

MVLA Volunteer Program

In MVLA Soccer Club's ongoing desire to deliver high quality programming and opportunities for our players, we rely on your support to participate in our success through volunteering.

General Information

Hours required: The club requirement to volunteer is 6 hours per player per season.

Please note: Financial aid is grossed up to cover this fee, so financial aid families are not eligible to receive the volunteer fee back but must meet the 6 hours per player per season to receive ongoing aid for future seasons.

Club Volunteer Fee: This fee is **\$125 per player per season** and is paid at the time of player registration. The Fall/Spring annual registration invoice will show an annual fee of \$250.

The establishment of this fee in spring 2016 removed from those families unable to volunteer the requirement or potential challenge of trying to accommodate fitting in those hours. It also then allows the club to secure volunteers or paid staff if needed to meet our volunteer programming needs.

Please note that this fee is reimbursable once you satisfy your hours. The volunteer fee reimbursement request form is on the club website under the [volunteer](#) section. Families have the option to receive a credit for the following year's volunteer fee, donate the fee back (after satisfying the volunteer hours) to the club as a charitable donation, receive PayPal funds or a check for the fee if the player will not be returning the following season, or certify that they have met required volunteer hours as part of the receipt of financial aid.

Volunteer User Tool: MVLA SC uses iVolunteer (www.ivolunteer.com) which will let families easily track and manage their volunteer hours.

Once you sign up for your first commitment, you can check upcoming commitments by going to www.ivolunteer.com. On the right side of that page, click on my commitments. It will recognize you by the email address you signed up for your MVLA volunteer activity and show future commitments. The tool also allows families to track and view total hours volunteered.

In order to be reimbursed the volunteer fee, families will have to complete the Volunteer Fee Reimbursement Request form (the [Volunteer page](#) of our website will have the most recent season's form), indicate the roles performed, dates and hours volunteered (consistent with those listed on the iVolunteer signups).

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Volunteer opportunities will be posted on an ongoing basis on the MVLA website. Opportunities will be available in a wide range of areas including: field lining, tournament assistance, special event support, spirit wear sales and tryout help.

Parents may still satisfy their volunteer requirement as well by supporting a team for which they have a child playing in a manager capacity.

In addition to the manager role, a team can have up to 3 of the following roles that can account for 6 hours of volunteer time per season per player. A manager must approve which 3 are relevant for his/her team. The roles must be significant for that team (travel coordination is not a necessary role for a younger team where no traveling is involved so this would not be considered a significant role for this team).

- 1) registration for leagues and tournaments
- 2) game scheduling and ongoing communication throughout the season
- 3) budget/treasurer for team
- 4) travel coordination for traveling teams (booking hotels, arranging team dinners...)

To certify these hours have been met, the parent volunteer will submit the reimbursement form indicating team name and role performed for that team.

NOTE: These are the only four team roles that count towards satisfying the club requirement and thus be eligible for reimbursement. Families who bring the team bench, tent, help with warm ups, arrange for tournaments accommodations, team meals or social events, do not satisfy this requirement. Those roles are solely dedicated to supporting your child's team. To avoid any confusion on volunteer reimbursements, we recommend that the parent volunteers supporting a team sort out in advance who is claiming credit for which manager role to avoid confusion.

Ongoing Volunteer Opportunities

Field Management

Field management includes a variety of roles including the following:

Field Baselineing – This role involves initial field measurement, layout and lining of fields and counts for 4 hours of volunteer time. Baselineing happens twice a year, typically in mid-August and mid-March. At the start of each season, a small team of volunteers (4 to 6 people) will be needed to measure, layout and paint each field to required size specifications. Each team of volunteers will baseline 2 to 4 fields at no more than 2 locations and will take up to 4 hours. Timeframe: Based on field permits which regulates our access to the fields and the formation of small teams, this opportunity will need to happen on specific day and time, typically on a weekend but possibly mid-week in the late afternoon in mid- to late-August for the fall season and mid- to late-March for the spring season.

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Field Lining (aka field painting) - This is an ongoing role weekly. Each of our grass fields must be lined during league play every Friday (usually late afternoon) during the season in anticipation of games to be played there over the course of the weekend. The lining role requires picking up and returning the lining equipment to a designated location in Los Altos and disposing of the empty paint cans. Accounting for the time to pick up the equipment, line the field and return it to the storage location, this volunteer need will count for 3 hours for each field lined. If you are unable to line the field you have signed up to line, you are responsible for finding a replacement to do so as the club is fined for fields not lined for weekend games. Timeframe: Each Friday, weekly throughout fall and spring seasons.

Inventory Management – We are looking to add Inventory Manager as a volunteer role to help our Field Coordinator keep track of the condition of equipment used for home games. Each field has some or all of the following items that MVLA owns -- flags, goals, goal weights and some bathroom keys for which it would be beneficial to have a volunteer or a group of volunteers keep track of the condition of the equipment. That group of volunteers will advise the Field Coordinator when items are missing, broken or otherwise in need of being replaced. This role involves being familiar with the equipment that should be at each field and checking on Friday afternoons to ensure everything needed for weekend games is available. If you identify issues with equipment, you will then contact the field manager to allow for time to have needed equipment to be put in place for weekend games. Your volunteer team would be responsible for picking up needed items from the Field Coordinator and getting them in place at the field storage location prior to the start of weekend games. Your volunteer team would be responsible for checking the field storage locations prior to the start of weekend games to ensure everything is in place. We anticipate that several families could share this role for a specific field (ideally one close to your home) and that you would sign on to do this role for the season. This role would count for 6 hours of volunteer time for each family involved for the entire season's efforts and we anticipate a group of families would "own" a field for a season and take care of these duties. Timeframe: Weekly during the season for which you volunteer (fall or spring), likely Friday afternoons.

