

Varsity Basketball Volunteer Positions

Short Term



Registration Organizers: Time: Saturday June 23 from 9:00am to 12:00 noon.

Duties include: *Set-up and Take down of registration tables.

*Receive registrations from participants and ensure they have all the necessary information. (may need to use photocopy machine).

*Assist with compiling information regarding registration and/or possible other programs(shooting camps etc).

Picture Organizers: Time: Two nights in October or November approximately 3.5 hours each night.

Duties include: *Assist with set-up and take down.

*organize and send out information to each coach regarding their time slot for their team pictures.

*Work with the office staff to contact photographers to confirm times etc

*Contact and Distribute team pictures to Coaches once the Varsity office receives them from the photographer.

Casino Volunteers: Time: One shift at the Casino during November or December of 2007.

Varsity is required to send two volunteers to assist the Calgary Minor Basketball Casino. Positions that will be available will be forthcoming once we receive further information from Calgary Minor Basketball Office.

Basketball Registrar: Time: Very flexible from June 23-September 28th approximately.

Duties include: *Assist with follow up in obtaining necessary information from registration. This position is new this year and has been created

due to our new online registration system. Flexibility and Patience is a definite must for this position.

Varsity Basketball Volunteer Application 2007-2008 Season

Name: _____ Address: _____ Postal Code: _____
Phone: H) _____ B) _____ Cell _____
Emergency Contact: _____ Phone numbers: _____
Email: _____ Best time to call? _____
Previous Volunteer Experience? _____

What are your expectations from volunteer work?

Any reservations(if any) do you have regarding volunteer work?

Which area are you interested in volunteering in? **Please Check**

Equipment Coordinator Apprentice _____

**Head Coach _____

**Assistant Coach _____

Age Level Specialist _____

Evaluator _____

Registration _____

Basketball Pictures _____

Tykes Specialist _____

Registration _____

**Head Coach and Assistant Coach (Additional information)

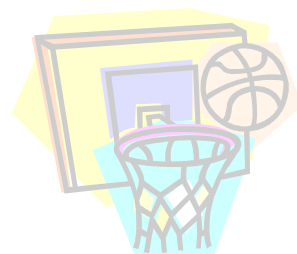
What is your basketball coaching experience?

How many years?

What is your experience working with children? (not including your own)

What is your CCCP number?

What is your Coaching Philosophy?



Varsity Basketball Job Descriptions
Age Level Specialist



Time Commitment: September approximately 5-10 hours, October Season Schedule distribution, November Basketball Flyer distribution, January Winter Season Schedule Distribution (**The duties of this position are complete by the end of September except for the minimal distribution of information throughout the remainder of the season**)

Reports to: Varsity Basketball Coordinator

Duties of the Age Level Specialist:

- * Acts as a liaison between the Varsity Basketball Coordinator and the teams in his or her age level.
- * Distribution of schedules, flyers pertaining to Basketball
- * Distribution of uniforms, balls, first-aid kits.
- * Work with the Basketball Coordinator in arranging evaluation process (ie. Phone calls to players, teams, evaluators etc.)
- * Organize volunteers, evaluators the night of evaluations. Collect all information at the end of the evening and give to the Basketball Coordinator.
- * Work with coaches and gym coordinator to arrange practice times that are convenient for the coach.

****Please note: The Age Level Specialist DOES NOT determine who the coaches are for their specific level. This will be determined by the Basketball Coordinator in conjunction with the Basketball committee.**

Activities/ Ongoing Tasks:

- * Minimal distribution of basketball information, schedules. This will occur approximately 3 times during the Basketball season.

Skills Needed:

- * Strong organizational skills
- * Strong communication skills
- * Patience and ability to work with various ages

Varsity Basketball Job Descriptions

Head Coach



Time Commitment: September – March 3 hours per week (practice 1 to 1.5 hours, game 1.5 hours)
Approximately one extra hour per week to develop practice plans and game line-ups.

Be Available to attend and run one evaluation practice for one on the levels. Practice or Evaluation skills plan will be provided.

Reports to: The Basketball Coordinator

Duties of the Coach:

- * Teach appropriate basketball skills and run drills to prepare players for their game.
- * Distribution of schedules, flyers pertaining to Basketball
- * Coach in game situations, substituting players as required and using game situations to teach players.
- * Encourage each player to strive to meet his or her full potential primarily in basketball but indirectly, in life as well.
- * Have fun along with the players, enjoying their growth and their experience of success.
- * Work with your team manager to distribute uniforms etc.
- * Work with the Basketball Coordinator in arranging evaluation process (ie. Phone calls to players, teams, evaluators etc.)
- * Organize team practices and game plans (lines etc).
- * Work with gym coordinator to arrange practice times and locations
- * Collect all uniforms and equipment at the end of the season and return it back to the community or on the evening the Equipment Coordinator specifies.

