3136 Dundas Street West
Toronto, ON
M6P 2A1
www.thpfc.ca

THPFC Volunteer Policy

Applies To: *All Toronto High Park FC members, players, parents/guardians/caregivers, coaches, volunteers, Board and committee members, staff, contractors, and others participating in or acting on behalf of the Club. This policy applies to Toronto High Park FC governance, operations, programs, activities, decisions, and the interpretation and enforcement of Club governing documents and applicable soccer regulations and legislation.*

Toronto High Park FC – Volunteer Policy

The Volunteer Policy explains the different volunteer roles available at Toronto High Park FC (THPFC) and how volunteers are approved and managed within the Club.

Volunteer Definition = "someone who freely gives their time, skills, and services to support the Club without receiving payment."

Board Volunteer Roles

The Club has Board positions established under the Club's articles and bylaws.

Committee Volunteer Roles

THPFC has Board-approved committees where volunteers can contribute their time and expertise.

These may include:

- Community Committee
- Technical Committee
- Corporate Committee
- Other future committees approved by the Board

Updated Date: July 2026
Approved By: THPFC Board of Directors

Committee Member

Committee members help support the success of the organization. Volunteers are expected to:

- Attend meetings
- Share ideas and feedback
- Assist with assigned responsibilities
- Support Club objectives and operations

Recreational Volunteer Roles

The Club limits each recreational team to a maximum of **three volunteers per team**.

Community Liaison Officer

- Works at Club venues
- Receives customer questions and feedback
- Directs concerns and suggestions to staff to improve the soccer experience

Game Leader

- Leads assigned recreational teams during games
- Creates a safe and positive environment
- Ensures fair playing time
- Encourages enjoyment and participation in soccer

Team Manager

- Supports the Game Leader
- Helps create a positive experience for players and parents
- Organizes team social activities and events

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Adult House League Convenor

- Oversees the Adult House League
- Coordinates league operations and schedules
- Communicates with participants
- Helps ensure smooth league operations

Development, Competitive & OPDL Volunteer Roles

The Club limits each Development, Competitive & OPDL team to a maximum of **three volunteers per team**.

Development / Competitive Assistant Coach

This volunteer must complete Ontario Soccer certification requirements, including:

- Understanding the Rule of two
- Making Ethical Decisions
- Making Headway
- Emergency Action Plan
- Respect In Sports
- Ontario Soccer Coaching Fundamentals or Learn to Train
- Vulnerable Sector Check

Development / Competitive / OPDL Team Manager

- Reports to the Director of Operations (DOO)
- Supports the Head Coach, Program Manager, and DOO
- Helps create a positive soccer experience for players and parents
- Organizes team social activities and events

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Volunteer Application & Approval

- Volunteers must complete the required THPFC application form.
- Applications are reviewed by management and, where applicable, committee leadership.
- Final approval is provided by the Club Development Manager.

Volunteer Removal

- The Board may remove volunteers based on management recommendations.
- Volunteer removal decisions are final and require approval from the Executive Director.

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