



# Sandwich Soccer Club Volunteer Policy/Program



The Sandwich Soccer Club (SSC) strives to provide a competitive, challenging, and affordable soccer program for the community. In order to keep our Volunteer Program dynamic and to help keep costs down, the SSC currently requires three (3) hours of volunteer time per family accompanied by a volunteer bond.

This is not meant to be a hardship or barrier to participation. We understand that every family faces unique challenges and if this commitment is a concern, please contact the Club VP of Operations/Volunteer Coordinator [operations@sandwichsoccer.org](mailto:operations@sandwichsoccer.org).

NO child will be denied access to the soccer program because of this performance bond.

We would like to match volunteers with their interests and time availability. Areas where the Club will need your help include the following:

\_\_\_\_ • Pre-Season Field Prep/ Clean up Day – mulching, painting, planting etc.

\_\_\_\_ • Active season field/game day preparation: Putting out corner flags, medical kits, trash barrels, benches on sidelines.

\_\_\_\_ • Game Day Field Monitor

\_\_\_\_ • End of (every) Game Day clean up: Parking lot, fields and barrels emptied

\_\_\_\_ • Team Managers: This is a requirement for every team. Please see your coach

\_\_\_\_ • Rainy Day Field Prep: on call basis

\_\_\_\_ • Cape Cod Challenge Cup Tournament: (May 24<sup>th</sup> -27<sup>th</sup>, 2013) see attached

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Child (ren) in program: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell phone: \_\_\_\_\_)

Coaches Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

CHECK # \_\_\_\_\_ REC'D: \_\_\_\_\_ DATE: \_\_\_\_\_

Joyce Kramer / VP Operations  
[operations@sandwichsoccer.org](mailto:operations@sandwichsoccer.org)

BOND EXEMPT: Coach: \_\_\_\_\_ ASST. COACH: \_\_\_\_\_  
BOARD: \_\_\_\_\_ AGD: \_\_\_\_\_ TEAM MGR: \_\_\_\_\_

## **SSC Volunteer Bond Requirement**

The **S**andwich **S**occer **C**lub requires a Volunteer Bond be paid by **all** participants with the exception of coaches, assistant coaches, team managers, Age Group Directors, Board members and Tournament Director.

This Frequently Asked Questions section of our website is to help you understand the Volunteer Bond, its requirements and why the SSC Board decided to put this additional administrative burden into effect. Here are some of the highlights of those requirements.

### **What is a Volunteer Bond?**

A Volunteer Bond is a refundable payment levied on registrants for SSC registration. This payment is added to the cost of registration and will only be refunded when someone from the family of the registered player fulfills their volunteer obligation.

### **Why institute a Volunteer Bond?**

SSC like many other volunteer organizations have experienced a steady decline in the number of volunteers over the past few years and, as SSC is a volunteer run organization it relies on its families for volunteer support to maintain the quality of its programs. The refundable Volunteer Bond is designed to encourage families to volunteer to help run SSC and the Cape Cod Challenge Cup Tournament.

### **How much will the Volunteer Bond be?**

The Volunteer Bond will be \$150 per household per year. It will be postdated for June 30<sup>th</sup> of the current season year and collected at registration night. The SSC's volunteer "year" begins in August, with tryout preparations for the fall and ends with the conclusion of the spring schedule and tournament in May and in June.

### **What is needed to complete the volunteer obligation?**

A minimum of **three (3) hours** of volunteer time within the SSC volunteer year will be required from each household.

### **What types of volunteer activities qualify for the volunteer obligation?**

There are many opportunities to volunteer time that will contribute towards fulfilling a family's volunteer obligation, from serving as a Head or Assistant Coach; helping with facilities maintenance; volunteering at the Cape Cod Challenge Cup Memorial Day Tournament, selling merchandise, fundraising, and field clean up and set-up etc.

### **When will the Volunteer Bonds be refunded?**

Volunteer Bonds will be refunded or destroyed prior to the Cape Cod Challenge cup if time has been fulfilled. If not, members will be notified of the need to fulfill their requirement over the tournament preparation week or weekend of the tournament.

### **How will the Volunteer Bond requirement affect existing volunteer commitments?**

Those members who are currently coaches, assistant coaches, AGD's, team managers or board members are not required to provide bond money or additional hours of volunteer as they are already putting in well over the **3 required hours**. Travel soccer parents will be asked to fulfill a volunteer duty during the annual Cape Cod Challenge Cup Tournament, as it is our sole fundraising activity.

### **What will the SSC do with the money collected?**

First and foremost, SSC is not instituting the Volunteer Bond to raise revenue. The Volunteer Bond is being created to 1) encourage more parents to volunteer; 2) and provide funds to pay part-time help to fill **jobs not covered by parent volunteers.**

### **How will parents fulfill their Volunteer Bond obligations?**

Various e-mails will be broadcasted to SSC families throughout the year advertising opportunities to help. All you need to do is sign-up per the instructions in the email, then show up, sign-in and do your part. Your signature next to your name on a sign-in sheet is proof that you have completed the volunteer activity. Team managers will be responsible for keeping a running list of their teams parents participation as well. This list will be turned into the VP Operations for confirmation.

