



PEOPLE AND OPERATIONS

Volunteer Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 12, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at foosballclubsusa.com/policies. Questions are welcome at admin@foosballclubsusa.com.

Volunteer Policy for Foosball Clubs USA Inc.

Purpose: This policy outlines the guidelines for the recruitment, engagement, and management of volunteers at Foosball Clubs USA (FCUSA). Our goal is to provide a supportive and rewarding environment for volunteers who contribute to our mission of promoting foosball as a tool for personal and community development among students.

Volunteer Opportunities

1. **Event Volunteers:** Assist in organizing and executing events, tournaments, and community activities.
2. **Program Assistants:** Support foosball clubs and training sessions at schools.
3. **Fundraising Volunteers:** Help with fundraising campaigns, grant writing, and donor engagement.
4. **Administrative Support:** Provide office support, including data entry, phone calls, and other administrative tasks.

Recruitment and Selection

1. **Application Process:** Interested individuals must complete a volunteer application form available on the FCUSA website.
2. **Interview and Screening:** All applicants will undergo an interview and a screening process, including background checks where applicable.
3. **Placement:** Volunteers will be matched with roles that best suit their skills, interests, and availability.

Volunteer Responsibilities

1. **Commitment:** Volunteers are expected to commit to a minimum number of hours per month as agreed upon during placement.
2. **Training:** Attend any required training sessions or orientations to understand the responsibilities and expectations of their role.
3. **Professional Conduct:** Maintain a professional and respectful demeanor while representing FCUSA. Adhere to all organizational policies and procedures.
4. **Confidentiality:** Respect the confidentiality of all participants, fellow volunteers, and organizational information.

Volunteer Support

1. **Supervision:** Volunteers will be supervised by a designated staff member or program coordinator to provide guidance and support.
2. **Feedback:** Regular feedback sessions will be conducted to discuss performance, provide support, and address any concerns.
3. **Recognition:** Volunteers will be recognized for their contributions through various means, including certificates, awards, and special events.

Reimbursement

1. **Travel Expenses:** Volunteers may be reimbursed for travel expenses incurred while performing their duties, subject to pre-approval and submission of receipts.
2. **Meals:** Volunteers who work during meal times or overnight events may be eligible for meal allowances as outlined in the FCUSA Travel Reimbursement Policy.

Safety and Liability

1. **Safety Protocols:** Volunteers must adhere to all safety protocols and guidelines established by FCUSA to ensure their well-being and the safety of participants.
2. **Insurance:** FCUSA maintains general liability insurance that covers volunteers while performing their duties.
3. **Incident Reporting:** Volunteers must report any accidents, injuries, or safety concerns to their supervisor immediately.

Termination of Service

1. **Resignation:** Volunteers may resign from their position at any time by providing written notice to their supervisor.
2. **Dismissal:** FCUSA reserves the right to dismiss any volunteer who fails to adhere to organizational policies, engages in misconduct, or is otherwise unable to fulfill their responsibilities.

Policy Review

This volunteer policy will be reviewed annually by the Board of Directors to ensure it remains relevant and effective. Any amendments will be communicated to all volunteers.

By following this volunteer policy, FCUSA ensures a structured and supportive environment where volunteers can make meaningful contributions to our mission and the communities we serve.