Field Marshall – This role will be set up on an as-needed basis at our turf fields to facilitate adherence to field rules. Rules for each field will be part of the volunteer spot for the field assigned. Rules for which parent volunteers typically need to enforce are no dogs allowed at field, only water on field and no chairs on the turf or track.

Spirit Wear Sales

MVLA gear/spirit wear opportunities happen throughout the year and oftentimes are held at a location or venue where there are lots of MVLA families (be that at Shoreline or Foothill on a couple of evenings when many of the older teams practice), Soccer Night, Picture day, etc. These opportunities will typically involve picking up gear, helping set up, sell and put away gear from specific events. Timeframe: Ongoing opportunities throughout the year, at designated fields or other MVLA events.

MVLA Golf Classic and Dinner Auction (held annually in fall)

The golf tournament, an important social and fundraising event for the club, is held annually (usually, early Nov).

Volunteer opportunities on the day of the event will include set up, check in (separate opportunities for golf event and auction event), hole in one verification, raffle ticket sales, auction support, cashier and more. Most of the volunteer slots will be for a 2 hour window and you are welcome to sign up for multiple slots if that works for you. Volunteer opportunities on the event day can run from 8 a.m. – 10 p.m.

Pre-event responsibilities for which we need volunteers are sponsor solicitation, donation solicitation, donation packaging (creating baskets of related items to auction on event day), bid sheet preparation, planning and logistical support and more.

Timeframe: Planning/logistical support – summer through October, with the bulk of volunteers needed for event day itself.

We are actively seeking sponsors at levels from \$350 (name assigned to a hole on the golf course) up to \$6,000, essentially a signature sponsor.

MVLA Soccer Night (held annually in May)

Soccer night (also known as senior night) is a club-wide celebration of our graduating senior high school players and features approximately 30-40 volunteer opportunities in the following areas – event set up, event clean up, concessions sales, photographer, videographer, spirit wear sales, field marshal, signage/posters for event, check in and more. Timeframe: May

Picture Day (September annually)

Annual club picture day is usually held in September. Volunteer roles available this day will be checking teams in before photo appointments and ensuring they have completed the photographer provided info.

College Commitment Celebration (March/April annually)

Annual event at which seniors sign a letter of intent for institutions to which they are committing to play collegiate soccer. Volunteer opportunities include decorations, event set up, photographer, videographer, refreshments and clean up.

Team Management (Ongoing roles)

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This responsibility includes a variety of roles which one person as the team manager can handle or can be delegated to multiple parents, each of whom would credit towards club volunteer hours required in the roles described previously for supporting a team.

Timeframe: Registration – June/July for fall; Feb/March for spring, similar for treasurer in terms of setting up budget and communication of fees with parents; ongoing for fee collection and reimbursement; game scheduler – late Aug/Sep for fall; March/early April for spring

Tournament Hosting (April, August, October and December)

MVLA participates in tournament hosting several times throughout the year, typically in late April for the MVLA-Sponsored Bay Area Spring Cup event, mid August in support to the Stanford Soccer Club for the Stanford Summer Classic, late October for the MVLA-Sponsored Bay Area Fall Cup and early December for the MVLA-Sponsored Bay Area Winter Cup. Tournament hosting involves field set up and clean up, but also may involve a wide range of other volunteer opportunities, most of which would be available on the days the tournament games are being played.

Volunteer opportunities available include: field set up before games start each day and clean up at the end of each day of play; other possibilities may be for player check in/field marshal. Timeframe: For those interested in taking on a more substantive role or learning the ropes of helping run the event, there is also a full day opportunity for each event day for a field coordinator who will work with the club's tournament coordinator/head marshal to oversee volunteers at a designated site.

Tryout Help

Volunteers will be needed to check in tryout participants and completion of required forms/information. Timeframe: April/May for spring and December/January for fall.

Frequently asked questions

- Can my volunteer hours/time be prorated, e.g., I volunteered 4 hours, does that mean I get 2/3 of the volunteer fee (4/6) back.

No, the volunteer requirement is 6 hours per player per season for the \$125/season volunteer fee reimbursement (\$250 per player per year).

Non financial-aid families seeking certification must have satisfied the volunteer hours and provided documentation reflecting those hours before submitting the request. Financial aid families must meet the volunteer hour requirement in order to maximize aid receipt. At the present time, aid families are not eligible to receive this fee back. We are evaluating changing that aspect in the future.

- I volunteered a lot last season. Does that count or carry forward?

At the present time, it does not but we are looking to streamline this so all volunteer hours (regardless of the season in which they were performed) count towards satisfying your families' volunteer hours.

- I have high school age children/players. Can they volunteer or work an event with me?

Absolutely! The only role for which we must have adult volunteers is the field marshal role as it can sometimes involve enforcing rules for the field and potential conflict/disagreement associated with that.

- Can my coach assign me volunteer roles that do not meet the requirement?

Coaches can request that families help out supporting the team, but are not authorized to direct families to help. That being said, there are a lot of elements that go into making a team and its operations successful beyond approved volunteer roles described earlier in this document. MVLA relies on our parents to do what they can to contribute to the success and efficiency of their child's teams. Our support means a lot to our players!