

2026 BVSS Volunteer Hour Allocation

BV Soccer Society (BVSS) would like to say thank you to our volunteers who dedicate their time throughout our season. The amount of work and commitment required to keep the club going could not be accomplished without all the support from our members.

BVSS requires parents to volunteer per child or pay \$200 for House or \$250 for Development Program for not volunteering. Payment is collected at time of registration, or you can mail a cheque to PO Box 4210, Smithers BC V0J 2N0.

As we want all members to volunteer and help grow our club, we offer a variety of roles to fit with everybody's schedule/abilities.

Division Manager (ALL VOLUNTEER HOURS COVERED)

(Must be available on the field throughout the soccer season)

First point of contact for the division for all key volunteers. Be available on the field to answer any questions, make any necessary changes (based on BVSS Policies) and ensure volunteers are completing tasks. Attend coaches meetings and other meetings to ensure you have the information required to answer questions.

Detailed handbook available.

Allocation:	<ul style="list-style-type: none"> • Volunteer requirements met for all children
Applicable Divisions:	<ul style="list-style-type: none"> • All

Assistant Division Manager

See information above, Division Manager role could be split between two people.

Allocation:	<ul style="list-style-type: none"> • Volunteer requirements could vary.
Applicable Divisions:	<ul style="list-style-type: none"> • All

Head Coach (ALL VOLUNTEER HOURS COVERED)

Runs practices, games, as well as tournament games. Practice plans are available online. Coaches also have access to FREE local coaching clinics and will receive a manual.

Allocation:	<ul style="list-style-type: none"> • Volunteer requirements met for all children. • Registration reimbursement for 1 child.
Applicable Divisions:	<ul style="list-style-type: none"> • All
Requirements	<ul style="list-style-type: none"> • CRC, Respect in Sport and age-appropriate coaching course

Assistant Coaches (VOLUNTEER HOURS COVERED FOR 2 PLAYERS)

Help run practices, games, as well as tournament games. Practice plans are available online. Coaches also have access to FREE local coaching clinic and will receive a manual.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for two children
Applicable Divisions:	<ul style="list-style-type: none">• All
Requirements	<ul style="list-style-type: none">• CRC, Respect in Sport and age-appropriate coaching course(recommended)

Team Parent (VOLUNTEER HOURS COVERED FOR 1 PLAYER)

The Team Manager serves as the main point of communication between the division manager, coaches, and team families, helping ensure smooth team operations throughout the season.

Responsibilities include:

- Relaying information from the division manager and coaches to players and parents
- Answering questions related to team schedules, activities, and volunteer requirements
- Communicating team updates and volunteer duties to parents
- Bringing team jerseys and the first aid kit to practices and games
- Organizing and overseeing jersey laundering
- **Booking hotels for team travel (development teams only)**
- Arranging coverage for these duties when unable to attend a practice or game

Time Commitment:

Ongoing throughout the season; varies by team schedule.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child (house) two children (development)
Applicable Divisions:	<ul style="list-style-type: none">• All
Requirements	<ul style="list-style-type: none">• CRC & Respect in Sport

Equipment Team Parent (VOLUNTEER HOURS COVERED FOR 1 PLAYER)

Set up / take down nets and other equipment at coaches' direction for each practice / game. This means you should arrive 10 minutes early to each practice / game. Helps set up the field with cones. Takes net down at the end of practice. Passes this duty off when not able to attend practice.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child
Applicable Divisions:	<ul style="list-style-type: none">• U6, U8, U10 and Telkwa U6, U8 and U10

Division Equipment Manager (VOLUNTEER HOURS COVERED FOR 1 PLAYER)

(MUST be available last week of April first week of May for startup and at the of the season to return equipment)

Coordinates the equipment prior to soccer season. Under direction from the Storage Locker Manager, ensures that all equipment is available and ready for the season. Arranges to have equipment distributed to all teams in the division. At the end of season, picks up equipment from teams and brings it back to storage unit – helps count items to confirm inventory and makes sure all jerseys are clean.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child
Applicable Divisions:	<ul style="list-style-type: none">• All

Field Liners (VOLUNTEER HOURS COVERED FOR 1 PLAYER) (Multiple parents per division for approx. 40 people)

Field liners are responsible for lining the fields at the beginning of season or maintaining lines throughout the season. **Initial Field Liners MUST be available at the beginning of MAY, usually the Saturday/Sunday before soccer start up

