

**Calgary Blizzard  
Soccer Club  
Policies &  
Procedures**

Chapter:

**FINANCE**

Subject:

**VOLUNTEER FEE REFUNDS**

Authorization:

**Approved Jan 8, 2019**

White Paper:

**Volunteer Refunds**

Date:

**February, 2019**

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**POLICY NUMBER:** 04-7**REFERENCE:**

- Calgary Blizzard Soccer Club White Paper – Policy Proposal – Volunteer Refunds

**POLICY:** Every season a refundable volunteer fee is paid by each family. As of the date of this policy, the fee is set at \$100. The Calgary Blizzard Soccer Club (CBSC) Board reserves the right to change this fee.

This policy outlines the activities that qualify for a refund of the volunteer fee. There are 2 ways in which a volunteer may be assessed:

- Contributions to a CBSC Team – Each team will be eligible to receive **up to five full refunds** for contribution to CBSC in the following areas: (i) Coach; (ii) Assistant Coach; (iii) Manager; and (iv) Treasurer. Additional roles or duties created within a team, that are not listed above are not eligible for a refund.
- Contributions to CBSC – The minimum contribution necessary to qualify for the volunteer refund in this category **is five hours**. Some of the duties eligible for refund include, but are not limited to the following:
  - (i) Equipment – Assist in the distribution and tracking of equipment for the indoor and outdoor season.
  - (ii) Field Marking – Ensure the game fields are marked prior to the start of the season and maintain upkeep of the fields.
  - (iii) Auditor – Assist treasurer with club audit; professional accounting designation required.
  - (iv) Blizzard wear – Prepare Blizzard wear play order and team order package; set up and organize Open House; manage and processing of coach's and team orders for the club.
  - (v) Director – Members of the Board elected at the AGM



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- (vi) Marketing Assistant – Assist with marketing activities for the Club, for example helping to distribute CBSC flyers at community events
- (vii) Referee Scheduler – Organize the assignment/payment of referees for games
- (viii) Volunteer coordinator – Supply volunteers for various CBSC activities using database; track volunteer activity and update volunteer database
- (ix) Casino – Work the upcoming casino.

There are no partial volunteer refunds.

Positions that qualify for the volunteer refund will be awarded on a first come, first served basis by CBSC provided that the volunteer has the necessary experience for positions that require specific ability.

Volunteer fee refund eligibility for families receiving CBSC Sponsorship – volunteer hours will first be applied to recover CBCS sponsorship funds at a rate of \$20/hour prior to being applied to the volunteer fee refund.

**INTERPRETATION:** N/A



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