buy-out. Families who fail to fulfill their volunteer hours and also fail to remit the \$100 volunteer buy-out will be automatically wait-listed for team placement in the subsequent season

OVERVIEW

When does this take effect? MSC's new volunteer policy takes effect for Fall 2008 & Spring 2009, and for subsequent seasons. *Families can volunteer in Spring 2008 for the 2008-2009 seasons.*

What counts towards Club-level volunteer hours? For a full list of Club-level volunteering jobs, see Volunteers at www.montclairsoccer.org.

What does *not* count towards Club-level volunteer hours? Organizing snacks, bringing snacks, organizing your team's photo shoot on Picture Day, individual team fundraising, organizing team trophies, and other tasks directly for your child's team besides the jobs listed below (coach, assistant coach, team manager, team volunteer coordinator, referee, PCA coordinator).

HOW IT WORKS

In an ideal scenario each team will have one head coach, an active assistant, a team manager, and a team volunteer coordinator. **Head coaches, active assistant coaches, team managers, referees and team volunteer coordinators are exempt from fulfilling additional volunteer roles.**

An **Active Assistant** fully participates in all team practices, has the appropriate coaching license, is registered with CYSA, and covers games in the absence of the head coach.

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The **Team Manager** coordinates the administration of the team. Although we appreciate the work, we are no longer considering team snack coordinators or team uniform coordinators as fulfilling the club volunteer requirement.

Team Volunteer Coordinator. MANDATORY POSITION

Prior to the season the team volunteer coordinators provide a list of specific volunteers to the Club Volunteer Coordinator. During the season, the team volunteer coordinator acts as a liaison between the team and the Club. If the Club has a field maintenance day, the volunteer coordinator is responsible for ensuring their team's field volunteers participate. The volunteer coordinator for each team is responsible for tracking whether team families fulfill their responsibilities. The volunteer coordinator will also track to make sure the team's referees have fulfilled their obligation.

IMPORTANT: Practice field assignments for teams will not be issued until the list of team volunteers is emailed to the club volunteer coordinator. (U6 teams will not be added to the game schedule until the list of team volunteers is emailed to the club volunteer coordinator.)

The Club will provide self-service reporting tools via our website for families to report their volunteer time. A reminder will be emailed to all team families prior to the season and after the third game of the season.

An ideal breakdown of team volunteer responsibilities:

- + One head coach
 - + One active assistant
 - + One team manager
 - + One field setup manager
 - + One team volunteer coordinator
 - + Minimum of one referee. We prefer two. (All Clippers teams must have at least two referees.)
 - + One PCA coordinator
- + Remainder are club-level volunteers who will either participate in the Annual Dinner Celebration (U10), Picture Day (U8), JLYSL Tournament (for U10 and above teams), or as field maintenance volunteers.

ALL TEAMS

FIELD MAINTENANCE (Fall and Spring season)

U8–U19 team families who do not volunteer for any other team or club volunteer role are required to participate in two field maintenance days (this is in addition to field setup) per season. Depending on our needs, we will spend one day prior to the season and possibly another day at the end of the season repairing damage to the fields. These field steward jobs are different from the field setup jobs (setting up nets and flags for games). Typically you will be assigned to maintain the field where you practice. You will be tasked with filling in holes, picking up trash, spreading seeds, etc.

ALL TEAMS

PCA TEAM COORDINATOR (Fall season)

One PCA volunteer per team. These volunteers will have attended a PCA workshop and will participate *prior to each season* in a team parent meeting, during which they will explain appropriate sideline behavior to team parents. During games they monitor team parent behavior to ensure appropriate behavior is exhibited. We are creating a Checklist for this role.

ALL TEAMS

TEAM REFEREE

Each team is responsible for providing at least one referee to cover a minimum of six games (12 games for Clippers families). There is a growing concern over the officiating of games and the behavior of the coaches and spectators. The best scenario would be to have two referees per team who work as a team. Two referees are less likely to miss calls and the built-in support of a partner referee creates a more rewarding experience for the referees. All Clippers teams must have at least two referees. *Referees for U10 and older teams must have obtained either a Grade 8 or Grade 9 license before officiating games.*

U8 TEAMS

PICTURE DAY VOLUNTEER (Fall season)

U8 teams are required to provide *two volunteers* per team for the annual picture day. The volunteers work with the photography company facilitating picture day. Volunteers shepherd the teams through the process, manage the sign-up desks, etc. They also help sell t-shirts and other MSC apparel as a fundraiser for the Club.

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U10 TEAMS

ANNUAL DINNER CELEBRATION (Fall season)

The U10 teams are responsible for hosting the annual end of season soccer celebration dinner . Every team provides one dinner volunteer to be actively involved in planning and implementation of this event. Volunteers are involved in event setup, decorating, coordinating entertainment, ticket sales, or event hosts.

U10-U14 TEAMS

JLYSSL TOURNAMENT VOLUNTEERS (Fall Season)

Every team that participates in the end-of-season Jack London YSSL Class IV tournament is required to provide two volunteers. These individuals are assigned to various tasks during the tournament weekend.

CLUB ADMINISTRATION

Board Members

Board members are allowed to select their practice days and times prior to the general practice lottery. If you have a tight schedule, this perk alone may make it worthwhile for you to volunteer as a Board member. Board members are exempt from fulfilling additional volunteer roles.

- Club President
- Vice President
- Secretary
- Treasurer
- Past President
- 6 Board Members at Large

Additional Club Leadership Positions

- Disciplinary Chair & JLYSSL MSC Disciplinary Committee Representative
- Referee Coordinator
- Field Coordinator
- Practices Coordinator
- Field Procurement
- JLYSSL Representative

Club Jobs

Equipment Coordinator (procures and distributes uniforms & equipment)

Age Group Coordinator (forms up teams)

- U6 Boys & Girls coordinator
- U8 Boys coordinator
- U8 Girls coordinator
- U10 Boys coordinator
- U10 Girls coordinator
- U12 Boys coordinator
- U12 Girls coordinator
- U14 Boys & Girls coordinator
- U16-U19 Boys & Girls coordinator

Coaches Coordinator

JLYSSL Tournament Coordinator

Volunteer Coordinator

Annual Celebration Dinner Coordinator

U6 Program Director

U8 Program Director

U6 & U8 Match Secretary

League Age-Group Match Secretary

Club Webmaster

The above list is a subset of MSC Volunteer Jobs. For a full list of, see www.montclairsoccer.org. At any given time there may be special projects at the Club level. Email: volunteers@montclairsoccer.org.