



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 manager training programs and the occasional meeting. Only undertake duties you are authorized to perform. Notify your 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 US Youth Soccer Association and US Club Soccer 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 US Soccer required, Risk Management Background Check and Safesport training.

- **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 director of the age group they are as follows Ali Skogrand for girls and boys U10 and below, Dan Schell boys U11 thru U14, and Frank D`Amelio boys U15 thru U19.
- **Alcoholic beverages, tobacco, and drugs (including marijuana and misuse of prescription medication)** are not permitted at any youth-related event, including practices and league games; No coach or volunteer shall participate in any youth-related activity while under the influence of drugs or alcohol; and Smoking or use of tobacco products is not permitted in or around youth sports practices or games
- **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. Cash can be stolen, or lost.

• RESPONSIBILITIES...

1. Ensure that all players on your team have registered online at www.downtownlvsc.com and www.system.gotsport.com
2. Please have them sign up for electronic payments.
3. Maintain a manager's binder with necessary paperwork, birth certificates and players cards and medical releases.
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. Track all club event deadlines to ensure the team and players are properly registered in a timely manner.
7. During tournaments 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 payments due.
10. Actively communicate events, news, team updates and photographs to bob bob@downtownlvsc.com to be posted on social media.
11. Attend all team manager meetings held by DLVSC.
12. If your team is being dual rostered with US Club you shall receive email with required information and paperwork from the team.
13. Your point of contact is Julie who can be reached by email (702)258-0279 or email Julie@downtownlvsc.com for any questions or help.

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.

Date: _____

Volunteer Full Name (printed): _____

Volunteer Full Name (signature): _____

Coach: _____

Team: _____