

# CALGARY WEST SOCCER CLUB

## VOLUNTEER SYSTEM



- CWSC is a volunteer based organization which needs volunteer support to run operation yet keep fees down.
- However, we recognize that people are busy and prefer to spend as much of their free time with their families as possible. Most families would like to volunteer where they can see the fruits of their work most directly, at the team level.
- CWSC has thus developed a more differentiated volunteer system which rewards those parents fulfilling their volunteer commitments, yet provides flexibility and choice for those parents who would prefer to just watch their kids play and not have to spend time that takes away from their time with their families.
- The Club also wants to recognize that a very few volunteers commit an extraordinary amount of time to their teams and the club and that this extra effort should be rewarded.
- Parents will thus be able to choose from 3 options:
  - No volunteer role taken - \$100 Volunteer Fee is added to registration fees, no Volunteer Deposit required.
  - Team level task - If parents choose this option, parents are expected to volunteer at the team level. A \$50 Volunteer Fee (dated now) is added to your fees and a \$50 Volunteer Deposit (dated June 15, 2008) is required which will not be cashed unless a team level task is not completed. There will be club level tracking of this volunteer commitment.
  - Larger Scale Team level and Club Level tasks – No volunteer fees will be added to fees, however, a Volunteer Deposit (dated June 15, 2008) of \$100 is required, which will not be cashed unless a club level or larger scale task is not completed. There will be club level tracking of this volunteer commitment.
- Please note that volunteer commitments are PER FAMILY, not per player.

Roles	Description	League Req'd	Credit \$
Banker	Check bank deposit information for accuracy and make deposits as necessary throughout the season	general	100
Club Wear Administrator	Collect orders and plan distribution of club wear to Age Group Coordinators	CMSA, ICL	100
Club Tournament Coordinators	To assist the Head Coach and Administrator to handle registration for the Club Tournaments organizing players into age groups using an excel spreadsheet, confirming their registrations by e-mail, developing a round robin tournament schedule, and communicating the schedule to all registrations	CMSA	100
Club Tournament Organizers	To assist the Head Coach and Administrator at the Club Tournaments by greeting players and parents, recording player attendance, handing out pinnies, directing players to the right fields, and recording scores and results.	CMSA	50
Committee Member	Assist the Board of Directors by working on a specific committee	general	100

Communications Coordinator	Create, organize and distribute advertisement for program registration, meetings, fundraising activities and special events. Ensure important events and information is relayed to the community and other relevant agencies and organizations, via newspaper,	general	100
Database Administrator	Updates database to ensure contact information is current	general	100
Director	Members of the Board elected at the AGM - must have prior experience working with CWSC or a Partner Community soccer committee and be nominated by 2 board members.	general	100
Evaluations (Tryout) Assistants	Assist with the tryout process. Must be available for a minimum 3 hour shift to greet players and parents, register players, hand out pinnies to players and direct players to the appropriate field at the desired age group session.	CMSA	50
Field Equipment Coordinator	Complete pre-season and post-season inventory, advising Board of any shortfalls.	CMSA, ICL	100
Field Equipment Maintenance Assistants	During the season, regularly check on field equipment boxes for 2 fields and let Field Equipment Coordinator know what equipment is needed.	CMSA, ICL	50
Field Marking Assistants	CWSC is getting fields marked by steam this season. Steam lines are supposed to last for 6-8 weeks. The Field Marking assistants will be assigned 2 fields to periodically check that the lines are still visible. If they are not, the volunteer must let the CWSC Board contact know and arrange for lines to be remarked - probably by painting over the steamed lines. It is important therefore that the steamed lines are not lost entirely or the field markings will have to be withdrawn.	CMSA, ICL	50
Field Set Up and Take Down	Responsible for being at all home games 15 minutes ahead of time to set up the nets and corner flags. At the end of the game, take down the nets and flags and return to the storage bin.	ICL	50
Fundraising Assistants	Assist the Director, Fundraising to carry out fundraising activities for the Club	general	50
IT SportsNet CMSA Registrations and Transfers	Assist the Club Administrator to verify CMSA status, request new ID numbers and transfer players into our Club as appropriate.	CMSA	50
IT SportsNet Team Roster Registration Support	Assist the Club Administrator to input team roster registration into CMSA IT Sports Net data base.	CMSA	50
Linesmen	One representative from each team must run the lines for the referee. This mostly involves letting the referee know if the ball goes out of bounds and whose ball it is for the throw in. If you are proficient enough in the rules, you may be able to assist in the calling of offside.	CMSA, ICL	50
Parent Referee Liaison	Attend 4 games (may be your own child's) to record referee attendance, to observe parent and coach conduct toward the referee, and to file a Parent Referee Liaison Report immediately after the game to the CWSC Referee Coordinator. You are also required to attend a short Parent Referee Liaison clinic to be briefed on rules and regulations, and to learn how to submit the report.	CMSA, ICL	100
Registration Volunteers	Assist the Club Administrator to process registrations, ensuring documentation is complete. Advise families of missing items and follow up as appropriate. Process completed registrations and submit corresponding funds.	CMSA, ICL	100
Shinny Soccer Organizer	Work with others to organize informal shinny soccer games during the summer	CMSA, ICL	100
Social Event Coordinator	Working with the board, plan a club level social event such as a BBQ or dinner	CMSA	100
Social Event Volunteers	Assist with planning or working at event. Minimum 4 hour commitment required.	CMSA	50

