

2018 BVSS Volunteer Hour Allocation

Parents need to complete 5 hours per child or pay \$95. Your volunteering/ pre-payment is greatly appreciated.

Once you have completed your volunteer role, you must complete a duty form <https://zone4.ca/register.asp?id=18234>. If you are unable to complete your role or do not complete the duty form, a charge of \$95 will be applied to next year's registration. If you have any questions, please contact volunteer@bvsoccer.ca.

TEAM Volunteer duties

<u>Head Coach</u>	
Runs practices, games, as well as tournament games. Practice plans are available online. Please note BV Soccer has decided to provide a gift of appreciation instead of child reimbursement for the 2018 season. Coaches also have access to FREE local coaching clinic and will receive a manual.	
Allocation:	<ul style="list-style-type: none">• Volunteer requirements for all children
Applicable Divisions:	<ul style="list-style-type: none">• All

<u>Assistant Coaches (max 3 per team)</u>	
Help run practices, games, as well as tournament games. Practice plans are available online. Please note BV Soccer has decided to provide a gift of appreciation instead of child reimbursement for the 2018 season. Coaches also have access to FREE local coaching clinic and will receive a manual.	
<u>Allocation:</u>	<ul style="list-style-type: none">• each team awarded 10 volunteer hours to be allotted to the assistant coaches by the head coach• Can be split by 3 parents, 3 hours each, which would require additional volunteer duties• or can be one person; if the latter then it would count for 2 child's volunteers hours
<u>Applicable Divisions:</u>	<ul style="list-style-type: none">• <u>All</u>

<u>Development/Select Coaches (max 3 per team)</u>	
Runs practices, games, as well as tournament games for the select / development teams.	
<u>Allocation:</u>	<ul style="list-style-type: none"> • each team awarded 10 volunteer hours • Can be split by 3 parents, 3 hours each, which would require additional volunteer duties • or can be one person; if the latter then it would count for 2 child's volunteers hours
<u>Applicable Divisions:</u>	<ul style="list-style-type: none"> • <u>Select/Development</u>

<u>Team Parent (1 per team)</u>	
Relays information from Division Coordinator 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. Sends out reminders such as "remember to fill in the Volunteer Duty Sheet"	
<u>Allocation:</u>	<ul style="list-style-type: none"> • <u>Requirements for one child (5 hours)</u>
<u>Applicable Divisions:</u>	<ul style="list-style-type: none"> • <u>All</u>

<u>Equipment Team Parent (1 per team)</u>	
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.	
<u>Allocation:</u>	volunteer requirements complete for 1 child (5 hours)
<u>Applicable Divisions:</u>	U6, U8, U10 and Telkwa U6,U8 and U10

Divisional Volunteer Duties:

These roles apply to specific divisions.

Divisions are U6, U8, U10 (plus Telkwa U6, U8 and U10), U12, U14 and U18

<p><u>Division Coordinator (1 per division) (must be available to Volunteer April & May, as this is when the majority of the work is)</u></p> <p>Finds team coaches, organizes team selection with coaches, selects team parents, relays all details to coaches & team parents throughout season, organizes tournament date. Comfortable with simple Excel spreadsheets. Must be available to volunteer in April and May when a lot of the work is done.</p>	
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

<p><u>Assistant Division Coordinator (1 per division)</u></p> <p>Assists Division Coordinator in all their duties, including:</p> <ul style="list-style-type: none">• Finds team coaches,• Organizes team selection with coaches,• selects team parents, relays all details to coaches & team parents throughout season	
Allocation:	<ul style="list-style-type: none">• Share reimbursement for one child with Division Coordinator• Volunteer requirement met for one child
Applicable Divisions:	<ul style="list-style-type: none">• All

Division Volunteer Coordinator (1 per Division)

Works directly with the Division Volunteer Coordinator to fill important Division Volunteer Roles. Finds a Photo Coordinator, Year End Organizer, Tournament Coordinator, Referee Liaison, Scheduler, for applicable Divisions. Directs the tasks of the above Volunteer positions. Answers questions about the “did I do enough” for my 5 hours. Reviews at end of season to see if people completed their volunteer roles.

