

Volunteer policy plan FC Vlotbrug



Volunteer

POLICY

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Introduction

No amateur sports club can exist today without the commitment and contribution of volunteers. We also have to deal with this within FC Vlotbrug. The number of volunteers is declining sharply, which means that the burden on the current group of volunteers is constantly increasing. This can no longer be maintained and can have consequences for the survival of our association in the long run. To prevent this, the board has decided to draw up a volunteer policy. This policy consists of a number of components, namely:

- **Basics**
- **Bring in**
- **Guiding & Retaining**
- **Reward**
- **End**

An association is for and of members. This means that a contribution can be expected from all members. This has traditionally been laid down in the internal regulations of our association. As of the 2025-2026 season, the board therefore expects all members to contribute to the hard work that an association is responsible for.

Volunteering is a great way to learn new skills, meet new people and make a positive contribution to our association. It strengthens the bond between members and ensures a close-knit and stable association where everyone feels welcome.

With this policy plan, the board hopes to ensure an optimal occupation of the execution of various functions, tasks and activities within our cozy family association.

The board of FC Vlotbrug
June 2025

Basic principles of volunteer policy

This chapter describes the principles underlying FC Vlotbrug's volunteer policy.

- The volunteer policy applies to every active association member (from U7), or the parent(s)/guardian(s) of the youth members.
- The volunteer policy does not apply to G-members, honorary members and retired members and members from the age of 65.
- Every active association member (from U7), or parent(s)/guardian(s) of the youth members contributes to the association
- Youth members from the upper years onwards can contribute instead of their parent(s)/guardian(s) by fulfilling a volunteer function or volunteer task. An exception to this is the bar service, which can be fulfilled from the age of 16.
- The contribution applies per home address. In families with more than one playing member, one contribution must be made.

Volunteer committee

The board of FC Vlotbrug has appointed a volunteer committee. In this volunteer committee, the overview of all volunteer positions and volunteer tasks is kept. The volunteer committee consists of:

- Volunteer coordinator
- Task Manager Bar & Cleaning
- Maintenance Task Manager
- Task Manager Sports and Guidance Youth
- Task Manager Sports and Guidance Seniors

Volunteer position and volunteer tasks

FC Vlotbrug distinguishes between a volunteer position and volunteer tasks.

Volunteer position

A function that is structurally performed by a volunteer during a season. The following positions have been established as volunteer positions:

- | | |
|---------------------------------------|------------------------------------|
| - Trainer | - Members of the canteen committee |
| - Coach | - Membership administration |
| - Team Manager | - Competition secretariat |
| - Members of the main board | |
| - Members of the youth board | |
| - Members of the Tournament Committee | |
| - Members of the Activities Committee | |
| - Members of the camp committee | |
| - Members of the PR Committee | |

Volunteer tasks

Volunteer tasks that are carried out on the basis of this volunteer policy and are incidental in nature. The following tasks have been established as volunteer tasks.

- Salesperson on Saturday (per 2 hours)
- Daytime cleaning/during children's training (per hour)
- Flaggers (per match)
- Referees (upper / lower grade) (per match)
- Hostess / host on Saturday (per part of the day)
- Maintenance (per part of the day)
- Tournament assistance (per part of the day)

Contribution

Each member is expected to contribute during a season. The period for performing the volunteer tasks runs from 1 August to 31 July of each year. The contribution through several volunteer tasks should be equal to approximately 10 hours per season.

Members who perform a volunteer function are exempt from the obligation to perform a volunteer task. If the exercise of the volunteer function is terminated, the volunteer committee will decide whether additional volunteer tasks should be performed.

If it is not possible to meet the mandatory volunteer hours, a fine of € 150 will be imposed. This measure is intended to encourage (parents of) members to actively contribute to our association. By putting our shoulders to the wheel of the activities together, we ensure a strong and close-knit association where everyone feels at home.