Team Equipment Manager	This person is responsible for collecting the equipment from the Equipment Coordinator at the start of the season. They are also responsible for bringing it to all games and practices on time. At the end of the season, they must return the equipment to the Equipment Coordinator.	ICL	50
Team Formation	Form teams from complete registrant list, following criteria established to aid in this process	ICL	100
Team Level Volunteer tasks	Any task which helps the team out during the season – running lines, making phone calls, sending out e-mails, organizing social events, organizing photos, organizing for tournaments, handing out or collecting uniforms, replenishing the first aid kit, etc	CMSA	50
Team Photo Coordinator	You are the main contact for the ICL Photo Coordinator. You are responsible for making sure your team knows the date, time and location of their photos. When the photos are ready, pick them up from the Photo Coordinator and distribute.	ICL	50
Uniform Coordinator	Work with a team of assistants to distribute uniforms pre-season and collect post-season	CMSA	100
Uniform Coordinator - ICL	Finalize the number of uniforms with the supplier and be the point of contact for uniform distribution.	ICL	100
Equipment Coordinator	Work with a team of assistants to distributes equipment and collect post-season	CMSA, ICL	100
ICL Photo Coordinator	Work with the photographer to coordinate photo shoot and communicate with team representatives. Be present the day of the photo shoot to coordinate activities.	ICL	100
Pre-season Uniform Assistants	Helps the Uniform coordinator to sort through uniforms and organize into team packages, ready for distribution	CMSA, ICL	50
Pre-season Equipment Assistants	Helps the Equipment Coordinator to sort through equipment and organize into team packages, ready for distribution.	CMSA, ICL	50
Post-season Uniform Assistants	Helps the Uniforms Coordinator to sort through uniforms, record what is missing, and organize for the next season	CMSA	50
Post-season Equipment Assistants	Helps the Equipment Coordinator to sort through equipment, record what is missing, and organize for the next season	CMSA, ICL	50
Volunteer Tracking Coordinator	Assists the Club Administrator in tracking volunteer commitments	general	50
U10 Girls Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U10 Girls Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
CMSA U10 Girls Assistant Coach	Assist the coach with team duties and fill in when other coach not available	CMSA, ICL	100
CMSA U10 Girls Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U10 Boys Age Groups Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U10 Boys Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
U10 Boys Assistant Coach	Assist the coach with team duties and fill in when other coach not available	CMSA, ICL	100
U10 Boys Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U12 Girls Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U12 Girls Assistant Coach	Assist the coach with team duties and fill in when other coach not available	CMSA, ICL	100

U12 Girls Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
U12 Girls Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U12 Boys Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U12 Boys Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
U12 Boys Assistant Coach	Assist the coach with team duties and fill in when other coach not available	CMSA, ICL	100
U12 Boys Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U14 Girls Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U14 Girls Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA, ICL	100
U14 Girls Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
U14 Girls Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U14 Boys Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA, ICL	100
U14 Boys Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA, ICL	100
U14 Boys Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA, ICL	100
U14 Boys Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA, ICL	100
U16 Girls Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA	100
U16 Girls Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA	100
U16 Girls Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA	100
U16 Girls Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA	100
U16 Boys Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA	100
U16 Boys Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA	100
U16 Boys Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA	100
U16 Boys Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA	100
U16 Mixed Age Group Coordinator	Be point of contact for coaches and managers throughout the season	ICL	100
U16 Mixed Assistant Coach	Assist the coach with team duties and fill in when not available	ICL	100
U16 Mixed Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	ICL	100
U16 Mixed Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	ICL	100
U18 Girls Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA	100

U18 Girls Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA	100
U18 Girls Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA	100
U18 Girls Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA	100
U18 Boys Age Group Coordinator	Be point of contact for coaches and managers throughout the season	CMSA	100
U18 Boys Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	CMSA	100
U18 Girls Assistant Coach	Assist the coach with team duties and fill in when not available	CMSA	100
U18 Boys Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	CMSA	100
U18 Mixed Age Group Coordinator	Be point of contact for coaches and managers throughout the season	ICL	100
U18 Mixed Assistant Coach	Assist the coach with team duties and fill in when not available	ICL	100
U18 Mixed Coach	Assume head coaching responsibilities for the team and follows guidelines for season program	ICL	100
U18 Mixed Team Manager	Is the lead contact for all team functions including practices and games. Over all reduces any administrative work for the coaches.	ICL	100