



## McKnight Soccer Volunteer Positions 2016

**Volunteers are the key to the success of McKnight Soccer.** Without your help, it would be impossible to provide a recreational soccer program which is enjoyed by so many children, including your own. To help you decide how you can best contribute to the organization, below is a listing of the various positions and responsibilities.

**Please only choose one Volunteer Position per family.**

### Coaches

1. Attend Coaches' meeting (Tuesday, April 19<sup>th</sup>, 2016).
2. Coach and lead the players of your team.
3. Participate in Coaches' Clinic if interested (Tuesday, April 12<sup>th</sup> & Thursday April 14<sup>th</sup>).
4. Return equipment to shed.
5. Attend Coaches' & Assistant Coaches' Appreciation Dinner (June 4, 7:00-10:00 pm) **Optional**.

### Assistant Coaches

1. Assist the Coach in instructing the players of your team.
2. Participate in Coaches' Clinic if interested. (Tuesday, April 12<sup>th</sup> & Thursday April 14<sup>th</sup>).
3. Return equipment to shed.
4. Attend Coaches' & Assistant Coaches' Appreciation Dinner (June 4, 7:00-10:00 pm) **Optional**.

### Team Parents

1. Schedule player's parents to provide juice for each game.
2. Confirm accuracy of parent and player's information during the first week of soccer.
3. Phones/emails parents in the event of a game cancellation.
4. Contact parents to remind them of picture day.
5. Send out wind-up party information and collect family RSVPs.
6. Ensure all players receive Trophy & Photo packages (if required, deliver after final game).

### Volunteer Coordinator

1. Contact volunteers regarding their positions and what is required.
2. Keep track of the volunteers who complete their positions and volunteers who do not.
3. Attend board meetings as required.

### Age Group Photographers

1. Take photographs of all teams within that age group.
2. Provide photos to soccer board to be loaded onto website.

### North Haven Shed Managers

1. Open shed and downstairs washrooms before 6:15 pm.
2. Check shed and washrooms at end of night.
3. Close and lock shed and washrooms at 8:15 pm.

### North Haven Rink Boards

- Take down scheduled for a Saturday in April and set-up for a Saturday in November
  1. Help take down the rink boards and put into storage.
  2. Help take out and set-up the rink boards.

### Picture Day Coordinator and Assistants (1 coordinator and 4 assistants)

- Scheduled for Tuesday May 17
  1. **Coordinator required.**
  2. Assist photography staff to get team players organized for their photos on picture day.

### Trophy & Photo Package Team (1 coordinator and 5 assistants)

- Vehicle required
  1. **Coordinator required.**
  2. Help put final trophy and photo packages together on Wednesday, June 15<sup>th</sup>.
  3. Deliver packages to the Team Parents at the final games played on Thursday, June 16<sup>th</sup>.



**Wind-Up Party Coordinator and Committee** (1 coordinator and 3 other committee members)

- Wind-up party scheduled for Saturday, June 18<sup>th</sup>, 10am to 2pm

1. **Coordinator required – must be present at the party on June 18<sup>th</sup>.**
2. Make decisions for food, beverages and entertainment and order/purchase food and supplies.
3. Organize volunteers to assist on the day of the party.

**Wind-Up Party Assistants**

- Day of party Saturday, June 20<sup>th</sup>, 9am to 2:30pm

1. Set up and clean up.
2. Replenish food supplies, take care of garbage.
3. Help supervise activities for the children.

**T-shirt Sorting**

- To take place one evening prior to the start of the season

1. Arrange with Equipment Coordinator.
2. Sort t-shirts for Coaches and Assistant Coaches.

**Ball Pumping**

- Arrangements to be made with the Equipment Coordinator

1. Assist with inflating the season's collection of soccer balls.

**Field Chalker**

- Arrangements to be made with the Equipment Coordinator

1. Chalk the fields for U10, U12/U14 prior to the start of their games.

**Coaches' Appreciation Dinner Coordinator**

- Scheduled for June 4, 7:00-10:00 pm

1. Organize the volunteers for the dinner.
2. Help plan and execute the coaches dinner.
3. **Coordinator must attend the dinner.**

**Coaches' Appreciation Dinner Food Organizer**

- Vehicle required

1. Make shopping list from recipes.
2. Purchase all ingredients to make the dinner.
3. Divide and deliver food to people preparing the food.

**Coaches' Appreciation Dinner Food Prep**

- Scheduled for June 4

1. Prepare a lasagna dinner and/or salad from a recipe (food will be delivered).
2. Deliver to hall on June 4.

**Coaches' Appreciation Dinner Assistants – Kitchen**

- Scheduled for June 4

1. Duties include either set-up prior to Dinner and clean-up afterwards.
2. Heat up the food and ensure there is always a supply of food for the servers.
3. Cleaning up in the kitchen as required.

**Coaches' Appreciation Dinner Assistants – Server**

- Scheduled for June 4

1. Duties include either set-up prior to Dinner and clean-up afterwards.
2. Ensure there is always a supply of food – participants will serve themselves from a table.
3. Cleaning up around the food as required.
4. Clear tables as required.

**Coaches' Dinner Assistants – Bartender**

- Scheduled for June 4

1. Duties include either set-up prior to Dinner and clean-up afterwards.
2. Serve alcoholic and non-alcoholic drinks to participants (cash bar).