Allocation:	<ul style="list-style-type: none">• Complete requirement for all children
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Applicable Divisions:	<ul style="list-style-type: none">• All
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Field lining Coordinator (1 person)

Coordinates Field Liners; and make schedule

Allocation:	volunteer requirements complete for all children
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Applicable Divisions:	One for all Divisions
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Field Liners (multiple parents per Division for a max 15 people)

****MUST be available at the beginning of MAY, usually the Sunday before soccer start up**

- Puts lines on fields at beginning of season and maintains lines throughout season.
- Field lay out and line at the beginning of the season.
- Each parent required to line the fields at least 3 x (for 1 child allocation)
- Puts lines on fields at beginning of the season and maintains lines throughout season. Must be available the Sunday before season start for lining how-to.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements complete for 1 child.
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Applicable Divisions::	<ul style="list-style-type: none">• All
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Divisional Equipment Coordinator (1 per division)

****MUST be available last week of April first week of May for start up**

Coordinates the equipment helpers prior to soccer season. Under direction from the Club Equipment Coordinator, 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. One per division

Allocation:	<ul style="list-style-type: none">• volunteer requirements complete for all children
Applicable Divisions::	<ul style="list-style-type: none">• All

Equipment helpers (4 people per division)

MUST be available in April

Help sort equipment in locker, completes/checks inventory, sets up first aid kits, etc. Assists Divisional Equipment Coordinator

Allocation:	<ul style="list-style-type: none">• Volunteer requirement for one child (5 hours)
Applicable Divisions:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• Dividing up the ref money into envelopes for the games if needed• Pay and record payments for the officials on a control sheet for each game• Find an alternate referee from a given list 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:	<ul style="list-style-type: none">• Volunteer Requirements for one child (5 hours) for U6 - U10• Volunteer requirement for all children U12, U14 and U18
Applicable Divisions:	<ul style="list-style-type: none">• U6-U18 – Tournaments only

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

Works with the Division Coordinator 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. One per division.

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

Applicable Divisions: • u8-u10 scrimmage Schedule

• u12- u18 Game Schedule

Tournament Coordinator

Organize and executes tournament game schedule, food & prizes. Organizes and directs Tournament Committee members. If volunteering in this capacity, there will be a meeting early in the season, to prepare and delegate small tasks to parents. Handbook provided.

Allocation: • volunteer requirements for all children

Applicable Divisions: • U6 - 1 tournament
• U8 and u10 - 2 Tournaments (can have 2 Tournament Coordinators, there is one main tourney in Telkwa with help from Smithers divisions and Smithers)
• U12 – U18 –One tournament per division

Tournament Committee Member (approx. 10 people per Division)

Under direction of the Tournament Coordinator, set up/take down field markers on tournament day. Organize snacks and drinks for teams at tournament. Act as host at welcome table and clean bathrooms. Examples of individual tasks include:

- Set up and take down all field markers (cones and nets)
- Bake 4 dozen 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

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: • U6 - 1 tournament
• U8 and u10 - 2 Tournaments (can have 2 Tournament Coordinators)
• U12 – U18 – one tournament per division

Photo Coordinator

Arranges for team photos to be taken and submitted to Overall Photo Coordinator for newspaper ad. Find two volunteers per division to take photos of each team and identify players by location in photo. This needs to be done in early season so that the photographs get to the newspaper by end of May. See Handbook for more details.

Allocation:	volunteer requirements for 1 child
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Applicable Divisions:	All
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Year-end event Planner (2 per Division)

Works within a budget to plan a fun event to celebrate the end of the season. Coordinate year-end event helpers and organize gifts. As well, ensure the Division manager is assisted with finishing the season list of duties. See handbook for more details.

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

Help the Year-End Planner as requested to organize end of season event and gifts.

Possible duties include:

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

Marketing; Website and Facebook management

- 5 hours of time= volunteer requirements complete (1child)

Grant writing, club house/ Field subcommittee etc. – come forward to Board as soon as registration is complete

- 5 hours of time= volunteer requirements complete (1child)

BVSS Board of Directors / Board Sub-committees/Major Pre-season roles: New board members are elected in AGM each fall. The board is currently seeking several positions: President, Vice-President and secretary.

Referee Scheduler and Asst. Referee Scheduler: Arranges referees for all league and tournament games. Responsible for scheduling and invoicing.

Fundraiser and Sponsorship: Assembles and submits various grant applications and helps with various fundraiser activities under direction from the BVSS board.

If none of the above volunteer roles appeal to you, you may pay \$95.00 for each child registered to waive your volunteer requirement.

Once you have completed your volunteer role, you must complete a duty form (link will be posted once up and running). If you are unable to complete your role or do not complete the duty form, please contact volunteer@bvsoccer.ca to remit payment.

If you have any questions, please contact volunteer@bvsoccer.ca.