



PETERBOROUGH CITY SOCCER ASSOCIATION

VOLUNTEER RECRUITMENT & RETENTION STRATEGY

July 2015

The Peterborough City Soccer Association values and recognizes the contributions that volunteers have to the Club. The Club could not function without the many volunteers who dedicate their time to help the soccer community of Peterborough.

Educating coaches, managers, leaders, Board members and all Club volunteers is very important. The PCSA recognizes that the organization has a responsibility to provide information to volunteers about the Club and its activities, and has orientation manuals available to its volunteers to assist them in carrying out their volunteer duties with PCSA.

The PCSA will endeavour to make all volunteers feel welcome and appreciated and inform them of the Club's policies and procedures. All volunteers are important to the Club and the tasks performed by our many volunteers help contribute to the mission of the Club. All volunteers will be advise of their roles within the organization, who they report to, and what can be expected of them in their volunteer position with the Club. A job description will be provided to outline the expectations of the volunteer.

Each volunteer will be provided with a manual specific to their function with the Club that will contain the following:

- Description and history of PCSA
- Description of the overall programs and participants or the PCSA
- Organizational chart for the Club
- Orientation of facilities
- Knowledge of general policies and procedures

All volunteer opportunities with the PCSA are posted on the Club website. Each July, coaching applications for the upcoming season are sent to current Club members electronically and posted on the Club website outlining the deadline for submission of applications. Each Head Coach, once selected, is responsible for selecting their assistant coaches and team manager. It is the Club's goal to have all Head Coaches in place prior to tryouts in September of each year. Orientation manuals are provided to coaching staff to assist them in learning about the Club's policies and procedures, and to assist them in educating team parents and players of the Club's expectations and codes of conduct regarding appropriate behaviour.

All coaches are provided with an annual review form to be submitted to the Board so that any issues can be addressed and improvements made to the Club's operations as needed. All players and parents are provided with review forms to provide feedback with respect to team coaches so that any feedback can be shared to improve the Club's plan for player development.

An Annual General Meeting is held each December in which the many contributions of our Club's volunteers are recognized.