Activities/ Ongoing Tasks:

- * Organize and facilitate weekly practices and coach weekly games.
- * Encouraging sportsmanship, teamwork, skills, and fun to every player on your team.
- * Ensure all players have fair playing time
- * Maintain good communications with players, parents and Coordinators (Head, Equipment and Gym).

Skills Needed:

- * Strong organizational skills
- * Strong communication skills
- * Patience and ability to work with various ages
- * Ability to teach basketball skills in a manner well received to your team
- * Basketball Certification Level 1 would be an asset.

Varsity Basketball Job Descriptions Assistant Coach



Time Commitment: September – March 3 hours per week (practice 1 to 1.5 hours, game 1.5 hours) Approximately one extra hour per week to assist with developing practice plans and game line-ups. The relationship between the Assistant and Head Coach will be determined with each other. Any conflicts or concerns can be discussed with the Basketball Coordinator.

Be Available to attend and run one evaluation practice for one of the levels. Practice or Evaluation Skills Plan will be provided.

Reports to: Head Coach First then to The Basketball Coordinator(if necessary)

Duties of the Coach:

- * Duties will be determined, negotiated and discussed with Head Coach as per comfort level of all parties involved.

Assist with:

- * Teaching appropriate basketball skills to prepare players for their game.
- * Distribution of schedules, flyers pertaining to Basketball
- * Coaching in game situations, as required and using game situations to teach players.
- * Encouraging each player to strive to meet his or her full potential primarily in basketball but indirectly, in life as well.
- * Having fun along with the players, enjoying their growth and their experience of success.
- * Working with your team manager to distribute uniforms etc.
- * Working with the Basketball Coordinator in arranging evaluation process (ie. Phone calls to players, teams, evaluators etc.)
- * Organize team practices and game plans (lines etc).
- * Work with gym coordinator to arrange practice times and locations
- * Collect all uniforms and equipment at the end of the season and return it back to the community or on the evening the Equipment Coordinator specifies.

Activities/ Ongoing Tasks:

Assist with:

- * Organize and facilitate weekly practices and coach weekly games.
- * Encouraging sportsmanship, teamwork, skills, and fun to every player on your team.
- * Ensure all players have fair playing time
- * Maintain good communications with players, parents and Coordinators (Head, Equipment and Gym).

Skills Needed:

- * Strong organizational skills
- * Strong communication skills
- * Patience and ability to work with various ages
- * Ability to teach basketball skills in a manner well received to your team
- * Basketball Certification Level 1 would be an asset.

Varsity Basketball Job Descriptions
Equipment Coordinator Apprentice 2007-08



Time Commitment: September – 2 evenings for 2 hours each. Throughout the season be available to assist Coaches in obtaining equipment. March 2 Evenings for 2 hours each to receive equipment. March or April 4-5 hours.

Reports to: Equipment Coordinator for 2007-08 then to Basketball Coordinator

Duties of the Equipment Coordinator Apprentice:

- * This volunteer position is a job shadow/apprentice for the 07-08 ball season.
- * Assist and learn from the Equipment Coordinator throughout the Season.
- * Assist with equipment distribution in September.
- * Assist with equipment return in March.
- * Assist with consolidating all uniforms, equipment etc. and prepare for distribution for the following year.
- * Assist with ordering new supplies, equipment.
- * Assist with tracking uniforms, balls etc. teams

Activities/ Ongoing Tasks:

- * Assist with ensuring coaches have their required equipment.
- * Assist with ongoing support throughout the season as it relates to equipment.
- * Assist with possible equipment purchases and budget tracking.
- * Maintain good communications with coaches regarding equipment pick-up and return.

Skills Needed:

- * Strong organizational skills
- * Strong communication skills
- * Strong Flexibility in relation to equipment pick-up return etc.
- * Ability to maintain and keep track of all equipment.

Varsity Basketball Job Descriptions

Evaluators



Time Commitment: One Saturday in September for approximately 4-5 hours. This is for Mini, Bantam and Midget Level. Juvenile and Junior approximately 2.5 hours 1 or 2 evenings late August or early September.

Reports to: Varsity Basketball Coordinator

Duties of the Evaluator:

- * Evaluate basketball players to determine which team they would be best suited for.
- * Attend a one hour orientation before evaluations begin.
- * Record basketball players results on sheet that will be distributed at the orientation.
- * Hand in your results to the Age Level Specialist at the end of the evaluations.

Activities/ Ongoing Tasks:

- * This Volunteer Position is complete once players have been placed on the appropriate teams.
- * Be willing to be available to answer questions, and or concerns(if any) regarding the evaluation process(this may be in extreme cases only).

Skills Needed:

- * Basketball knowledge is an asset.
- * Ability to understand the different skill sets at different levels ie; Mini, Bantam etc.
- * Ability to be very objective throughout the evaluation.
- * Ability to assess more than one player in a variety of skills and basketball plays.