



Cumberland United-Unis Soccer Club

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VOLUNTEERING IS THE KEY TO A HEALTHY COMMUNITY AND OUR SOCCER CLUB

Thought the only way to volunteer was as a coach? Many think this. However, volunteers fulfill a wide range of services and responsibilities at all levels of any sport organization. Volunteers can be coaches, as well as, officials and administrators. These individuals, working in the trenches of sport, come into contact with and collectively have a profound effect on the experience of thousands of young athletes and their parents. It is their efforts that influence the decisions to begin and maintain involvement in sport. The contribution that team officials make is immeasurable.

Simply put, without volunteers, our Club as we know it would not exist. With the Club growing strong and an increasing burden being placed on a small group of dedicated Club members, it became evident that steps were required to ensure proper provision of service to the membership. Volunteers are the nuts and bolts needed to operate our Club and continue offering a superior quality program, as compared to other Clubs in the National Capital Region, at reasonable fees. Approximately 650 volunteers a year are required to run our Club. We encourage you to step forward and help in one of the many different volunteer opportunities offered.

In order to fulfill our need for volunteers for the 2007 season, each family is required to sign up for one specific volunteer activity. Only **ONE** family member, age fourteen or older, need fulfill this requirement. All youth house and representative registrations will include a \$35 per family volunteer fee levy, which will be refunded as soon as the volunteer commitment has been officially recognized by the Club. We recognize that not all families are able to volunteer. Families in this situation can opt out of volunteering by checking the appropriate box on the player registration form. Cumberland United will retain your \$35 per family volunteer fee levy in lieu of participating in some capacity as a Club volunteer.

Our volunteer tracking system will allow us to track all volunteer involvement on a family basis. While we will make every effort to assign volunteers to their priority choice, we cannot, however, guarantee the availability of the chosen volunteer role. Families who do not indicate a second choice will limit their options of meeting the volunteer requirement should only one choice be indicated.

We will make every attempt to contact members by e-mail and/or phone, as noted on the player registration form, to fulfill their volunteer commitment. If you have not been contacted to volunteer by 15 June 2007, and you have not indicated that you have chosen not to volunteer on the registration form, please get in touch with the Volunteer Director at volunteerdirector@cumberlandsoccer.com.

Sign up. Learn a new skill.

Take advantage of the benefits of being a volunteer and being satisfied with a job well done!

The Club would prefer not to increase net operational income from this fee. However, as not all families will volunteer and there will likely be fewer opportunities to volunteer than families registered in the Club, an increase in net operational income is anticipated. Should this happen the Club Board has committed to allocating these funds in a manner that will benefit either the Community or the entire membership in the following priority:

1. Supplying financial aid for soccer registration fees and uniform expenses to those Orleans families in need, and that might otherwise be unable to play soccer.
2. Funding coaching and players clinics.
3. Hiring additional resource support staff to assist in areas where there are insufficient volunteers.
4. Any further excess net operational revenue arising from the volunteer fee will be allocated to the field development fund.

Please note that the following are not eligible for completion of the volunteer service requirement for the youth house and representative leagues:

- Volunteer activities related exclusively to the adult league; and
- Volunteering to satisfy academic community service requirements.

As per the following Activities Chart, upon completion of your volunteer requirement, your refund will be sent automatically or a Club representative in charge of the activity will record and report your completed commitment to the Volunteer Director. Refunds will be mailed within 30 days of the "Service Completion Timing" indicated below.

ELIGIBLE VOLUNTEER ACTIVITIES CHART

Note: Some refunds will be processed automatically according to the dates shown in the "Service Completion Timing" column. Most refunds will require the Club Director in charge of the Activity to record and report volunteer commitments for the Activity to the Volunteer Director. Upon receipt, the Volunteer Director will update the database and, if a \$35 volunteer fee was paid, will provide information to the Treasurer to initiate a refund. Refunds will be mailed within 30 days of receipt of the confirmation or the automatic refund date. In the refund column (A) means the refund will be processed automatically on the date shown and (R) means the responsibility Director will report their volunteers for the Activity to the Volunteer Director once the service completion timing commitment has been fulfilled.

