

Descriptions of DPSC Volunteer Positions

Vacancies can be viewed at: <http://www.douglasparksoccer.ca/directory/index.asp>

Board member

Directors meet once per month for nine months to set policy/direct the operations of the soccer club. Takes interest in one area (such as referees/player development/coaching resources /liaison with soccer leagues etc.) People with skills in administration, communication, finance, organization, policy development, judgment and who can look at the big picture of the club are needed.

President

The chief executive officer of the Club and the Chairperson of all meetings of the Directors; brings issues to the Board that requires group decisions; represents the Club to the membership, external groups and organizations, including discussions with and attending meetings with other soccer organizations on common issues.

Vice-president

A Director of the Board; acts to carry out the duties of the President in his/her absence.

Secretary

Attends monthly directors - meetings and records the minutes. Gets the minutes onto the website.

Registrar

Oversees the contracted, online registration of every player in DP Soccer. Works with age group coordinators to collect team formation information, ensure that it meets requirements of the governing bodies, and sends it in the requested forms to the leagues according to specific deadlines to prevent forfeits of games and to ensure the Club is not fined for improper paperwork. Administers personnel changes to teams during the season.

Treasurer

Works with part time paid accountant who keeps the books of the club. Provides monthly reports to the directors. Develops an annual budget with the directors. Requisitions and authorizes cheques, and handles banking. Applies for gaming funds on behalf of the club each year.

Coach

Coaches commit to plan and run weekly practices and games. They are supported by assistant coaches and have access to club resources for coaching (Head Coach, coaching clinics).

Coaches need certain levels of certification for older age teams. The club pays for coaches to upgrade coaching skills (clinics offered by BC Soccer).

Age Group Coordinator- U11 & up Div

Assistant Coach

Assist coaches with practices and games. See above

Team Manager

Organizes a team contact lists, email/phone distribution of team information, game field locations/times and handles uniform deposits. Must check/confirm field locations on Friday nights (via phone/online) and disseminate information.

Referee coordinator

Arranges a meeting with prospective youth referees and orients them to the job Sets up a weekly schedule to cover boys and girls games. Gathers information from coordinators to develop game schedule/referee allocations

Field Lining

Arranges for various "home" fields (turf/gravel) to be lined each week. Orders paint. Has a budget to hire help. Usually done each Friday afternoon or early Saturday.

Equipment/Uniform Distr. U6-10

Equipment and Uniform Distribution for U6-U10 teams (mid September - one Saturday to dispense sorted equipment) (10-20 people)

Equipment/Uniform Distr U11 & Older

Equipment and Uniform Distribution for U11 & older teams (once teams are formed - one day to dispense sorted equipment in summer (10 people)

Lead Coordinator-Girls U6-U10

Works with Age Group Coordinators, Head Coach and club leadership to ensure the successful operation of those age groups. Provides communications to coordinators about

club policies, schedules, field use and facilitates Head Coach visits to the age group and new programs.

Lead Coordinator—Girls U11 & up

Works with Age Group Coordinators, Head Coach and club leadership to ensure the successful operation of those age groups. Provides communications to coordinators about club policies, schedules, field use and facilitates Head Coach visits to the age group and new programs

Lead Coordinator-Boys U6-U10

Works with Age Group Coordinators, Head Coach and club leadership to ensure the successful operation of those age groups. Provides communications to coordinators about club policies, schedules, field use and facilitates Head Coach visits to the age group and new programs

AgeGroup Coordinator U6-U10 House

Provides administration and coordination for an age group including organizing teams, identifying managers and coaches, communicating club information to teams and obtaining information for teams. Supported by the head coach, lead coordinators, and registrar.

Equipment & Uniform Management

1-3 people

Oversees the purchasing, organization, and distribution and collection of Club balls, cones, and uniforms for all the teams. Delegates to committees for distribution and collection (see other positions)

Field Bookings

Works closely with Vancouver Parks Board Field Coordinator to renew our field permits for U10 & older teams This is both an administrative and advocate role - needs person who can build/maintain relationships with Park Board and other clubs to grow our field availability.

Critical position to maintain optimal field practice times.

In May/June sends in permit applications for gyms needed for U9 and younger winter practices. Follows up when Park Board assigns permits (late summer/fall) and assigns

teams to practice times available.

Fundraising/Sponsorship

Forms fundraising committee with the Treasurer. Seeks sponsorships/grants for the club in a coordinated way. Meets only a few times per year. One potential area of Club interest is to raise funds for lit field development in long term plan to get more lit fields and artificial turf in Vancouver

Player Development

The player development coordinator

- * Collaborates with Head Coach to develop training programs that benefit all players in the club (recreational and high performance players) and manages the budget/coaching resources for fair distribution to all age groups

- * Works with the Central Soccer Administrator to solve problems with registration, players, or parents involved in the program

Volunteer Coordinator

Using registration database, delegates/assigns volunteers to needed positions and fills vacancies. Acts as a resource for committees.

Referee Coordinator

Arranges a meeting with prospective youth referees and orients them to the job Sets up a weekly schedule to cover boys and girls games. Gathers information from coordinators to develop game schedule/referee allocations

Age Group Coordinator- U11 & up (Divisional)

Provides administration and coordination for an age group including organizing assessments, assisting with the formation of teams, identifying managers and coaches, communicating club information to teams and obtaining information for teams. Supported by the head coach, lead coordinators, and registrar.

Sharing our wealth festival

Sharing Our Wealth Festival third Sunday in September - Opening Day for U7-U10
Coordinates teams to participate in neighbourhood festival in a parade of teams.
Facilitates some fun soccer activities such as Police Radar Gun Soccer Kick, etc

House wind-up event

A committee of volunteers to organize tournament schedule , distribution of medals,

newsletters, food for each team. Works with DP Community Centre Youth Coordinator and Youth Group

Medals for End of Season Windup

Orders team medals for U6-U10 and some older age teams for season end.

Newsletter

Works with the directors, coordinators, and Head Coach to identify story ideas and writes and prints a newsletter to distribute electronically to club members. Arranges for photos to be taken at some key club events and periodically through the soccer season. Individuals with writing and layout skills are needed.

Webpage management

Posts items onto the DP Soccer webpage: www.douglasparksoccer.ca. Suggests improvements to the site and works with service providers to solve problems with the postings. Has editorial authority over what goes onto the site according to guidelines set by the club. Involves some activity each week but not high traffic job.

Team Photo Coordinator

Arranges schedule and photographer to take team photos for one Saturday in early October.

Volunteer appreciation night

Volunteer Appreciation night in March or April - a committee orders snacks/catering, beverages, entertainment/music to celebrate all our successful season at a pub night in March /April