

2020 BVSS Volunteer Hour Allocation

BV Soccer Society (BVSS) would like to say thank you to our volunteers who dedicate their time throughout our season. The amount of work and commitment required to keep the club going could not be accomplished without all the support from our members.

BVSS requires parents to volunteer 5 hours per child or pay \$95 to not volunteer. Payment for the \$95 is collected at time of registration or you can mail a cheque to PO Box 4210, Smithers BC V0J 2N0.

As we want all members to volunteer and help grow our club, we offer a variety of roles to fit with everybody's schedule/ abilities.

Note this year BVSS has adopted signup.com to sign up for volunteer roles. See details on our website or at time of registration.



Division Manager (1 per division)

(must be available to volunteer April & May, as this is when the majority of the work is completed)

Finds coaches for their division, organizes players into teams with coaches, finds team parents/equipment parents and relays all season details to coaches and team parents throughout season.

Detailed handbook available.

Allocation:	<ul style="list-style-type: none"> • Registration reimbursement for 1 child, if this position has an assistant, the 2 people share the reimbursement • Volunteer requirements met for all children
-------------	--

Applicable Divisions:	<ul style="list-style-type: none"> • All
-----------------------	---

Assistant Division Manager (1 per division)

Assists division manager in all their duties including: finding team coaches, organizing players into teams with coaches, finding team parents/equipment parents and helping relays all season details to coaches and team parents throughout season

Allocation:	<ul style="list-style-type: none"> • Share reimbursement for one child with Division Manager • Volunteer requirements met for all children
-------------	--

Applicable Divisions:	<ul style="list-style-type: none"> • All
-----------------------	---

Volunteer Manager (1 per division)

Works directly with the division manager to fill important division volunteer roles and directs volunteers on completing tasks. Ensures all volunteers within their division have the information needed to complete the tasks and have a clear understanding of what needs to be done. Answers questions about the “did I do enough” for my 5 hours. Compiles data at end of season to confirm if people have completed their volunteer roles and gives that information to the administrator.

Detailed handbook available.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements met for all children
-------------	---

Applicable Divisions:	<ul style="list-style-type: none">• All
-----------------------	---

Head Coach (1 per team)

Runs practices, games, as well as tournament games. Practice plans are available online. Coaches also have access to FREE local coaching clinic and will receive a manual.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements met for all children
-------------	---

Applicable Divisions:	<ul style="list-style-type: none">• All
-----------------------	---

Assistant Coaches (max 3 per team)

Help run practices, games, as well as tournament games. Practice plans are available online. Coaches also have access to FREE local coaching clinic and will receive a manual.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child (5 hours)
-------------	--

Applicable Divisions:	<ul style="list-style-type: none">• All
-----------------------	---

Team Parent (1 per team)

Relays information from division manager and coaches to team members. Available to answer questions from players about team happenings and volunteer requirements. Responsible for bringing jerseys and first aid kit to practices, and for washing jerseys. Communicate to parents about team happenings and volunteer duties. Passes this duty off when not able to attend practice.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child (5 hours)
-------------	--

Applicable Divisions:	<ul style="list-style-type: none">• All
-----------------------	---

Equipment Team Parent (1 per team)

Set up / take down nets and other equipment at coaches' direction for each practice / game. This means you should arrive 10 minutes early to each practice / game. Helps set up the field with cones. Takes net down at the end of practice. Passes this duty off when not able to attend practice.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child (5 hours)
-------------	--

Applicable Divisions:	<ul style="list-style-type: none">• U6, U8, U10 and Telkwa U6, U8 and U10
-----------------------	---

Division Equipment Manager (1 per division)

MUST be available last week of April first week of May for startup and at the of the season to return equipment

Coordinates the equipment prior to soccer season. Under direction from the Equipment Manager, ensures that all equipment is available and ready for the season. Arranges to have equipment distributed to all teams in the division. At the end of season, picks up equipment from teams and brings it back to storage unit – helps count items to confirm inventory and makes sure all jerseys are clean.

Allocation:

- Volunteer requirements for one child (5 hours)

Applicable Divisions:

- All

Field Liners

(multiple parents per division for approx. 30 people)

Field liners are responsible for lining the fields at beginning of season or maintains lines throughout season. **Initial Field Liners MUST be available at the beginning of MAY, usually the Saturday/Sunday before soccer start up

Each parent is required to line the fields at the beginning of the season or maintain the lines at one field for the duration of a week (line approx. 2-3 times during the week). One task covers 5 hours of volunteer hours.

