



# Community Sport Volunteer Role Template

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## **Sportall Community Sport Resource Library**

*Practical tools designed to support grassroots sport organizations and volunteers.*

This template helps community sport organizations clearly define volunteer roles. Clear expectations make it easier to recruit volunteers, support them in their roles, and ensure smooth leadership transitions between seasons.

### **Role Title**

Guidance: Example: Treasurer, Division Convenor, Equipment Coordinator, Tournament Registration Table, Concession Stand, Field Crew

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### **Purpose of the Role**

Guidance: Why does this role exist? What is its primary responsibility within the organization?

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### **Key Responsibilities**

Guidance: List the main tasks associated with the role. Example: scheduling games, coordinating equipment, managing budgets, handling money, speaking with athletes and their families.

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### **Estimated Time Commitment**

Guidance: Example: 2–3 hours per week during season, occasional off-season planning.

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### **Term of the Role**

Guidance: Example: One season, one year, or ongoing.

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### **Skills or Experience That Are Helpful**

Guidance: Example: organization, communication, budgeting, coaching experience.

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### **Support Provided by the Organization**

Guidance: Example: orientation, training resources, mentorship from previous volunteer.

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### **Important Dates or Activities**

Guidance: Example: registration period, tournaments, season start/end dates.

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## Volunteer Recognition

Guidance: How the organization will recognize or support the volunteer (thank-you events, apparel, certification coverage).

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## Notes for Future Volunteers

Guidance: Any helpful tips or lessons learned that would help the next person in this role.

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## How to Use This Template

1. Identify the volunteer roles your organization needs.
2. Complete one template for each role.
3. Share these role descriptions with potential volunteers.
4. Update the template at the end of each season to improve clarity for future volunteers.

Developed as part of the Sportall Community Sport Resource Library to support volunteers and organizations across Canada.

If this guide is helpful, feel free to share it with your board members, coaches, and community sport leaders.

Visit [sportall.ca](http://sportall.ca) for more free resources supporting grassroots sport organizations.