



Paris Soccer Club Convenor

Role

Support Paris Soccer Club with being a convenor for a division(s) to ensure coaches, parents, referees and players are supported and are provided with answers to questions and resolving matters.

Help the association to

- Organize and promote fun, fair and equal play.

Time commitment

- One year term
- On average, 3-4 hours per week

Responsibilities

- Contact all players in your division with league start dates and tournament dates.
- Notify local league coaches of coaches clinics, player evaluations, team selection and other important dates.
- Attend player evaluations and oversee team selection to ensure teams are equal.
- Confirm with local league coaches that they feel the teams are fair and have them initial roster.
- Assist coaches with acquiring other team staff, including trainer, asst. Coach and manager.
- Provide contact information of the players to the respective coaches.
- Assist coaches with questions and concerns.
- Familiarize yourself with OSA (Ontario Soccer Association) rules and procedures.
- Assist teams in resolving conflicts and concerns.
- Attend disciplinary meetings to help with resolutions and decisions on issuing penalties.
- Act as correspondent between the coaches and the PSC Executive.
- Attend PSC Executive meetings as required.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

Requirements & qualifications

- Leadership & Mediation Skills
- Strong soccer knowledge and coaching skills
- Administrative skills

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club Coaching Coordinator
- Paris Soccer Club Coach-at-large
- Paris Soccer Club Head Convenor
- Paris Soccer Club Executive

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook
- PSC access to coaches section of website

Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

“In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club’s –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca