



Volunteer Application



Comrie's Sports Bank
A KidSport Calgary Program

KidSport Mission:

KidSport believes that no kid should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. KidSport provides support to families in order to remove financial barriers that prevent some kids from playing organized sport.

Skills/Qualities/Duties:

We are looking for community minded and socialable individuals, with strong communication skills and with the ability to inform others about who KidSport Calgary or Comrie's Sport Bank is and what we do, individuals need the ability to multitask, the ability to lift move or carry up to 20lb items, time flexibility and the ability to work outside and/or inside. Depending on the event you may or may not be working directly with kids, knowledge of sport equipment, your tasks can range from registration tables to outfitting kids in gear and general support in and out of the office. Since each event is different, orientation and training is completed onsite.

Volunteer Information:

Last Name: _____ **First Name:** _____

Address (Unit/Street Number, City and Province, Postal Code):

Home Phone: _____ **Cell:** _____

Email Address: _____ **Employer:** _____

Please list previous volunteer experience (who you volunteered with and what your tasks were):

Please indicate by circling your answers:

Have you had any criminal conviction for which a pardon has not been granted? YES or NO

(Please note, a security reference check is required)

Are you Bondable? YES or NO

Do you have a medical condition or disability that we should be aware of? YES or NO

If yes, please explain: _____

KidSport Calgary & Area – Comrie's Sports Bank
403-202-0251 (Office) 403-202-1961 (Fax)

Emergency Contact Information:

First and Last Name: _____

Relationship to you: _____

Phone Number(s): _____

Please Read Carefully

- I acknowledge and hereby irrevocably authorize that, in the event of me being physically, bodily injured during any of my activities as a KidSport™ Society of Calgary or Comrie's Sport Bank volunteer, KidSport™ Calgary or Comrie's Sport Bank shall be permitted to obtain copies of any of my relevant health records as it may request. I shall execute any authorization for Release of Health Records as KidSport™ Calgary or Comrie's Sport Bank considers necessary, and my failure to do so will result in the automatic suspension of any claim I may have. A claim will automatically terminate if I rescind a release.
- I understand the information will be kept confidential in accordance with Alberta's [Personal Information Protection Act](#) (PIPA).
- I hereby give my permission to KidSport™ Calgary or Comrie's Sport Bank to use my photo when necessary for the purpose of KidSport™ Calgary.
- I hereby release KidSport™ Calgary or Comrie's Sport Bank from all responsibility that may occur as a result of my personal use of an automobile when volunteering for KidSport™ Calgary or Comrie's Sport Bank activities.
- I agree to carry out my assigned volunteer tasks in a reasonable and safe manner.
- I am aware of the KidSport™ Calgary or Comrie's Sport Bank policy that breach of confidentiality with respect to KidSport™ Calgary or Comrie's Sport Bank Applicants will result in an immediate request for my resignation.
- I am aware that if my behavior while volunteering is found to be questionable or inappropriate by the KidSport™ Calgary or Comrie's Sport Bank staff, I will be given a verbal warning. Should the behavior persist I will be provided a written warning followed by a request for my resignation.
- I am aware that KidSport™ Calgary or Comrie's Sport Bank provides insurance coverage for me while I perform volunteer duties with due care.
- The personal information on this form will only be collected and shared under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) of the Province of Alberta, Section 32(c) and 33(1) (b2) and the Canadian Immigration Act Section 96.1-3. The purpose of collecting this information includes: determining eligibility for volunteer opportunities, programs, services, and recognition, to facilitate your registration process, to administer and evaluate our volunteers and programs, statistical purposes and to activate the Volunteer Accident Insurance coverage. This information may be shared with other volunteers and volunteers' supervisory staff.

Please attach a copy of your criminal record check with the vulnerable sector check included (must have been completed within the last year).

