



Manager Volunteer Agreement

Thank you for volunteering for the position of team manager at **Downtown Las Vegas Soccer Club (DLVSC)**. If you accept this role, you perform all duties on a voluntary basis and will not receive remuneration or payment for your work.

You are expected to support all of DLVSC's goals and objectives. Participate in training programs and the occasional meeting. Only undertake duties you are authorized to perform. Notify your supervisor or coach of potentially hazardous or toxic situations. Behave appropriately and courteously to staff, parents, and especially around children. Be open and honest in your dealings with DLVSC and let us know if we can improve our volunteer program.

The health and safety of every person at DLVSC is a priority. As a volunteer you have to take reasonable care for your own health and safety as well as the health and safety of every player on your team. DLVSC will provide a list of links provided by the Youth Soccer Association as requested.

DLVSC is committed to providing suitable training prior to commencing your volunteer position. Once you have registered for your position, we will need you to complete the state required, Risk Management Background Check.

- **LOYALTY...** The definition of "team" **is to come together as to achieve a common goal**. To criticize the club, coaches, parents and/or players sets a negative example for everyone.
- **CONFLICTS ...** The first discussion of any conflict, issue or inappropriate behavior between parents and players should first be discussed with your coach. If it remains unresolved it should then be raised with the DOC.
- **ALCOHOL / DRUGS...**It is a violation of DLVSC policy for anyone involved in a club activity to have **drugs** or **alcohol** in his/her body. Hosts who allow underage drinking, or supply the **alcohol** consumed or possessed by **minors** may be in violation of two distinct laws: furnishing **alcohol** to a **minor** and allowing underage drinking to occur on property they control.
- **JOKING...** Do not discuss or joke about sex, religion, race, or politics. What may be funny to you could be offensive to someone else. And, when it comes to humor, what you may think is funny, could even be illegal.
- **CASH...** We do not accept cash in the office. All payments need to be made by debit or credit cards, checks, or money orders. Cash can be stolen, lost, or damaged.

- RESPONSIBILITIES...

1. Ensure that all players on your team have registered online at www.downtownlvsc.com.
2. Encourage them to sign up for electronic payments.
3. Maintain a manager's binder with necessary paperwork, birth certificates and players cards.
4. Coordinate with the coach and relay game, training schedules, and all pertinent information to parents.
5. Follow club guidelines regarding the ordering and purchase of team uniforms and equipment.
6. Check all club event deadlines to ensure the team and players are properly registered in a timely manner.
7. If necessary, organize chaperones during tournaments so players are monitored at all times.
8. Fill out the proper paperwork regarding tournaments and / or reimbursements in a timely manner. Follow club guidelines regarding accounting and financial procedures.
9. Coordinate with DLVSC administrators to pass on financial requirements to parents; however, after notifying the parent, it is not the managers responsibility to collect that information. The parent needs to bring all financial information directly to the office.
10. Actively communicate events, news, team updates and photographs of team players.
11. Attend all team manager meetings held by DLVSC and notify the office if you are unable to attend.

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either party.

I have read the Manager Volunteer agreement and I will adhere to the policies and procedures set by Downtown Las Vegas Soccer Club.

Volunteer Full Name (printed): _____

Volunteer Full Name (signature): _____

Date: _____