

# Name of Community Centre

## Sport Conveners

## Orientation Handbook

# Sport Committee Task Force – DRAFT COPY

## Table of Contents

### Introduction

Introduction to the club and board .....	Page X
Important Dates .....	Page X
Overview of the Position.....	Page X
Overview of the Sport Organization .....	Page X

### Timeline

Monthly Duties .....	Page X
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### Position Specific Details

Registration .....	Page X
Volunteer Fees / Responsibilities .....	Page X
Tryouts .....	Page X
Team Formation.....	Page X
Coach Selection .....	Page X
Equipment / Uniforms .....	Page X
Complaint Handling Procedure.....	Page X
Additional Information / Details.....	Page X

# Sport Committee Task Force – DRAFT COPY

## Introduction

### **Introduction to the Community Centre and Board**

This section would be an overview of the community centre and the board structure.

Items that can be included in this section but not limited are;

- ❖ Board / Executive List
- ❖ Mission statement
- ❖ Vision statement
- ❖ Goals and Objectives
- ❖ Reporting Structure of the Board
- ❖ Staff names and contacts

### **Important Dates**

This section would outline important dates as related to the community centre. These dates can include anything, but not limited to the following;

- ❖ Monthly board meetings
- ❖ Annual General Meeting
- ❖ Summer/Winter Carnivals
- ❖ Special Events

### **Overview of the Position**

In this section you would provide a brief overview of what the conveners position entails. This would be a small paragraph with no more than 10 sentences, as you will get into more detail later into this handbook. You can also put in expectations of the convener which can include, but are not limited to;

- Act in the best interest of the club
- Represent the club
- Attend all meetings of the club and sport associations
- Provide a monthly report at the monthly meeting
- Bring to the clubs attention main issues, Annual meetings, constitutional changes, etc.

### **I.E. – Hardball Convener**

This position coordinates the hardball program for our community centre. This person would be responsible for coordinating the registration process for this sport, team formations, coach selection, tryouts, and any other jobs that may become required for this program. This person would be the liaison for our community centre with the “XX” Baseball Association. This position reports to the Vice President of Sports. Busy time for this position is March till June.

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## **Overview of the Governing Sport Organization**

This section should include a brief overview of who the governing body is in the clubs specific area. Details of their meetings, contacts etc., should also be included.

## **Timeline**

### **Monthly Duties**

This section would be a month by month timeline of activities that would be required for this position. Items included would be community centre meetings, sport association meetings, tryout times, team formation deadlines, coach selection deadlines, registrations and anything else important to the position and club.

### **I.E. – Hardball Timeline**

#### **March**

- Registration – Tuesday, Wednesday and Thursday in the first week of the month
- Coach Recruitment – To be done during registration and until team formation
- Board Meeting – First Tuesday of March
- Association Meeting – 3<sup>rd</sup> Sunday of March
- Any Special meetings set by the sport association to determine team formations

#### **April –**

- Board Meeting – First Tuesday of April
- Sport Association meeting – 3<sup>rd</sup> Sunday of April
- Tryouts – Mid April
- Register teams with Sport Association – Mid to end April
- Any special meetings set by the sport association for transfers, team formation and registration of teams
- Coaches meeting – Before the end of April

## **Position Specific Details**

### **Registration**

This section would re-state the dates for community club registration dates. Also included in here would be any information that would be important for the convener to know prior to registration like, but not limited to, who sets the fees, where the forms come from, responsibilities at the night or registration, who types the lists, who gets the completed forms, etc.

### **Volunteer Fees / Responsibilities**

This section would include the clubs volunteer policy and who people would contact in regards to this.

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### **Tryouts**

This section would include the rough timeframe for tryouts. Also included would be the specific requirements of the convener during these tryouts, locations, who runs the tryouts, what evaluation methods are used, etc.

### **Team Formation**

This section would include how teams are formed within the community centre. Items that can be included would be but not limited to, drafting of teams if there are more than two teams at that specific level, when teams must be formed by, where to register the teams, transfer policies for the club and the sport association (if needed), and also the policy for requesting a cheque for the payment of teams can be included.

### **Coach Selection**

This section would include how to recruit volunteer coaches, application deadlines, forms to use, evaluation process, committee needed to select?. Also included would be any policies on criminal record and child abuse registry checks. Items that can also be included are coach orientation, coach meeting dates, etc.

### **Clinics**

This section would include all the required clinics that are required by coaches, who run the clinics, how they register for the clinics, when they are usually held, etc.

### **Equipment / Uniforms**

This section should include who is responsible for these items, whether is the convener or someone else. Also should be purchasing guidelines, distribution timelines, deposit policy, how often equipment should be renewed and budget policies.

### **Complaint Procedure**

This section should show what the procedure is in dealing with parental complaints. Who do they go to, what is the chain of command, etc.

**Any other Important information can also go into this based on the individual club needs**