

Celtic Volunteer Coordinator



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Responsibilities Include:

- Two Work Days
 - o Fall Clean-up
 - o Spring Clean-up

- Haunted Classic Volunteer
 - o One league – Celtic Teams
 - o Coordinate with Field Marshall for Numbers
 - o Busy time – September/October
 - o Schedule for Haunted – team sites (siblings, volunteer requirements, etc)

- Creek Classic Volunteer
 - o Two leagues – Celtics Team/Galaxy Teams
 - o Coordinate with Field Marshall for Numbers
 - o Busy time – April/May/June
 - o Schedule for Creek Classic – (siblings, volunteer requirements, etc)

To Do:

- Team Lists and Volunteer Coordinator for each – Celtic President
 - Fall Clean-up Newsletter – Posted on Website
 - Spring Clean-up Newsletter – Posted on Website
 - Welcome Letter for Creek Classic along with jobs/times -
 - Confirmation Letter for Creek Classic with jobs/times
 - Thank you letter for Creek Classic Volunteers
-
1. Assign teams to complex – Consider game times
 2. Assign jobs to team – Report
 3. Assign name to Job – Report

Two Work Days

Fall/Spring Clean-up

- Obtain the clean-up days from the board – along with any equipment required (e.g. paint brushes, tree trimmers, etc)
- Prepare the message to be sent via Constant Contact
- Forward to the Celtic President 2 weeks prior to the clean-up days
- Send reminders the Tuesday before each clean-up day

Haunted Classic

- One leagues – Celtics Team
- Coordinate with Field Marshall for Numbers
- Busy time – September/October
- Schedule for Creek Classic – siblings, volunteer requirements schedules, etc

Generally, the order of actions is:

- 1) When Haunted meetings start, get list of the number of volunteers needed. You can look at the sheets from the year before, but ask the site directors what they need and the positions.
- 2) You need to provide the scheduler with what teams need to play at which field. This is CRITICAL to assure you have adequate volunteers at each site.
- 3) While the schedule is being worked on you can begin to enter the positions into Volunteer Hub.
- 4) Once all of the positions are entered into Volunteer Hub send an email to the President to be forward via Constant Contact. This email should contain instructions on how to use Volunteer Hub as well.
- 5) Monitor Volunteer Hub to assure all positions are filled.
- 6) Prior to the tournament print all of the information and present it to the site directors for the tournament. My binder included the list of volunteers attached to their jobs (which I had on excel and am attaching), the list of requested jobs & times, the response documents from each team listing their volunteers (attaching sample), the field Marshall list (attaching sample), and any emails that folks had with conflicts. So there may be one or two master binders so that all information is kept together, and then a binder for each site with only the site specific information.

Other notes:

- 1) There's not much prework that can be done, really. The bulk of the work is from when the sites are assigned to teams.

Creek Classic

- Two leagues – Celtics Team/Galaxy Teams
- Coordinate with Field Marshall for Numbers
- Busy time – April/May/June
- Schedule for Creek Classic – siblings, schedules, etc

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Other notes:

1) There's not much prework that can be done, really. The bulk of the work is from when the sites are assigned to teams.

2) If you start to try to fill slots for so and so on this team because of whatever reason, it becomes a nightmare. Let people find their own replacements -- you are a last resource.

4) It's true, someone will be signed up to volunteer and their child will have a game. Not your problem! We did rearrange for the final games last year, but for the other games, parents will miss games. They can have someone else volunteer for them. As a lesson learned, DO NOT allow coaches or their families to sign up after noon on Sunday. Really,

some do that to avoid work time (hoping they get in the final), and it causes a mess with the volunteers.

5) Make sure to let folks know about the age restrictions for volunteers -- concession stand has to be 16 or older and all cart drivers have to be over 18.

6) It's amazing - folks will take full advantage of being on their own for these jobs and will really disappear when performing them. Someone does need to keep track of volunteers -- we had a few last year that checked in and were never heard from again.

7) Everyone is stressed by the time tournament comes around -- be prepared to have folks explode about not having enough volunteers, not having volunteers show up at the right times, or not doing their job. Don't take it personal.

8) Last year, each team had one or two volunteers that were not scheduled. That is, if we needed 6 volunteers from a team with 8 players, we had 2 extra slots that we did not use. Typically, the team gives those to the coaches who have kids playing. Depending on the number of players, that may not be an option.

Volunteer Check-In Duties

As volunteers check-in complete the following steps:

- Find their name on the check-in list
- Highlight as present – this is critical for us to track who did not complete their volunteer duties.
- Assign the person a job based on the duties assigned.

Job Overview

- Headquarters – Work with the Remote Site Director to assure the tournament is running smoothly. You will check-in volunteers as well as help out in any other capacity.
- Cart Driver – Drive a cart around the tournament complex to provide transportation for referees, coaches, etc. In addition, cart drivers make runs to assist headquarters. The morning shift also delivers all water jugs and trash bags. The evening shift collects all water jugs and trash bags.
- Field Marshall – Report any issues with the games. Collects the game cards and pays the referees. The morning shift brings the coolers out to the fields. The evening shift picks up any trash in the area and brings back the coolers.
- T-Shirts – Provides assistance for t-shirt sells to the t-shirt tent manager.
- Referee Tent – Work with referees to provide transportation to/from fields also any other needs referees might need (game balls, etc)
- Trash/Water – Assure that the trash cans are emptied throughout the day and all field water jugs/coolers are full.
- Traffic – Maintain traffic flow within the complex (assure cars aren't going the wrong way down a one way, etc)
- Trophies - Unpack trophies and set-up the trophy area for distribution.

All –

It's time to REGISTER! The VolunteerHub site for the Haunted is up and running. So what does that mean to you? Follow the steps outlined below to get yourself registered for your 4-Hour shift.

Things that are different this year:

- Teams are only assigned to a site. Your site is where your team is playing at the Haunted.
- If your team is not playing the Haunted your team is assigned to the Hobson site.

Things that are the same:

- The shifts are 4-Hours and parents must work a 4-Hour shift for EACH and EVERY child within the program.
- Coaches are scheduled to volunteer during the sign-in for the tournament. They will not be required to volunteer for the positions listed at Volunteer Hub. If enough volunteers do not sign-up coaches will need to work.
- If you want to split a shift you must coordinate this with the individual you are splitting your shift with. You are NOT to leave your shift until your replacement arrives. It is NOT necessary to check-in at Headquarters if you are splitting your shift. It is your RESPONSIBILITY to manage the details for splitting a shift!
- Although you are signing up for a specific duty – things can change during the tournament. You may be asked to do something that you didn't sign-up for. We are all volunteers are need to make the tournament work – please be flexible.
- All volunteers scheduled for the last shift of the day will be asked to help clean-up the complex. This means everyone should help pick up trash and put things back in order at the end of the day.

How to register:

1. Access the website at the following location:
www.beavercreeksoccer.volunteerhub.com
2. Find a volunteer duty at the site where your team is playing the Creek. All volunteer duties are formatted with the Site Location – Duty
3. Click Sign-up
4. If you have previously created an account, just complete the sign-in process. If not, Click Register
5. Once you have completed registration/sign-in follow the steps for registering for the volunteer duty.
6. If you have 1 or 2 children in the program you may do either of the following:
 - a. Create an account for each child
 - b. Include both team names in the Team Name field in the following format: UAge Gender Color. For example, U14 Girls White, or U14 Boys Blue

7. If you have more than 2 children in the program you will need to create additional accounts. The software can only accommodate two teams per registered user.

Let me know if you have any questions -

Becky Bates