In the event of termination/interim termination, the fine will be calculated in accordance with the contribution methodology. In the event of terminations/interim stops before 1 January, half of the fine will be imposed if no 5 hours of volunteer work has been done. In the event of terminations/premature retirement after 1 January, the full fine will be imposed if 10 hours of volunteer work have not been done.

If the fine is not paid, it can lead to a temporary financial blockade. This means that you are not eligible to play until the fine has been paid. This blockade applies to FC Vlotbrug as well as to other football clubs.

Members who believe that they are in circumstances that they cannot fulfil the obligation can make this known to the board with substantiation. The board is authorized to exempt members from the obligation.

Hiring policy for volunteer positions

The hiring policy of new volunteers for a volunteer position consists of three parts.

1. An introductory meeting with a member of the board or member of the committee.
2. All volunteers know the rules of conduct with regard to transgressive behaviour, endorse them and actively comply with them.
3. Volunteers who come into contact with youth in their position as volunteers are deployed upon submission of a Certificate of Good Conduct (VOG). This can be requested free of charge through the association.

Scheduling volunteer tasks

The choice of volunteer tasks can be indicated via the voetbal.nl app. This choice must be completed by 30 September at the latest. The bar shifts can be scheduled via the schedule in the voetbal.nl app. The planning of the other volunteer tasks is planned in consultation with the relevant coordinator. Reminders are sent via Sportlink regarding the scheduled tasks. An explanation of how to register for a task is attached to this policy.

Once a volunteer task has been scheduled, it can no longer be canceled. Not even in the event of unexpected impediment or cancellation of matches. The volunteer must provide a replacement himself. However, everyone is free to exchange. However, the originally scheduled volunteer remains responsible for the volunteer task and is also the point of contact for the volunteer committee.

In the event of a first no-show, the task manager will be contacted to ask for the reason for absence. In the event of a second no-show, a fine of € 25 that must be redeemed before playing the next match.

If volunteer tasks are cancelled for whatever reason, the volunteer committee decides what this means for the implementation of the volunteer obligation.

The volunteer committee ensures that the task is carried out satisfactorily and whether this can lead to the non-application of the volunteer task.

In January, a general email will be sent with a reminder to make the mandatory volunteer hours. In April, an email will be sent to members who have not yet completed the volunteer hours.

Bring in

Every year our association gets new members. The parents will be informed about the ins and outs of the club. They receive information about what can be expected from Vlotbrug and the question is asked what the (parents of) new members can add to the association.

Guiding & Retaining

Every volunteer within FC Vlotbrug is highly appreciated, without volunteers there is no association. They are the pivot of our association. As a volunteer you are an important radar within the association, we like to see that you feel appreciated and can perform your tasks in a pleasant way.

Point

For each volunteer, it must be clear at the start of the volunteer position who his/her first point of contact is. Below is an overview of the points of contact for each volunteer position.

Volunteer position	Point
Youth trainer/ coach	Youth chairman
Team Manager	Youth chairman
Selection trainer	Mr. President
Members of the main board	Mr. President
Members of the TC	Mr. President
Members of the youth board	Youth chairman
Members of the activities committee	Board member General Affairs/ Youth Committee
Members of the Tournament Committee	Chairman/ youth chairman
Members of the PR Committee	Chairman/ youth chairman
Membership administration	Treasurer
Competition secretariat seniors	Mr. President
Competition secretariat Youth	Youth chairman
Facility services	Board member General Affairs/
Members of the bar committee	Board member General Affairs/

After the start of the volunteer position, the point of contact will regularly ask about the volunteer's experiences in the first six weeks. Do the mutual expectations match or are things running into problems?

Have conversations

The guidance of volunteers mainly consists of conducting conversations. This can be with a whole group as well as with individual volunteers. The conversations are mainly substantive in nature. However, it is important to pay regular attention to the cooperation and functioning of the team as well as to discuss the well-being and motivation of the volunteers concerned. Mutual expectations can also be discussed. Involvement is created through participation and that is what we like to see within FC Vlotbrug.