### **What happens if I don't complete my Volunteer Bond obligation within the year?**

Again there are many opportunities to help throughout the year that will qualify you to satisfy your obligation to SSC; if you do not complete your obligation by the end of June, you will forfeit your Volunteer Bond and those funds will be returned to the SSC General Fund for operations. Volunteer assignments will be filled on a first-come, first-served basis, so if you want to make sure that you fulfill your obligation before the year ends, sign up as early as possible.

SSC is not responsible for finding volunteer tasks for parents; parents must take responsibility to sign up for and complete tasks that will meet their obligation.



# Cape Cod Challenge Cup Volunteer Information



The SSC sponsors the annual *Cape Cod Challenge Cup Memorial Day Tournament*. This is a travel soccer club tournament that brings to our community over 200 teams (10,000 visitors) from all over New England. It is the main fundraiser for the SSC and it provides the funds to operate our fields, provide coach and player training, purchase equipment (nets, goals, balls, flags, medical kits, tryout equipment and supplies ) The tournament funds also allow the SSC to give back to the community with annual donations to the student volunteers from the Sandwich High School Blue Knights Theater Club, International Studies and the Girls and Boys Soccer programs.

It requires the help of many volunteers to make it run smoothly and to help provide an enjoyable experience for all our visiting teams. The list below are all the areas which require help in order to manage and run a successful tournament. Experience in any of the areas is not needed, just your time and energy. For more information or to inquire about helping please contact the current Tournament Director at [capecodchallengecup@gmail.com](mailto:capecodchallengecup@gmail.com)

## **Tournament Facts:**

We operate the Cape Cod Challenge Cup Tournament on 12-15 fields at 4-5 locations. Sandwich High School, Oakridge, Water District and 4 C's Community College. The Tournament starts on Friday of Memorial Day Weekend and culminates on Monday Memorial Day with playoffs for the U11 and above age groups. Over 350 games are played during that time. **Mass Youth Soccer Association** rules require certain conditions for the safety of the players and out of town visiting teams. Some of these requirements include insurance, club/volunteer presence at all fields, medical staff and licensed referees. Other requirements include sanitation, facilities for handicapped spectators and trash removal at all sites. To meet these requirements the SSC hires an outside medical group, Sanitation and Trash removal companies. In addition the tournament sells merchandise ( t-shirts, sweatshirts ) contracts with food vendors and sells advertising and outside sponsorship programs (area hotels, restaurants etc.) to offset the costs of the required needs. We are happy to be able to support local businesses for these needs.

Keeping all of this in mind, we need our **own parent volunteers**. We need roughly 175 volunteers to cover over 250 hours of tournament preparations and operations.



# Cape Cod Challenge Cup Volunteer Information



**Volunteer opportunities are listed below with # of volunteers needed for each job:**

- **FIELD MARSHALL COORDINATOR (1)**: Coordinate all Field Marshall assignments, scheduling and volunteers.
- **FIELD MARSHALLS (130)** - Time and location scheduled around your own player's games.
- **TRASH COORDINATOR (1)**
- **TRASH HELP (3-5)**: To work with Coordinator during and after the tournament.
- **MERCHANDISE COORDINATOR (3)**: Selling/sorting/scheduling volunteers & coordinating merchandise supply to all locations.
- **REGISTRATION HELPERS**: Friday afternoon (**2**), Friday night (**2**), Saturday am (**2**)  
Work with Students and Tournament Registrar.
- **ADVERTISING SALES: (3)** Sell space on Smartphone Apps. Can be done out of home via email and phone calls.
- **FIELDS/SET-UP COORDINATOR (1)**: Coordinate the measuring & lining of fields, setting up nets & flags.
- **FIELD SET-UP CREW (5-7)**: Field set-up starts one week before the tournament with measuring, then goals, nets & flags. People can commit to certain days and times.
- **TOURNAMENT BREAK-DOWN (10)**: Monday, 12pm – 7pm. Needed are one or two trucks to break down nets at completed locations, and bring back to WD fields shed.
- **REFEREE COOLERS (5-7)**: We need am & pm volunteers to fill the referee coolers with ice and beverages each day and deliver to the fields. At the end of the day, pick up the coolers and return to SHS.
- **MEDICAL KITS (2)**: Shop for supplies (list provided) and fill 15 field medical kits.

***If you have an idea or an area that you do not see listed, please do not hesitate to contact the current tournament director [capecodchallengecup@gmail.com](mailto:capecodchallengecup@gmail.com) with your suggestions. Thank you for your help in advance.***