Activity	Description	Commitment	Service Completion Timing
Board of Directors and Convenors			
CUSC Board of Directors	Member of the Cumberland United Board of Directors. Elected at the AGM each Fall or joining the Board thereafter, should vacancies occur between AGMs	Year-round	Immediate
Indoor Manager	Directly responsible for day-to-day operation of the Indoor Winter Youth Leagues.	Jul - Mar	After 1 month ^(A)
Convenors	Assist the Directors and Club level managers in evaluations and team formation for the age group as well as Team-Club liaison through the season	Feb - Aug	Immediate ^(R)
Committees			
Committees	Cumberland United has a variety of standing Committees comprised of representatives from both the Board of Directors and membership at large. Other standing committees are likely to be formed during this year and in some instances sub-committees may also be required to support the main standing committee, providing further opportunities to volunteer. Detailed below are the standing committees which currently exist:		
Vision Committee	Vision (Planning) Committee - Responsible for developing and maintaining the 5 and 10 year plans ultimately approved by the general membership.	Year-round	After 2 meetings ^(R)
Technical Committee	Technical Committee - Responsible for recommending the Club's Technical direction.	Year-round	After 2 meetings ^(R)
Field Development	Field Development Committee - Responsible for field development strategy both short and long term.	Year-round	After 2 meetings ^(R)
Volunteer Committee	Volunteer Committee - Responsible for co-coordinating and identifying the available inventory of Volunteers for a multitude of Club activities using the Club volunteer database maintained by the Volunteer Director. In addition, the committee tracks the overall performance of volunteer activity, fees and reporting requirements as well as recommends approval of some volunteers to the Board of Directors.	Year-round	After 2 meetings ^(R)
Communication Committee	Communications Committee - Responsible to improve communications with the membership and increase the visibility of the Club in our community	Year-round	After 2 meetings ^(R)
Tournament Committee	Tournament Committee - Responsible for the Snake Bite Tournament	Year-round	After 2 meetings ^(R)
Fund Raising Committee	Fund Raising Committee - Responsible for fund-raising to support Club goals.	Year-round	After 2 meetings ^(R)
Soccer Events			
Soccer Days	Assist House League Directors and Managers to run Soccer Days	4 hours	After Soccer Day ^(R)
Snakebite Tournament	Assist Tournament Committee to run the Snakebite Tournament (team registration, field marshals, field equipment, canteen workers, runners)	4 hours, Jun 22nd-24th	June 24 ^(R)
Support to the CUSC			
Club Webmaster	Updating, managing and trouble shooting for the Club website	Year round	After 1 month ^(R)
Database Programmer(s)	Maintains and updates database for Club registration, volunteers and Snakebite Tournament	Year round	After 1 month ^(R)
Translation	Translation of web site information and bulletins.	One assignment	After assignment ^(R)
Media Relations	Take photos, write articles for local newspapers	One assignment	After assignment ^(R)

Activity	Description	Commitment	Service Completion Timing
Getting Season Started			
Registration	Assist in the completion and receipt of players and volunteer applications	4 hours during Feb 10 th or 17 th	After Activity ^(R)
Uniform Distribution	Assist with the fitting and handout of the uniforms	4 hours during Mar – May	After Activity ^(R)
Uniform Numbering	Assist with the screening of numbers on the uniforms	4 hours during Mar – May	After Activity ^(R)
Equipment Distribution	Assist with equipment handout or return	4 hrs in Mar or 4 hrs in Aug	After Activity ^(R)
Telephone Assistance	Assist Program Directors with pre-Summer and Pre-Fall season phone calls to parents and players regarding special sessions such as evaluations and indoor dome programs.	4 hrs or upon completion of team lists provided, whichever is later	After Activity ^(R)
Evaluation Assistance (Administrative)	Administratively assist the Club Directors with the league player evaluations	4 hours	After Activity ^(R)
Teams			
Coach	One per Team	Feb - Sep	June 1 ^(A)
Assistant Coach	Maximum two per team	May - Sep	June 1 ^(A)
Manager	Maximum one per team.	May - Sep	June 1 ^(A)
Team Treasurer	Cobra only. Maximum one per team.	May - Sep	June 1 ^(A)
Team Equipment Manager	Youth (U13-U18) and Cobra only. Maximum one per team. Carries equipment and sets up field for games.	May - Sep	June 1 ^(A)