



Cumberland United-Unis Soccer Club

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2008 VOLUNTEER PROGRAM SIGN-UP FORM

Volunteers are critical to the success of OUR Club.

PLEASE take the time to volunteer.

In addition to the following information you will be required to complete a Police Check if you are volunteering to be in a position directly dealing with the players. Positions requiring a Police Check are Coach, Assistant Coach, or Manager. Please note we will require photocopies of two pieces of identification confirming your name, date of birth and address. One piece of identification must include a photo. To be eligible for the return of your Volunteer fee, ensure you "sign-in" through the Director, Convenor or responsibility Activity Director.

For additional information on the volunteer program email: volunteerdirector@cumberlandsoccer.com

PART 1 - PERSONAL INFORMATION (Please print legibly)

Family Name: _____ First Name: _____

Gender: Male Female

Children's Year of Birth: _____

Address: _____

City: _____ Postal Code: _____ - _____

Home Phone: (____)____-____ Work:(____)____-____ Cell:(____)____-____

Email: _____

PART 2 – TYPE OF VOLUNTEER

Please number your preferences in priority, 1 and 2. We will do our best to assign you to volunteer for one of your preferences. The following pages describe the Volunteer Program for Cumberland United and provide a description of the volunteer activities and their commitment level.

Activity	Preference
Board of Directors	
Indoor Manager	
Convenors	
Committees – Specify which _____	
Committees – Specify which _____	
Soccer Days	
Snakebite Tournament	
Club Webmaster	
Database Programmers	
Translation	
Media Relations	

Activity	Preference
Uniform Distribution	
Uniform Numbering	
Equipment Distribution	
Coach (1 per Team)	
Assistant Coach (Max 2 per team)	
Manager (Max 1 per team)	
Team Treasurer (Cobra Teams ONLY)	
Team Equipment Manger	
Evaluation Assistance (Administrative)	
Registration	
Telephone Assistance	

APPLICANT: _____

(SIGNATURE)

_____ (DATE)

PLEASE ONLY Attach this page to the registration form.

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-ordinating 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			

Activity	Description	Commitment	Service Completion Timing
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 22 nd -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 1 assignment ^(R)
Media Relations	Take photos and write articles for local newspapers.	One assignment	After 1 assignment ^(R)
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 1 Activity ^(R)
Uniform Distribution	Assist with the fitting and handout of the uniforms	4 hours during Mar – May	After 1 Activity ^(R)
Uniform Numbering	Assist with the screening of numbers on the uniforms	4 hours during Mar – May	After 1 Activity ^(R)
Equipment Distribution	Assist with equipment handout or return	4 hrs in Mar or 4 hrs in Aug	After 1 Activity ^(R)
Telephone Assistance	Assist Program Directors with pre-Summer and Pre-Fall season phone calls to parents and players regarding special session such as evaluations and indoor dome programs.	4 hrs or upon completion of team lists provided, whichever is later	After 1 Activity ^(R)
Evaluation Assistance (Administrative)	Administratively assist the Club Directors with the league players evaluations.	4 hours	After 1 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)