

Team Volunteer Positions

Approved: September 14, 2025

The Lanark United Volleyball Club (LUVVC) strongly believes that active involvement from guardians is essential for a successful and enjoyable season for everyone. Your commitment directly contributes to the longevity and strength of the club.

By stepping up as a volunteer, you allow our coaches to focus on coaching, which is their primary role. The time and expertise of team volunteers are critical to each team's success, ensuring that our athletes have the best possible experience both on and off the court. LUVVC values your contribution and sees it as a vital part of our community!

Team Manager (Mandatory)

The Team Manager plays a crucial role in the Lanark United Volleyball Club by providing essential administrative and logistical support to the coaches. This allows coaches to dedicate their full attention to the athletes, focusing on their development and performance on the court.

To ensure a productive season, the Team Manager will:

- Attend two mandatory meetings with the Director of Internal Communications (in October and January) and maintain consistent communication with the team's coaches.
- Information Hub:
 - Liaise with coaches to send out necessary email correspondence to guardians and athletes.
 - Forward important club communications from the Director of Internal Communications to the team (e.g., tournament/game/event information).
- TeamSnap Management:
 - Communicate arrival times for events.



- Post and update the tournament schedule in TeamSnap, coordinating changes with coaches and the Director of Operations. (TeamSnap is a popular sports team management app that helps with scheduling, communication, and roster management.)
- Directly coordinate with guardians to secure volunteers for various duties at each tournament, including score-keeping and linesperson roles (details on these duties will be provided separately).
- Travel Logistics (Tournaments and Provincials):
 - Book block hotel rooms for out-of-town tournaments. Guardians are responsible for calling in and reserving their individual rooms within the block. *Do not book hotels until the team's entry into the event is confirmed.*
 - Reserve hotel rooms for the coaches. Coaches will pay for their own rooms and be reimbursed by LUVC. *Do not book hotels until confirmed entry into events.*
- Team Activities:
 - Coordinate and implement any other requests from the Club or coaches, such as making restaurant reservations for team meals at out-of-town tournaments.
 - Work with other guardians to coordinate food arrangements for tournaments.
- Create roster labels for the team, utilizing the roster template found on the [OVA Coaches Resources](#) page.

Team Fundraising Representative (Mandatory)

The Fundraising Representative plays a vital role in ensuring the team has the financial resources it needs throughout the season. This position involves leading

fundraising initiatives and working closely with club leadership to align with LUVVC values and policies.

Key Responsibilities of an LUVVC Fundraising Representative:

- At the beginning of the volleyball season, work with the Team Coach and Team Manager to determine the team's specific fundraising goals.
- Submit requests for approval of all planned fundraising activities to the Director of Fundraising and Sponsorships. This step is crucial to ensure all activities are consistent with LUVVC's values and established policies and to ensure compliance with the legal licensing requirements of the Alcohol and Gaming Commission of Ontario (AGCO).
- Maintain accurate financial accounting records for all fundraising efforts and report these using the official LUVVC Fundraiser Forms.
- Be responsible for tracking Fundraising Opt-In Forms as outlined in the Club Fundraising Policy.
- For any team-led fundraising events, ensure there is a designated person responsible for the oversight of that event. While the Fundraising Representative doesn't need to plan every detail, they are accountable for the financial reporting of all events.
- Communicate to the team any broader LUVVC club events that require volunteer participation or donations from team members.

Important Financial Guideline:

- Use of bank accounts will be in accordance with all Club policies.

By diligently fulfilling these duties, the Fundraising Representative directly contributes to the team's ability to participate in tournaments, acquire necessary resources, and ultimately, have a more enriching volleyball experience.

Team Social Media Representative (Mandatory)

The Social Media Representative plays a fun and crucial role by capturing the vibrant spirit of the team through photos and videos. Their main responsibility is to provide this media to the Director of Marketing and Promotion for use on LUVC's various marketing materials and social media channels.

Key Responsibilities of an LUVC Social Media Representative:

- Collect photos and videos from tournaments, practices, or other team events. Think of yourself as the team's official photographer!
- Email or upload all collected media to make it easily accessible for the Director of Marketing and Promotion.
- Crucially, advise the Director of Marketing and Promotion of any athletes who have opted out of social media releases or if there's any missing release information.
- Do not provide LUVC with any photos or videos that include athletes who have opted out of social media usage. This is a very important privacy guideline that must be followed.

Your efforts help showcase the talent, teamwork, and excitement of LUVC, celebrating our athletes and promoting the club!

Other Team Roles

All guardians will be expected to perform the roles of minor officials at athlete events in keeping with OVA requirements as listed in the current season Youth Competition Manual.

- **Scorekeeper:** Responsible for tracking points, sets won, and sometimes individual statistics during games. Training can be arranged through the Team Manager.
- **Assistant Scorer:** Responsible for flipping score boards.

- **Line Judge:** Helps officials determine if a ball landed in or out of bounds. This requires focus and a good understanding of boundary lines.

The guardians of the team may consider having additional roles to assist the designated Team Manager, Fundraising and Social Representatives such as:

- **Travel Coordinator:** For teams that travel, this person might assist with booking hotels or organizing carpools.
- **Snack/Drink Schedule Coordinator:** Sets up a rotating schedule for guardians to bring snacks and drinks for games.