Reward

Education and training

During the conversations with the volunteers, attention will be paid to training, this can be for a football technical position (e.g. following a trainer training) or an organizational function (e.g. first aid, confidential advisor, Social Hygiene). The training must fit within the budget of the association and in the development of the volunteer career. Additional agreements can be made regarding the reimbursement of the training costs if a volunteer terminates his position within a certain period. This depends on the costs and the difficulty of the training.

Other resources

In addition to the above financial rewards, the following means will be used to show appreciation to everyone who holds one of the volunteer positions.

- Possibility to follow training courses
- Party night
- Annual gift

End

If a volunteer indicates that he or she no longer wishes to fulfill his or her volunteer position, this will always be terminated through an interview. The purpose of this conversation is to clarify the reason for termination. This is to apply any points for improvement within the position or organization. When saying goodbye, respect and appreciation will be central.

Appendix to volunteer policy

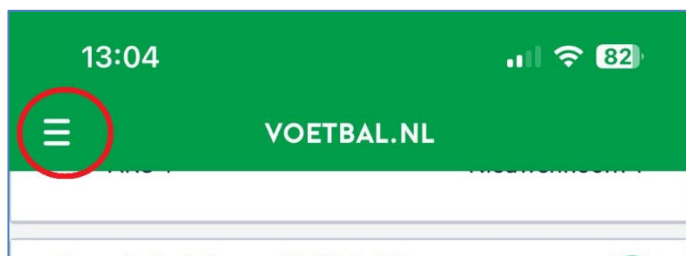
Manual registration volunteer task

In the Volunteer Policy you can read why our association is going to do this.

We will start with the volunteer module from next season. This allows you to decide for yourself which task you want to perform and when. As long as you get to the 10 hours per season.

Everything starts with the app voetbal.nl on your phone. If you don't have one yet, you can download it from the [Playstore](#) for Android or Apple's [AppStore](#). When creating an account, use the e-mail address where you are also registered with our association.

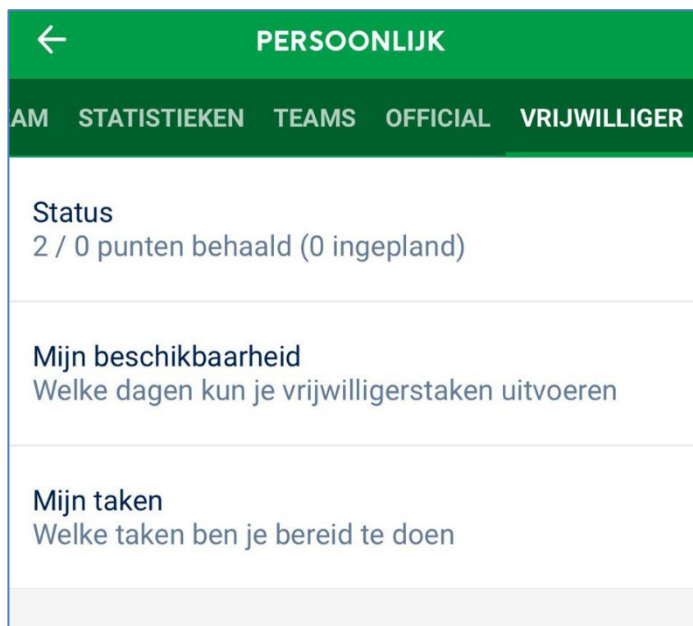
When you are logged in, you will see three lines at the top left of the screen, the so-called 'Hamburger menu'.



Click on this and scroll to the 'Volunteer tasks' option and click on this.