Each parent is required to line the fields at the beginning of the season or maintain the lines at one field for the duration of a week (line approx. 2-3 times during the week). One task covers 5 hours of volunteer hours. Sports Engine Dibs will be available beginning of April to sign up for specific task.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements for one child
Applicable Divisions:	<ul style="list-style-type: none">• All

Tournament Manager (ALL VOLUNTEER HOURS COVERED)

Organize a division's tournament. Tasks include inviting teams, creating a schedule, setting up fields, sending the schedule to the ref coordinator, arranging food for referees and prizes. Detailed handbooks will be provided and a team of volunteers to help.

Allocation:	<ul style="list-style-type: none">• Volunteer requirements are met for all children.
Applicable Divisions:	<ul style="list-style-type: none">• All

Tournament Committee (Optional) (VOLUNTEER HOURS COVERED FOR 1 PLAYER)

Under the direction of the tournament manager help with tasks associated with planning a tournament. Examples of individual tasks that would count towards volunteer hours:

- Set up and take down all field markers (cones and nets)
- Be at the "host" table & clean bathrooms.
- Invite neighboring community teams, create playing schedule and send out communication.

Note: This role could be deleted if lack of volunteers for other vital roles are not filled. In this case each team will be assigned a task for the tournament and volunteer hours for the tournament will not count toward required volunteer hours.	
Allocation:	<ul style="list-style-type: none"> • Volunteer requirements complete for 1 child.
Applicable Divisions:	<ul style="list-style-type: none"> • All

Photo Coordinator (VOLUNTEER HOURS COVERED FOR 1 PLAYER)	
Two volunteers (U6-U10 and U12-U14) will help the photographer gather players for team and individual pictures and identify players by location in the photograph. This needs to be done in early season so that the photographs get to the newspaper by the end of May.	
Allocation:	<ul style="list-style-type: none"> • Volunteer requirements for 1 child
Applicable Divisions:	<ul style="list-style-type: none"> • All

Year-end event Manager (VOLUNTEER HOURS COVERED FOR 1 PLAYER)	
Works within a budget to plan a fun event to celebrate the end of the soccer season. Depending on timeline, budget and number of volunteers to help this event could be big or small. See handbook for more details.	
Allocation:	<ul style="list-style-type: none"> • Volunteer requirements for 1 child
Applicable Divisions:	<ul style="list-style-type: none"> • U6, U8, U10 • Telkwa U6, U8 and U10 • U12 & u14 optional

Year-end event Helper (Optional)	
Help organize end of season event that could include games, gifts, and food.	
Allocation:	<ul style="list-style-type: none"> • Volunteer requirements for 1 child
Applicable Divisions:	<ul style="list-style-type: none"> • U6, U8, U10 • Telkwa U6, U8 and U10

Team Fundraiser Manager (VOLUNTEER HOURS COVERED FOR 2 PLAYER)

The Team Fundraiser Manager supports their team by organizing and overseeing fundraising activities throughout the season. This role helps offset team costs while encouraging parent and community involvement.

Responsibilities include:

- Organizing team fundraising activities (e.g. bottle drives, raffles, events)
- Communicating with parents and BVSS regarding fundraising plans
- Ensuring activities align with BVSS guidelines

Time Commitment:

Flexible and varies by team and activity.

This role is required for each team and plays an important part in supporting player opportunities.

Allocation:

- Volunteer requirements for 2 children

Applicable Divisions:

- **Development teams U11-U18 only**

Fundraiser Coordinator 50/50 Raffles (VOLUNTEER HOURS COVERED FOR 2 PLAYER)

The Fundraiser Coordinator (50/50 Raffles) is responsible for organizing and managing 50/50 raffle fundraising activities in support of BV United teams.

Responsibilities include:

- Coordinating 50/50 raffles in accordance with BVSS and gaming regulations
- Managing ticket sales and volunteer sign-ups for raffle events
- Ensuring accurate cash handling, tracking, and reporting of proceeds
- Submitting required documentation and funds to BVSS as directed

Time Commitment:

Event-based and seasonal; varies depending on the number of raffles scheduled.

This role helps generate important funding while supporting team and club initiatives.

Allocation:

- Volunteer requirements for 2 children

Applicable Divisions:

- **Development teams U11-U18 only**