

# BROOKINGS FC

## 2017/2018 VOLUNTEER POINTS AGREEMENT

The purpose of the agreement is to improve awareness of the need for volunteers in the Brookings Futbol Club. Volunteers make the program not only work, but keep the cost at a minimum. The purpose is not to see who earns the most points, but to get all parents involved and to run the program in the most cost-effective manner possible.

A family is required to earn points based on the number of children in the program, with 200 points being the maximum needed. Extra points earned cannot be carried over to the following year. Points may be earned for a player by up to a total of four volunteers. Contact the Volunteer Point System Director for approval of additional volunteers.

A point value has been established for each position that requires volunteer work. It is up to each volunteer to legibly write their name and player's name on the sign-in sheets. Individuals working these areas will be responsible for their sheets.

**\*\*Each family will be required to complete and submit the attached Volunteer Points Participation Agreement form and a post-dated check (November 30 of the following year) for the amount of points that the family needs to earn. If the check is not post-dated we will ask you for a new check.** The dollar value of each point has been established at \$3.00. On November 30<sup>th</sup> of the following year, all points will be tallied and checks from families not meeting their point commitments will be cashed. The BFC Treasurer will provide a refund of \$3.00 for each point that has been earned.

The Volunteer Points Director will record all points and post them monthly on our website.

Opportunities to earn points are: Volunteer jobs listed in the following document, Cubby's Futsal Tournament (concessions, clock operator, t-shirt sales), Fishback Classic Tournament (concessions, field marshal, t-shirt sales), Spring/Fall League, BHS & SDSU concessions, board meetings.

Example:

1 player - 75points = \$225 deposit  
2 players -150 points = \$450 deposit  
3 players - 225 points (200 point max) = \$600 deposit  
4 players - 300 points (200 point max) = \$600 deposit

**\*\* Indicate a change was made**

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I have received a copy of the Brookings FC Volunteer Points Agreement and agree to abide by the system within. I agree to earn the points as required below with a **maximum** of 200 points per registered family. **\*\*** The Points Contract must be signed and turned in prior to the player being added to a team roster.

**Competitive 1999-2009** - 75 points per player

Maximum commitment – 200 points per family

Player 1 \_\_\_\_\_

Player 2 \_\_\_\_\_

Player 3 \_\_\_\_\_

Player 4 \_\_\_\_\_

**Total points required** \_\_\_\_\_

The following individuals will earn points for the players listed:

\_\_\_\_\_  
\_\_\_\_\_

I understand that if I do not meet the minimum point requirement, I will forfeit \$3.00 per point. Attached is my deposit check **post dated November 30<sup>th</sup> of the following year.**

Deposit check amount \_\_\_\_\_

Deposit check # \_\_\_\_\_

Parent/guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_

# **BROOKINGS FC**

## **2017/2018 VOLUNTEER JOB DESCRIPTIONS AND VALUES**

The following is a list of possible positions and their point values that parents can earn toward their agreement with Brookings FC. **The time frame to earn those points is December 1<sup>st</sup> through November 30<sup>th</sup>.** Extra points earned are appreciated but will not be carried over to next playing season. Points can be transferred to other families. Transferred points must be earned by working concessions, etc. Points earned as a board member or director cannot be transferred. Members of the Board of Directors must attend 75% of the monthly board meetings in order to receive their points.

### **EXECUTIVE BOARD MEMBERS - 200 points**

The executive board member responsibilities are to direct and guide the association in accordance with the Brookings FC bylaws and policies.

- **PRESIDENT**
- **CLUB VICE PRESIDENT**
- **VICE PRESIDENT COMPETITIVE**
- **VICE PRESIDENT LEAGUE**
- **VICE PRESIDENT EXTERNAL OPERATIONS**
- **VICE PRESIDENT EXTERNAL OPERATIONS**
- **SECRETARY**

### **CONCESSION DIRECTOR - 200 points – This position is full**

The Concession director is responsible for the direction of the concession stand. This person will coordinate operating schedules for all events that require concessions.

**\*\*** This person is encouraged to attend monthly board meetings.

### **EQUIPMENT DIRECTOR - 150 points – This position is full**

The Equipment Director will manage the distribution, maintenance and storage of equipment. The Director will submit proposals to the appropriate VP for replacement of old equipment. **\*\*** This person is encouraged to attend monthly board meetings.

### **TOURNAMENT DIRECTOR - 200 points – This position is full**

The Tournament Director is responsible for organizing tournaments throughout the year. Coordinate a tournament committee, secure dates and facilities through the facilities director and South Dakota Soccer Association. \*\* This person is encouraged to attend monthly board meetings.

### **VOLUNTEER POINTS DIRECTOR - 200 points – This position is full**

The Points Director will be responsible for the recording of points earned by Brookings FC members. The Points Director will make sure there are point signup sheets available in the concession stand, and that the sheets are picked up and points recorded and posted to the Brookings FC web site monthly. \*\* This person is expected to attend monthly board meetings.

### **COMPETITIVE TEAM MANAGER - 200 points**

Competitive team managers will be the direct liaison between coaches and parents and responsible for communicating all team information to parents. Managers are also responsible for collecting player paperwork and maintaining the team binder and player cards, registering for tournaments and collecting tournament fees. If there are two managers per team, the 200 points will be divided accordingly. \*\* This person is expected to attend monthly board meetings.

### **SPIRIT WEAR DIRECTOR – 75 points – This position is full**

The Spirit Wear Coordinator will work with vendors to create apparel orders throughout the year. The Coordinator will then collect orders from families, turn them in to the vendor and distribute the completed apparel orders. \*\* This person is encouraged to attend monthly board meetings.

### **\*\* PUBLIC RELATIONS DIRECTOR - 150 points - This position is full**

The Public Relations Director is responsible for publicizing pre & post Cubby's Futsal Tournament and Fishback Classic Tournament; reporting results of all BFC events by submitting final result information to the newspaper, radio, and BFC Website and Facebook page. \*\* This person is expected to attend monthly board meetings.

**\*\*LEAGUE TEAM HEAD COACH - 50 points per team/per season**

**\*\*LEAGUE TEAM ASSISTANT COACH – 25 points per team/per season**

\*\* League Coaches will be responsible for the development of players according to rules and regulations. All coaches must be officially listed as such by the VP League and BFC Administrator and must complete the necessary training and disclosure certification.

### **GENERAL HELPERS – points vary by job**

General Helpers are needed throughout the season and during tournaments to help with various jobs. **Some** of these jobs are listed below.

#### **Concession Stand**

- Work a shift at the concession stand
- Children younger than 14 years old are not permitted to work or be present in concessions stand
- This job earns 15 points per shift

#### **Field Marshal**

- Work a shift as a field marshal
- Workers must be an adult, 18 years of age or older
- This job earns 15 points per shift

#### **Clock Operator**

- Operate clock during indoor tournament games
- This job earns 15 points per two game shift

### **COMMITTEE MEMBERS – points to be determined**

VP's will form various committees to assist them with their responsibilities. These committees include but are not limited to tournaments, competitive, league, events, and development.

Points will be assigned by the respective VP and the Point System Coordinator.

### **BROOKINGS FC MONTHLY BOARD MEETING - 5 points meeting**

**\*\* BROOKINGS FC ANNUAL GENERAL MEETING (AGM) - 10 points meeting**

Parents/Members will earn points for attending monthly Brookings FC Board meetings and/or the Annual General Meeting.

**All positions must be approved by the Brookings FC Board of Directors.**