Allocation:

- Volunteer requirements for one child (5 hours)

Applicable Divisions:

- All

Referee Liaison (1 per Division)

Attend tournaments and be the point of contact for the officials. You will be responsible for passing on payment to officials, finding substitute officials when needed, making adjustments to schedules when necessary and answer questions regarding officials.

Duties:

- Pay and record payments for the officials on a control sheet for each game
- Find an alternate referee by shuffling the officials at the field if one does not show up.
- Give support and watch for abuse of officials
- Make sure officials are dressed appropriately and performing their job

Allocation:

- Volunteer Requirements for one child (5 hours) for U6 - U10
- Volunteer requirement for all children U12, U14 and U18

Applicable Divisions:

- U6-U18 – Tournaments only

League Game / Scrimmage Schedule Maker: (1 per Division)

Works with the division manager to create game or scrimmage schedule. Ensures it is distributed to team parents/coaches. Sets game schedule for regular season – may be asked to organize tournament game schedule.

Allocation: • Volunteer requirements for 1 child (5 hours)

Applicable Divisions: • U8-U10 Scrimmage Schedule
• U12- U18 Game Schedule

Tournament Manager

Organize a division's tournament. Tasks include inviting teams, creating a schedule, setting up field, booking referees, arranging food and prizes. Detailed handbook will be provided and a team of volunteers to help.

Allocation: • Volunteer requirements for 1 child (5 hours)

Applicable Divisions: • All

Tournament Committee (Optional)

Under direction of the tournament manager help with tasks associated with planning a tournament.

Examples of individual tasks that would count towards volunteer hours:

- Set up and take down all field markers (cones and nets)
- Bake cookies for snacks (buy ingredients and bake on own time)
- Cut up and distribute fruit /drinks/snacks (based on what committee wants)
- Be at "host" table & clean bathrooms

Note: This role could be deleted if lack of volunteers for other vital roles are not filled. In this case each team will be assigned a task for the tournament and volunteer hours for the tournament will not count toward required volunteer hours.

Allocation: • Volunteer requirements complete for 1 child (if job took 5 hours).
• If job took less than 5 hours, supplement with further volunteering

Applicable Divisions: • All

Photo Helpers (2 per division)

Two volunteers per division help the photographer gather players for team and individual pictures and identify players by location in photograph. This needs to be done in early season so that the photographs get to the newspaper by end of May.

Allocation: • Volunteer requirements for 1 child (5 hours)

Applicable Divisions: • All

Year-end event Manager

Works within a budget to plan a fun event to celebrate the end of the soccer season. Pending on timeline, budget and number of volunteers to help this event could be big or small. See handbook for more details.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for 1 child (5 hours)
Applicable Divisions:	<ul style="list-style-type: none">• U6, U8, U10• Telkwa U6, U8 and U10• U12 & u14 optional

Year-end event Helper (Optional)

Help organize end of season event that could include games, gifts and food. Possible duties include that would cover volunteer hours are:

- Bake 1 dozen cupcakes and run a “fun” station
- Bake 3 dozen cupcakes
- Order, organize and distribute the end of season “gift”

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for 1 child (5 hours)
Applicable Divisions:	<ul style="list-style-type: none">• U6, U8, U10• Telkwa U6, U8 and U10

HIGHLIGHTED POSITIONS BELOW ARE STILL OPEN

CHECK OUT OUR WEBSITE UNDER BVSS BOARD TO SEE WHO HOLDS WHAT POSITION

Executive BVSS Positions:

BVSS Board of Directors: New board members are elected at our AGM. The board positions include:

- President
- Vice-President
- Treasurer
- Secretary
- And up to 5 Directors.

Leading Roles that can hold a board direction position or be a non-board member:

- Division Coordinator (2)
- Volunteer Coordinator
- Referee Coordinator (2)
- Field and Equipment Coordinator
- Coaches Coordinator
- Registrar
- Risk and Safety Coordinator
- Technical Director

Field Lining Manager: Coordinates volunteers to line fields at the beginning of the season and direct volunteers during the season to maintain the lines.

U6-U10 Equipment Manager and U12-U18 Equipment Manager: orders and organizes equipment for each division.

Addition Volunteer needed for:

Grant writing, Club house development, Fundraising and Sponsorship etc.