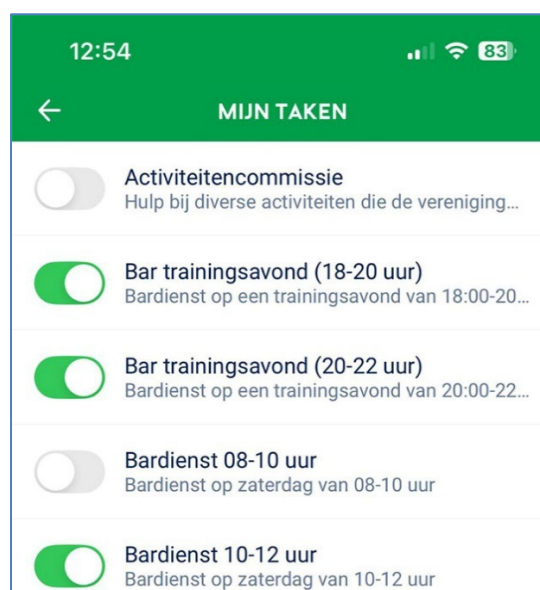
Here you can see how many points you have worked together so far. Each point represents an hour of volunteer work. You can indicate when you are available and willing to perform which tasks you want to perform.



You can choose which task you like. Of course, you can also choose multiple tasks. These will automatically appear in your app, after which you can register for this task on a date that suits you.



Don't pay attention to the times, this really only indicates the time within which a task can be performed.



Here you can choose which volunteer task you like. You don't set any times except for the task.

If you now go back to the home screen, you will see 'Personal' in the bottom left corner of your account. Click.



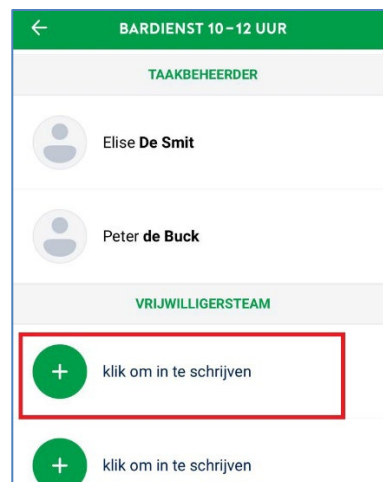
You now only see the tasks that you seem to enjoy doing.



Click on a task to choose it to run.



You will now see the details of the task you want to perform.
The date and time in which you will perform the task.
The number of points you can get with this is also listed.



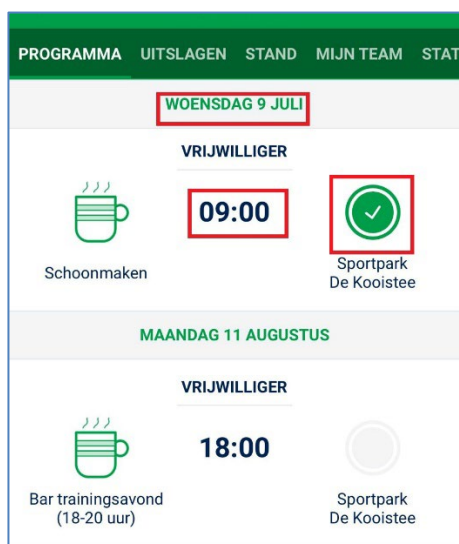
The names of this specific task are listed. If you have any questions, you know who to approach. Then click to register.



You are now enrolled for this task. If it turns out that you cannot perform this task on that date and time, you can click on the red arrows and indicate that you want to exchange with someone.



You will now see the task for which you are registered and all tasks that can still be completed in the app.



Mind you, it's only 10 hours of volunteer work. This is effectively 1 hour per month. There are plenty of tasks that provide for this. And if you prefer to commit as little as possible for volunteer tasks, you can also think of helping at home tournaments or helping with football camp activities. These are generally activities that last a whole day, effectively 8 hours of volunteer work. Then you only have 2 hours to fill in.

Please note that tasks that have already been provided can no longer be chosen. And some tasks are not yet known and will be performed later in the year. These can therefore be chosen later in the year.

If you have any questions, you can always contact the task manager.