

Volunteer Opportunities

The following is a nearly-exhaustive list of volunteer opportunities with the SCYSA. They are grouped according to the categories that appear in the Registration Form. Where a number appears in the right-hand column, that indicates the number of possible positions. In some cases, that number of volunteers is required; in many cases the number is merely an ideal. Many of these opportunities (for example, the Whitecaps Season Opener) require a few hours assisting with setup or administration on one day. Others spread a few hours of activity over the entire season. There is a good deal to choose from, so you can select what works for you. The descriptions on the next page are a work in progress – posted daily as much as possible, by a volunteer.

President	Board Member	Filled
Vice President	Board Member	Filled
Treasurer	Board Member	Filled
Secretary	Board Member	Filled
House Director	Board Member	Filled
Rep Director	Board Member	Filled
Field Director	Board Member	Filled
Communications/Website Director	Board Member	Filled
Fundraising & Sponsorship Director	Board Member	
Special Projects Director	Board Member	
Volunteer Director	Board Member	
Risk Management Director	Board Member/Administration	Filled
Director at Large	Board Member	
Field Managers	Field Lining	8
Equipment Manager	Administration	Filled
Head Referee	Administration	Filled
Team Photo Coordinators	Administration	3
Tournament Coordinators	Administration	8
Awards Coordinators	Administration	3
Scorekeeper	Administration	Filled
Volunteer Appreciation Committee	Administration	5
Whitecaps Season Opener volunteer	Administration	30
Fundraising Committee	Administration	5
Lost & Found Coordinator	Coordinator	1
Age Group Team Coordinators	Coordinator	11
Age Group Equipment Coordinators	Coordinator	11
Coach	Coach	80
Assistant Coach	Assistant Coach	80
Team Manager	Team Manager	80
Team Equipment Manager	Team Manager	80
Linespersons	Team Manager	100

In the following descriptions, “accountable” means having oversight for a particular activity, project, task, or responsibility. In other words, this is where the buck stops. “Responsible” means actually doing the task or activity, or working on the project.

Volunteer Role	Description
President	Chairs Board meetings, Special General Meetings, and the AGM Leads and manages the other Board members Speaks officially for the SCYSA Has overall accountability for policy
Vice-President	Acts for the President in her absence Has overall accountability for operations
Treasurer	Carries out and oversees bookkeeping and accounting for the SCYSA Develops and manages the SCYSA budget
Secretary	Takes minutes of Board meetings and Annual and Special General Meetings Responsible for communication with other organizations and individuals on behalf of the SCYSA
House Director	Manages the House Divisions (House Co-ed, House Boys, House Girls) Supervises the Age-Group and Age-Group Equipment Coordinators With the Rep Director, supervises the Technical Director With the Rep Director, is the primary liaison between the Board and the Head Referee With the Rep Director, develops the practice and overall field usage schedules
Rep Director	Manages the Rep Divisions (Rep Girls, Rep Boys), including overall accountability for the Rep selection process With the House Director, supervises the Technical Director With the House Director, is the primary liaison between the Board and the Head Referee With the House Director, develops the practice and overall field usage schedules
Field Director	Has overall accountability for fields and field equipment, including goals and netting, and in particular lining of fields Responsible for inventory of field lining equipment and materials Supervises the Field Managers
Communications/Website Director	Has overall accountability for the SCYSA's public relations, including contact with media, website informational content, and the development of marketing and advertising programs and materials Obtains materials, including photos and other images, for inclusion on the SCYSA website
Fundraising & Sponsorship Director	Has overall accountability for the SCYSA's fundraising activities Chairs the Fundraising Committee
Special Projects Director	Accountable for the initiation and management of special projects; these may include field development, special equipment purchases, invitational tournaments, and other special activities or events
Volunteer Director	Manages the SCYSA's volunteers, including task assignment according to skill and interest Recruits volunteers generally and for specific tasks and projects Chairs the Volunteer Appreciation Committee

Volunteer Role	Description
Risk Management Director	Has overall accountability for Criminal Record Check management
Director at Large	Member of the Board with no assigned responsibilities or accountabilities. Assists other Board members, especially the Special Projects, House, and Rep Directors with their responsibilities and activities
Field Managers	Have primary responsibility for a specific field or group of fields Line the fields for which they are responsible, or supervise the lining of those fields Report to the Field Director on field conditions, including the condition of goals and netting
Equipment Manager	Responsible for inventory and management of the SCYSA's equipment, including portable goals, corner flags, team equipment, player kit, balls, etc.
Head Referee	Has overall accountability for ensuring House and Rep games are provided with competent, qualified referees. Prepares and manages the refereeing budget, including ensuring payment to referees Purchases referee kit and developmental materials Develops training and development materials and processes for referees Acts as the primary contact with the Discipline Committee
Referees	Officiate at scheduled Rep Boys, Rep Girls, House Girls, and House Boys games Complete Game Reports (including scores) for all games
Team Photo Coordinators	Work with the photographer to organize team and individual photos for both House and Rep teams
Tournament Coordinators	Organize end-of-season and invitational tournaments.
Awards Coordinators	Find appropriate awards for end-of-season presentation; order award materials and organize presentation ceremonies
Scorekeeper	Monitors and updates game scores
Volunteer Appreciation Committee	Organizes the end-of-season Volunteer Appreciation Event
Whitecaps Season Opener Volunteers	Assists Whitecaps staff in setting up the fields for drills and games Marshals teams at the beginning and end of sessions Directs traffic on the Kinnikinnick fields access road
Fundraising Committee	Develops fundraising ideas and campaigns Develops relationships with potential funders
Lost & Found Coordinator	Monitors items listed on the Lost & Found page of the SCYSA website Receives information about lost or found items and posts these to the website as necessary
Age Group Team Coordinators	Determine the number of teams in an Age Group Assign coaches and managers to teams Reporting to the House Director, acts as liaison between the teams and the House Director Develop the Age Group schedule in consultation with the House Director Work with the Tournament Coordinators to create and manage the end-of-season tournament

Volunteer Role	Description
Age Group Equipment Coordinators	Assist the Age Group Team Coordinators with allocating player kit and team equipment to teams Receive jersey deposit cheques from team personnel Ensure that jersey numbers are entered into the website by team personnel
Coach	Has primary responsibility for training of players on the team and for organizing play during games Where there is no Team Manager or Assistant Coach, assumes the duties of the Team Manager
Assistant Coach	Assists the Coach with the training of players and organizing of play during games Where there is no Team Manager, assumes the duties of the Team Manager or shares these with the Coach
Team Manager	Works with the Coach and Assistant Coach to organize the team Organizes Provides primary communication between the coaching staff and parents Assumes the duties of the Team Equipment Manager where there is none
Team Equipment Manager	Works with the Age Group Equipment Coordinator to obtain team equipment, including player kit Distributes kit to players Collects jersey deposit cheques and forwards them to the Age Group Equipment Coordinator, and records jersey numbers and enters them into player records
Linespersons	Act as substitute Assistant Referees for games that have only a single Referee, indicating when the ball is out of play and which team should have the throw-in or corner kick Alert the Referee to situations on or off the field that may affect play or the safety of players, team personnel, or spectators