

Volunteer Commitment

Insofar as our club's operations are dependent upon volunteer efforts we require every member family to issue a \$200.00 volunteer commitment cheque. This cheque will not be cashed when a parent or designate fulfills a major volunteer role or **up to** three supporting roles. Those failing to fulfill this commitment will forfeit the \$200.00 to the club.

Preference (Rank top 3)	Major Volunteer Roles	Number Required
Team		
	Coach *	26
	Assistant Coach *	26
	Manager	26
Board		
	President	1
	Vice-President	1
	Secretary	1
	Treasurer	1
	Technical Director	1
	Registrar	1
	Fields & Gymnasiums	1
	Communication and Web Coordinator	1
	Equipment Manager	1
	U6-U8 Coordinator	1
	U10 Outdoor Coordinator	1
	U12-U14 Coordinator	1
	Casino Coordinator	1
	Volunteer Coordinator	1
	Member at Large	5
Operations Roles		
	Outdoor Referee Coordinator	3
	Field Maintenance Coordinator	
	Skills Session Administrator	
	Accountant (year round)	1
Support Roles		
	Registration Committee	20
	Evaluation Tabulators	8
	Equipment assistants	12
	Casino Volunteer (complete form)	45

Parent Name: _____ Child's Name(s) _____
Please print

Home phone: _____ Work Phone: _____ E-Mail _____

Child(ren) play: U6 ; U8 ; U10 Boys, U10 Girls ; U12 Boys; U12 Girls, U14 Boys; U14 Girls,
(Circle all that apply)

Do(es) your child(ren) play Indoor & Outdoor or Outdoor Only (circle one)

I am unable to volunteer, please cash my cheque.	Initial here
---	---------------------

The numbers for the coaches and assistant coaches are high for the indoor season. Our enrollment is lower for the indoor season and as such, fewer coaches and assistants are needed. However these roles are extremely important and if you check this role, please be prepared to fulfill the duties if called upon..

Calglen Volunteer Role Descriptions

Team Roles	
Coach	All teams must have a coach. Coaches usually (but not always) have a child on the team. The coach accepts the primary responsibility of ensuring the children learn the fundamentals of the game, develop as soccer players, and have a positive experience as Cal-Glen team members. All coaches are required to attend training sessions. (U6/U8, ½ day orientation and 2 subsequent evenings; U10/U14)
Assistant Coach	Each team should also have an assistant coach who helps the coach plan practices, and works with the children in practices and games. When the coach is unable to attend a practice or a game, the assistant coach fills in. Although not required, assistant coaches are requested to attend training sessions. This helps them develop the confidence and knowledge they need to help the children have a good experience on our teams.
Manager	The team manager deals with all of the administrative details for the coach(es). The manager ensures that forms are filled out, that players know where and when they practice and play, help arrange snacks and special activities for the team, and acts as a liaison between the Board and the teams.
Field Volunteer	Each team must provide at least one person who is willing to help set up fields for home games. This includes setting up and taking down nets and corner flags and cones.
Board (Year Round)	
President	Responsible for coordinating the general operations of the club. Represents the club in its associations with other soccer and community organizations. An ex-officio member of all of the club's committees.
Vice-President	Assists the president in coordinating the operations of the club.
Secretary	A member of the executive who attends all meetings. The secretary takes and distributes minutes of the meetings, assists with agenda, maintains a record of the minutes and other correspondence.
Treasurer	Facilitates the financial stability of the club through timely and accurate management of deposits, payments and reporting to the board of the financial status of the club. The treasurer will also be instrumental in preparing budget recommendations for approval by the board.
Technical Director	Leads the technical committee. Responsible for coordinating the development and articulation of the player development as players progress through the various age groupings. Organizes the evaluation processes for U10 and U12 groups.
Registrar	Coordinates the registration processes for the club. Maintains the database of information about Cal-Glen players. Ensures that all CMSA forms are completed and submitted for team registration as well as player registration.
Fields & Gymnasiums	Facilitates the acquisition and scheduling of indoor and outdoor playing and practice facilities. Coordinates the field maintenance committee during the outdoor season.
Equipment Manager	Responsible for ensuring that all teams have the equipment and uniforms required to function. Maintains an inventory, orders equipment when necessary, and coordinates the distribution and return of equipment.
Communication and Web Coordinator	Helps to disseminate information about registration through community newsletters, e-mail, schools, and temporary signage Takes care of the Club's website, updates information whenever required.
U6-U8 Coaching Coordinator	This person takes responsibility of helping to organize the U-6 and U-8 programs. This person is a member of the technical committee and helps to ensure that there are coaches assigned to teams, provides coaches with information regarding training opportunities and in charge of the U6 and U8 League.
U10 Outdoor Coordinator	This person takes responsibility of helping to organize the U-10 Outdoor play and is the Calglen representative for the Southwest Calgary Soccer league. This person is a member of the technical committee and helps to ensure that there are coaches assigned to teams, provides coaches with information regarding training opportunities and coordinate between Calglen and Southwest League
U12-U14 Coordinator	This person takes responsibility of helping to organize the U12 and U14 play for both indoor and outdoor and is also responsible for the U10 indoor. You act as Calglen representative for the CMSA. This person is a member of the technical committee and helps to ensure that there are coaches assigned to teams, provides coaches with information regarding training opportunities and coordinate between Calglen and CMSA.

