

## Year-End Fun Day Coordinator Handbook

### (1 or 2 Coordinators from Each Division)

Year-End Fun Day is a great way to end the season with some excitement. Below are some ideas on activities, food options and year-end gifts. Please be creative, new ideas are always great and the above list are just a few ideas. Year-End Fun Day is normally for U6 to U10 divisions as a budget has been allocated on a per child basis (please email your Division Coordinator for final budget amounts). Higher divisions can plan based on parent and or coaches support or to allocate some of the tournament budgets for Year-End Fun Day.

#### Duties and Responsibilities

- One or two people from each Division organize all events for the last day of soccer
- Need to arrange food, year end gifts and organize activities for that event
- Year-end Coordinators will get a list of volunteers willing to help from their divisions' Volunteer Coordinator and need to assign tasks to those individuals and make sure they complete the tasks. This is your Year-End Committee.
- Stick to a budget, Division Coordinator will give you a budget per child at the start of season.
- Make sure everything has been paid, you need to contact the BVSS bookkeeper and make sure they have received the invoices

#### Ideas for Year End Activities

**Fun Stations:** Each Team gets a volunteer parent to make up stations. They will get 5 to 10 minutes per station. Also need a volunteer parent to keep time, blow a whistle and direct teams to next station.

Examples could be: Water Balloon Toss, Relay, tug-a-war, dress up relays, fun soccer games

Parents are responsible for buying their own supplies for their stations, unless it is ok'd with Year-End Coordinator and part of overall budget. If this is a person's only volunteer time and the expense is minimal it is considered part of their volunteer duties (i.e. one-hour fun-station, two hours planning, whatever supplies bought equals two hours volunteering)

**Mini Tournament:** Arrange to have mini games against other teams in the division. Need to make up a schedule with set playing times, arrange through Referee Coordinator ([referee@bvsoccer.ca](mailto:referee@bvsoccer.ca)) to have referees if needed (will come out of over all budget), set up fields and make up field maps so people know where to go.

## Food Options

Having a little treat at the end is a great way to say good-bye for the season and thank the coaches for all their hard work.

Ideas: Cupcakes/ Cookies and Fruit, Granola Bars, popsicles (if hot) Special Punch etc.

Supplies should be covered and part of volunteer hours by parents, however, if all volunteer hours are met within the division some of the budget can be allocated.

## Year End Gifts

U6 through to U10 has set aside a budget for this for the kids. Need to order this early to ensure it arrives on time.

Examples of ideas that have been done in the past: U6 medals, U8/U10 T-shirts, hats or water bottles

Please think local first: Silk Screen Graphics, BV Trophies & Engravings, Dan's Source for Sports to list a few

Do not pay for anything yourself unless you have approval from Bookkeeper,  
[bookkeeper@bvsoccer.ca](mailto:bookkeeper@bvsoccer.ca)

Some examples of Parent Helpers Tasks that cover Volunteer Hour requirements for one child (5 hours):

- Supply 3 dozen cupcakes or make 4 dozen cookies (supplies purchased with their own money)
- Buy and Cut up Fruit (enough for 30 people -(supplies purchased with their own money)
- Run a Station and supply 1 dozen cupcakes - (supplies purchased with their own money)
- Order, organize and distribute the end of season "Gift"
- Creating Mini Tournament, arranging referees and communicating details to parents

Please remind your volunteers to complete their Volunteer Duty Form on the BVSS website under Volunteer!