

## VOLUNTEERING REQUIREMENTS

This documents lists the various activities and responsibilities that the Boonah Soccer Club needs done to function over the season. In practice, often many responsibilities are done by the same person; for example, the roles of QCSA representative, Fixtures, and Results might all be done by the (very busy!) Registrar.

Each individual role does not require a major commitment of time. If you are available to fill even one of these roles, your assistance would be much appreciated. It means that someone else will have a little bit less to do (and be able to concentrate on their main role, like our imaginary Registrar above). Or it means that a job that is currently not being done will now be done to the benefit of all – for example, more attention to Sponsorship and Fundraising means lower registration fees for all!

Volunteering for 3 hours or more across the course of the season in one or more of the roles described below qualifies the volunteer for a refund of their \$50 Family Volunteer Levy.

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### Committee Member

Help make decisions that affect your club over the course of the year.

- *10 meetings, each 1-2 hours, over the year.*

### President

Lead the management committee and the club as a whole. Represent the club in the wider community. Chair monthly Committee Meetings. Work with Discipline Officer to address discipline concerns.

- *As a Committee Member, plus another few hours a month.*

### Vice-President

Assist the President in their duties. Chair meetings in the President's absence.

- *As a Committee Member.*

### Secretary

Manage incoming and outgoing correspondence for the club. Maintain communications with club members. Present monthly correspondence reports.

- *As a Committee Member, plus another couple of hours each month.*

### Treasurer

Manage incoming and outgoing money, and keep records of the same. Present monthly financial reports.

- *As a Committee Member, plus another few hours a month.*

### Registrar

Organise sign-on at the start of the season. Allocate players to teams. Engage with competition organisers when teams allocated to divisions. Manage player data on the competition database through the season.

- *As a Committee Member. Busier through February/March, very little through remainder of the year.*

### Minutes Secretary

Keep minutes of each monthly Committee Meeting.

- *As a Committee Member, plus another couple of hours a month.*

### Assistant Treasurer

Assist the Treasurer collect and record incoming money during peak events.

- *A few hours, a couple of times a year.*

### Team Manager

Act as contact point between a team and the club. Organise parents/players within each team to assist with washing jerseys and serving at the canteen. Make sure paperwork for each game is completed and forwarded on.

- *Attend most games, and monthly meetings as able. Less than an hour each week otherwise.*

### Team Coach

Coach a team. Coaching courses and resources are available at club expense for those interested.

- *Attend games and training each week. Less than an hour each week planning training sessions.*

### Fundraising Officer

Organise fundraising events through the year.

- *Requirements vary, depending on how active you want to be!*

### Sponsorship Officer

Attract and maintain sponsorship arrangements with local businesses.

- *A few hours across the year, but may be more depending on how keen you are.*

### Canteen Convenor

Organise a canteen roster in conjunction with team managers. Open and close the canteen each game day. Liaise with Sports Complex to keep the canteen stocked.

- *A couple of hours each week through the season.*

### Grounds Manager

Arrange field marking day in March or April, then arranging for fields to be mowed and marked through the season.

- *All day one Sunday in March/April, then a few hours through the year.*

### Break-Up Convenor

Organise the break-up day including trophies, photos, and amusements.

- *A few hours through the year, then about an hour per week through August and September.*

### Volunteer Convenor

Maintain a list of the club's volunteer requirements. Act as a contact point for those wishing to volunteer for the club. Consider methods of recognition for volunteers.

- *An hour or so each month.*

### Sports Complex, QCSA, or Zone Representative

Represent the Club at meetings of the Boonah Sports Complex, or QCSA Council of Clubs meetings, or Zone selection meetings.

- *Each group meets one evening 4-5 times a year. Travel to Brisbane rebated at \$20 a trip.*

### Grants Officer

Complete grant applications for major spending items.

- *Each grant application takes a few evenings. No more than 1-2 grants each year.*

### Fixtures Officer

Act as a contact between the QCSA Fixtures Officer and Team Managers regarding changes in draws, field availability, and match forfeits/rescheduling.

- *Need to be contactable by phone each Saturday morning (in case of match cancellations), but otherwise less than an hour each week.*

### Results Officer

Act as a contact point for Team Managers to phone results to, then forward results on to the QCSA.

- *Less than an hour each Saturday evening through the season.*

### Membership Officer

Maintain the membership roll of the club.

- *A few hours after each soccer and futsal seasonal sign-on, about 3 times a year.*

### Blue Cards Officer

Ensure that all club management committee members, managers, and coaches have up to date blue cards.

- *A few hours across the year.*

### Equipment Officer

Ensure that team kits (jerseys, game balls, training balls, cones, bibs, first aid kits) are put together at the start of the season. Make training equipment available to coaches, then ensure it is returned. Recommend to management committee, and make purchases of new equipment (including merchandising).

- *Half a day at the start of the season. A few hours through the remainder of the year.*

### Discipline Officer

Address QCSA disciplinary reports about players/events of concern. In conjunction with President, address disciplinary concerns.

- *Less than an hour each week.*

### Webmaster

Maintain the club's website as an effective means of communication between members, players, the management committee, and the wider community.

- *Need computer familiarity. Generally requires less than an hour a week.*

### Sign-On (multiple volunteers required)

Assist the Registrar in the lead-up to, and during, sign-on days at the start of the soccer season.

\* *2 sessions, each of 2 hours, once a year.*

### Kit Set-Up (multiple volunteers required)

Assist the Equipment Officer inflate balls, put jerseys and equipment into team kits.

\* *Half-a-day in February or March.*

### Field Marking (multiple volunteers required)

Assist the Grounds Manager with measuring out and marking fields, and putting up goalposts, at the start of the season, then dismantling at the end of the season.

\* *Half-a-day one Sunday in April, then a couple of hours in September.*

### MegaSportz (multiple volunteers required)

Help staff the canteen, as organised by the Canteen Convenor, during the 2-day Soccer Camp in the June/July school holidays.

\* *Any offer of time appreciated.*

### Break-Up (multiple volunteers required)

Assist the Break-up Convenor in the lead-up to, and on the day of, Break-Up.

\* *An hour or two in September.*

### Stocktake (multiple volunteers required)

Assist the Equipment Officer and Treasurer to check and count equipment and uniforms as they go into storage at the end of the season.

\* *A couple of hours in September/October.*