



# Cumberland United-Unis Soccer Club

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## 2011 VOLUNTEER PROGRAM SIGN-UP FORM

Volunteers are critical to the success of OUR Club.

PLEASE take the time to volunteer.

**FOR TEAM STAFF POSITIONS such as Coach, A/Coach, Manager, Equipment Manager or Treasurer DO NOT use this form. Use the HOUSE LEAGUE or COBRA Team Staff form found in the Documents page of the website.**

### PART 1 – Volunteer’s PERSONAL INFORMATION (Please print legibly)

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Gender:            Male            Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ - \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### PART 2 – TYPE OF VOLUNTEER

Please number your preferences in priority. Please only select two and number them 1 or 2. We will do our best to ensure you are advised when you can 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 – (Executive position)	
Indoor Manager (during Fall and Winter)	
Convenors	
Committees – Specify which committee ( _____ )	
Helping with uniforms or equipment at office	
Registration on Feb 14 (8:30AM-4:00PM)	
Soccer Days (House League)	
Snakebite Tournament	
Evaluation Assistance (Administrative)	
Telephone Assistance	
Translation	
Media Relations	

**VERY IMPORTANT: It is your responsibility to volunteer, and you must take the initiative to volunteer. The CUSC will not chase you to do this, but will provide many opportunities for you to do so.**

APPLICANT: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE YYYY-DD-MM)

**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 will provide information to the Treasurer to initiate a refund of the \$35 paid. 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. **(If you do not fill out a volunteer form, you will not get a refund.)**

Activity	Description	Commitment	Service Completion Timing
<b>Board of Directors and Convenors</b>			
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.	Oct to Mar	After 1 month <sup>(A)</sup>
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 <sup>(R)</sup>
<b>Committees</b>			
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:		
Technical Committee	Technical Committee - Responsible for recommending the Club's Technical direction.	Year-round	After 2 meetings <sup>(R)</sup>
Field Development	Field Development Committee - Responsible for field development strategy both short and long term.	Year-round	After 2 meetings <sup>(R)</sup>
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 <sup>(R)</sup>
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 <sup>(R)</sup>
Tournament Committee	Tournament Committee - Responsible for the Snake Bite Tournament	Year-round	After 2 meetings <sup>(R)</sup>
Sponsorship Committee	Sponsorship Committee - Responsible for fund-raising to support Club goals.	Year-round	After 2 meetings <sup>(R)</sup>
<b>Soccer Events</b>			

<b>Activity</b>	<b>Description</b>	<b>Commitment</b>	<b>Service Completion Timing</b>
Soccer Days	Assist House League Directors and Managers to run Soccer Days	4 hours Mid to late August	After Soccer Day <sup>(R)</sup>
Snakebite Tournament	Assist Tournament Committee to run the Snakebite Tournament (team registration, field marshals, field equipment, canteen workers, runners)	4 hours, Durning Tournament in June	July 1 <sup>(R)</sup>
<b>Support to the CUSC</b>			
Translation -French to English	Translation of web site information and bulletins.	One assignment	After 1 assignment <sup>(R)</sup>
Media Relations	Take photos and write articles for local newspapers.	One assignment	After 1 assignment <sup>(R)</sup>
<b>Getting Season Started</b>			
Registration	Assist in the completion and receipt of players and volunteer applications.	8 hours on Feb 14	After 1 Activity <sup>(R)</sup>
Helping with Equipment at office	Assist with the fitting, numbering and handout of the uniforms and equipment at office	4 hours during Mar – May	After 1 Activity <sup>(R)</sup>
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 <sup>(R)</sup>
Evaluation Assistance (Administrative)	Administratively assist the Club Directors with the league players evaluations.	4 hours	After 1 Activity <sup>(R)</sup>
<b><i>Team Positions use “TEAM STAFF FORM” only found on documents page!!</i></b>			
<b>Coach</b>	One per Team	May - Sep	July 1 <sup>(A)</sup>
<b>Assistant Coach</b>	Maximum two per team	May - Sep	July 1 <sup>(A)</sup>
<b>Manager</b>	Maximum one per team.	May - Sep	July 1 <sup>(A)</sup>
<b>Team Treasurer</b>	Cobra only. Maximum one per team.	May - Sep	July 1 <sup>(A)</sup>
<b>Team Equipment Manager</b>	Maximum one per team. Looks after the setup of equipment and sets up field for games.	May - Sep	July 1 <sup>(A)</sup>