Name of Volunteer: _____

Signature of Volunteer: _____

Signature of parent or legal guardian (if under 18 years old): _____

Name of Witness: _____

Signature of Witness: _____

Date: _____ Year started with KidSport™ Calgary or Comrie's Sport Bank: _____



KIDSPORT CALGARY &
COMRIE'S SPORTS BANK

VOLUNTEER ORIENTATION PACKAGE



Comrie's Sports Bank
A KidSport Calgary Program



ABOUT US

The KidSport Mission

We believe that no kid should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. KidSport provides support to children in order to remove financial barriers that prevent them from playing organized sport.

The Comrie's Mission

We gather, recycle and redistribute used sports equipment at no cost to those kids would otherwise be denied the opportunity to participate. We help low income families in need provide opportunities for their kids to be able to pursue their dreams in sport as well as developing healthy and active lifestyles.



ABOUT US

Why We Joined Forces

We came together in 2019 to streamline processes for families in our community. Qualified families are now able to access both sport registration fee assistance and equipment in one place.

Both organizations are 100% community funded. Adding Comrie's to the KidSport Calgary family gives valued donors, event partners, volunteers, and sponsors the ease of supporting the cause through one integrated organization. This increases the impact on the community and ultimately, ensures more kids have the opportunity to swing a bat, shoot a puck, or toss a ball to encourage them to lead happier, healthier lives.



THE ROLES

There are many ways volunteers can help out at KidSport and Comrie's. We've listed some of these positions below:

Outfitters

- Greet clients in pleasant manner
- Collect appropriate referral, if applicable
- Inform parent/ guardian when their referral will expire
- Outfit clients with appropriate equipment, assuring best possible fit
- Instruct clients on proper care and use of equipment
- Review Equipment Supply Form with parent/ guardian
- Clean up excess equipment
- Notify staff about equipment shortages
- File paperwork

Qualifications

- Ability to bend down
- Helpful and friendly demeanor
- *Knowledge of sports equipment and experience with kids an asset

Donation Processors

- Unload sports equipment from drop-off vehicles
- Look over equipment for obvious deficiencies, pair equipment, and sort based on type of equipment
- Put applicable gear in sanitizing machine
- Size and label equipment
- Stock immediate service shelves
- Box and label excess equipment

Qualifications

- Ability to lift up to 25 pounds
- Ability to lace skates and shoes
- *Knowledge of sports equipment an asset

***All positions require a police check**





THE ROLES

Donation Collectors

- Pick-up equipment from drop-off locations
- Return bins to original bin location
- Unload equipment at Comrie's
- Log donation pick-up on sign-in sheet

Qualifications

- Valid Alberta driver's license
- Ability to lift up to 25 pounds
- If planning to use Comrie's van, a clean driver's abstract will be required

Event Representatives

- Sign-in at event
- Help with event set-up / tear-down
- Educate attendees and public on our programs
- Assist with various event needs (could be anything from selling 50/50 tickets to helping out at a golf tournament).

Qualifications

- Ability to lift up to 25 pounds
- Ability to get to the event
- Comfortable interacting with the public
- Friendly and helpful demeanor

Office & Administrative Personnel

- Data entry
- Booking appointments
- E-mailing
- Filing
- Creating documents

Qualifications

- Ability to communicate professionally over the phone and through e-mail as well as uphold current filing processes
- *Experience with Excel, Word, and Outlook an asset

***All positions require a police check**



WHAT'S NEXT?

You've applied,
now what?

Once you submit your volunteer application form, we will get a police check going. You will then be added to our Volunteer Database, meaning you'll receive monthly or bi-monthly emails from us indicating what events and opportunities we have coming up that you could sign up for. If you see an event that you want to be a part of, sign up via the link in the email, and closer to the event, we'll reach out again with more information about that specific event and your role.

We use a program called Sign Up Genius to manage our events and volunteers. Follow the link below to access the site:

<http://www.signupgenius.com/>



CONTACT INFO

Here's How to Get
a Hold of Us

Email: walker@kidsportcalgary.ca

Phone: 403-202-0251

Fax: 403-202-1961

Web: kidsportcanada.ca/alberta/calgary
comriessportsequipmentbank.org

f **t** **@** **in** @KidsportCalgary
@ComriesSports

Our Address:

3557 52nd St. SE
Calgary, AB
T2B 3R3

We look forward to hearing from you!