



VOLUNTEER APPLICATION FORM

SUMMER OUTDOOR HL CONVENOR (May – Aug)

First Name:		Last Name:	
Address:			Postal:
City:			Phone:
Email:			
Date of Birth (OS Requirement)			
Do you have a valid police check? (within last 3 years)	Y or N	If YES, provide date:	
<i>Valid Police Checks are required by all coaches 18 years of age and older. A copy must be submitted to the BYSC Office before the start of the house league season.</i>			
If you are also applying to coach your child(ren), please provide their information:	Player's First / Last Name:		Gender/Date of Birth

APPLICANT SHIRT SIZE: SMALL MEDIUM LARGE X-LARGE

What is your previous experience in a volunteer capacity?

Why would you like to be a convenor with the BYSC?

VOLUNTEER SIGNATURE: _____ DATE: _____

RETURN TO: Angela Erhardt, Recreational Administrator
aerhardt@burlingtonsoccer.com
 Burlington Youth Soccer Club, 3370 South Service Rd, Suite 200 & 201 Burlington ON L7N 3M6
 Phone: (905) 333-0777 - Fax: (905) 333-9127

ROLE OF THE CONVENOR

As a BYSC Convenor, you are responsible for the age group (division) you are assigned. League Convenors shall be the main liaison between his/her coaches, parents, players and the Recreation Administrator and assist with scheduled Club activities and events.

Recreational Convenors are responsible for:

- 1) Attending Convenor and Coaches meetings scheduled by the BYSC.
- 2) Designate coaches for their assigned division using the registered player lists provided by the Recreation Administrator and follow up with coaches to ensure their commitment for the season.
- 3) Provide liaison between parents, coaches, and the Club for distribution of important information, schedule changes, upcoming events, concerns, referee attendance, etc.
- 4) Understand their commitment to the BYSC and their assigned division and the importance of the BYSC Rules and Regulations, Volunteer Code of Conduct, BYSC Vision & Mission Statement and Recreational Policies.
- 5) Confirm game scores when needed (U13+).
- 6) Communicate with Recreation Administrator on any issues requiring assistance and support (aerhardt@burlingtonsoccer.com).
- 7) Provide season feedback to the Recreation Administrator.
- 8) Attend award presentations at the end of the season.

All Convenors must supply the Club with an up to date police check.

The BYSC asks that Convenors have strong skills and qualifications in these areas:

- 1) Strong communication and organizational skills.
- 2) Professional leadership skills.
- 3) Positive, assertive, fair-minded, and provide good judgment.
- 4) Able to meet deadlines and complete tasks in a timely manner.

Convening is an excellent opportunity to become a leader in the BYSC community!

If you are interested in convening a division for the house league program, please fill out a Convenor Application Form and send it directly to aerhardt@burlingtonsoccer.com.

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