



## CAVAN FC PARENT MEETING AGENDA

### Date / Time / Location

#### Coaches Address:

- Overview of Season Plan
- Short term / Long Term Goals

#### Registration Packages:

Please complete and return the following forms by **February 18<sup>th</sup>. 2012**

- 2012 Registration form, both pages with payment (as per timeline below)
- Sponsorship Request Letter
- Player Emergency Information Form
- Player's Creed
- Parent's Creed

#### Also included in this package for your information:

- Rep Team By-Laws
- Team Budget
- Team Income Statement
- Coach's Creed
- Player Assessment Form
- List of possible Tournaments being considered by the Coaching Staff
- Game nights for 2012 will be \_\_\_\_\_

#### Fundraising & Sponsorship Co-ordinator

#### A volunteer parent is required to be appointed from each team

##### *Responsibilities include:*

- a. Working with the Executive Director of Sponsorship/Fundraising to ensure the team is represented
- b. Source \$1,500 in team sponsorship across 1-3 corporate sponsors
- c. Gather and organize sponsorship logos and information for communication to equipment manager and webmaster.
- d. Co-ordinate/obtain and deliver appreciation plaques to sponsors at year-end
- e. Ensure weekly write-ups with corporate sponsors mentioned \*\*\* very important \*\*
- f. Ensure that the required number of team volunteers participate in the Cavan FC golf tournament
- g. Act as a liaison between Maple Leaf Executive and their team to explain proposed fundraising events from either side.

#### Volunteer Position on MLCFC Board: League Representative

The Board is seeking parent volunteers to act as a League Representatives for the CESL & CGSL. Responsibility of this position is to attend League Meetings to represent the Club. League offices are located in Oshawa & Stouffville. Mileage allowance of .25 per km will be paid to the volunteer. If interested in this position, please contact Angela Penello, Club Administrator

## Parent Volunteer Sign Up:

In order to field a successful team, it takes a 'team' of parent volunteers. Please let us know how you would like to help out this year, Thank you!

<b>Name</b>	<b>Responsibility</b>
_____	FUNDRAISING/SPONSORSHIP CO-ORDINATOR – As per Rep Bylaws
_____	WEBSITE CALENDAR UPDATER – To post the team's schedules on the website calendar & to keep it UP TO DATE!
_____	NEWSPAPER WRITER – To write-up weekly newspaper summaries, including sponsor's player of the game etc.
_____	FIRST AID- To assist with aid on the field when requested and to transport our first aid kit to all games and practices. Also to keep the first aid kit supplied at all times.
_____	ICE/WATER – To bring ice & water bottles to all team games and tournaments
_____	CORNER FLAGS-NETS ( <i>nets if required</i> ) - To bring and set up for all home games
_____	SUN SHADE SHELTER AND BANNER – To bring and set up for all games and tournaments
_____	TEAM BENCH – To bring and set up for all games and tournaments
_____	SNACK SCHEDULER- To schedule snacks for all games and tournaments
_____	TEAM PHOTOGRAPHER- To take photos & or videos at every game and team event.
_____	CALENDAR UPDATER – Someone who is responsible for updating the online team calendar and ensuring the maps are correct

### **{Payment Plan Timeline}**

**To be returned to me by February 18<sup>th</sup>. 2012 with all completed required forms:**

1 cheque for \$ \_\_\_\_\_ OR

3 Cheques (as per schedule below) *all cheques payable to CAVAN FC 'YR' 'BOYS/GIRLS'*

- February 18<sup>th</sup>. 2012 \$ \_\_\_\_\_
- March 18<sup>th</sup>. 2012 \$ \_\_\_\_\_ (post-dated)
- April 18<sup>th</sup>. 2012 \$ \_\_\_\_\_ (post-dated)

Thank you in advance for providing all the necessary paperwork and payment(s) in order to have the players registered for the 2012 Outdoor Season.