



McKnight Soccer Volunteer Positions 2019

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 choose only one per family.**

Secretary (Board Member)

1. Attend all board meetings (max 4 -6 meetings/year)
2. Schedule and book meetings including verifying locations.
3. Compile and distribute meeting agendas with input from other Board members.
4. Record board meeting minutes and distribute to board members (within two days after meetings).

Soccer Coordinator (Board Member)

1. Attend all board meetings (max 4 - 6 meetings/year)
2. Review and confirm field renewals.
3. Submit budget to Treasurer.
4. Create game schedule for the season.
5. Assist with medal/photo package evening.

Registrar (Board Member)

1. Attend all board meetings (max 4 - 6 meetings/year)
2. Co-ordinate registrations.
3. Liaising with the community membership people.
4. System administrator for online registration.

Coaches & Assistant Coaches

1. Attend Coaching meetings.
2. Coach and lead your team.
3. Participate in Coaches Clinic if interested.
4. Pick-up and return equipment (when required).

Team Parents

1. Schedule player's parents to provide juice for each game (if required).
2. Confirm parent and players information during the first week of soccer.
3. Phones/email parents in the event of a game cancellation.
4. Contact parents to remind them of picture day.
5. Send out tournament information and collect player RSVPs.
6. Send out wind-up party information and collect family RSVPs.

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 2nd week in May.

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 4 assistants)

- Vehicle required.

1. **Coordinator required.**
2. Help put final trophy and photo packages together prior to last day of soccer season.
3. Deliver packages to the Team Parents for the final games played on last day of season.

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

1. **Coordinator required – must be present at the Wind-Up Party**
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 Wind-Up Party

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

Inventory Equipment/Ball Pumping Assistant

- Arrangements to be made with the Equipment Coordinator prior to beginning of season.

1. Assist with taking inventory of existing equipment
2. Assist with inflating the season's collection of soccer balls.

Field Chalkers (2 positions)

- Arrangements to be made with the Equipment Coordinator.

1. Chalk all fields (North Haven, Cambrian and Colonel Irvine) for U4, U6, U8, U10, U12 and U14 prior to the start of season
2. Chalk all fields (North Haven, Cambrian and Colonel Irvine) every 2-3 weeks during season or when required (max 5 times over season)

Coaches Dinner Prep Coordinator

1. Contact the volunteers for the dinner and ensure they are attending
2. Plan the food and shopping lists for the Coaches Dinner

Coaches Dinner Coordinator

-Scheduled for first Saturday in June

1. Organize the volunteers at the dinner
2. Ensure taxi chits are available during dinner
3. Take care of any issues at the dinner
4. **Coordinator must be in attendance for the entire dinner**

Coaches Dinner Food Organizer

-Car 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 Dinner Food Prep

-Dinner scheduled for first Saturday in June

1. Prepare a lasagna dinner and/or salad from a recipe (food will be delivered)
2. Deliver to hall on day of Coaches Dinner

Coaches Dinner Assistants – Kitchen

- Dinner scheduled for first Saturday in June

1. Duties include either set-up or clean-up
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 Dinner Assistants – Server

- Dinner scheduled for first Saturday in June

1. Duties include either set-up or clean-up
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

- Dinner scheduled for first Saturday in June

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

Note - Bartender must not drink any alcoholic drinks prior to, during, or after the Coaches Dinner evening