Casino Coordinator	Every 18 months Calglen runs a Casino. This provides major funding for the club. For this role, you are responsible for the initiating the paperwork and coordinating the Volunteers. We hire 2 casino experts to help with the organizing and work the casino day.
Volunteer Coordinator	Responsible for recruiting and maintaining a solid volunteer base for the Club. Keeps an accurate record of who is volunteering in order that the club can adequately recognize those who contribute their time and talents for the good of the Club.
Member at Large	Attend monthly Board meetings (8:30 pm first Thursday of each month) and participate in discussion and deliberations concerning the direction and policy of the club. Most people start their involvement with the Board in this position as it allows them to learn about the operations of the club and soccer in the city before taking on more specific responsibilities. These people also help out with special projects or initiatives of the Board.

Operation Roles

Outdoor Referee Coordinator	Three coordinators are required: one for U10 (boys and girls), one for U12 and one for U14s. The coordinator contacts and schedules referees for all home games. At other times during the outdoor season they reschedule referees when changes to the schedule occur or referees become unavailable.
Field Maintenance Coordinator	Coordinates the field volunteers to ensure that all fields are lined and in good condition for our teams to play and practice on. Ensure that field equipment (nets, corner posts) are in the field boxes and are good working order.
Skills Session Administrator	Ensures the communication or changes to ball handling and keeper skills. Makes sure the skills trainers, hotline coordinator and webmaster receive current information.
Accountant (year round)	An accountant who will review the Club's financial records and make a report and recommendations to the Club and file our annual return. We also ask that the accountant be available to assist the treasurer when needed

Support Roles

Registration committee	Helps the registrar(s) deal with the details prior to, during and following registration. These include entering information into a data base, registering players, assistance with assigning players to teams, checking documentation, following up on missing information, picking up documents from CMSA.
Evaluation Tabulators	Work with the Technical Director and Evaluations Coordinator to organize and execute the evaluation process. This includes letting people know about the process, scheduling facilities, recruiting evaluators, compiling results and working with the registrars and coaching coordinators to compile the teams; also distributing pinneys during evaluations.
Equipment assistance	Helps the equipment coordinator in the preparation for distribution and collection of equipment. May help with numbering uniforms and assists with maintaining an accurate inventory of the Club's equipment.
CMSA Volunteer	From time-to-time CMSA will ask the member clubs to provide volunteers to help with specific activities (mini-fest, tournaments, accepting forms at registration etc.) These are usually one-off types of volunteer activities
Casino Volunteer	Calglen has a casino every 18 months. As volunteer you will work as one or more shifts at the casino.