



KANATA KNIGHTS FOOTBALL CLUB

Building Champions On and Off the Field

Home Field: Bob Barr Field, Kanata, ON

Website: kanataknightss.ca

Email: info@kanataknightss.com

Affiliated with: National Capital Amateur Football Association (NCAFA)

KANATA KNIGHTS – BOARD OF DIRECTORS – APPLICATION FORM

Thank you for your interest in joining the Kanata Knights Board of Directors.

Please complete all sections of this application. Submission does **not** guarantee appointment. All applications will be reviewed by the Board, and appointments will be made only if appropriate and in the best interest of the Club.

Please submit your completed application by email to: info@kanataknightss.com

SECTION 1 - PERSONAL INFORMATION

Full Name: _____

Address: _____

City/Postal Code: _____

Email: _____

Phone: _____

SECTION 2 - ELIGIBILITY CONFIRMATION

Are you at least 18 years of age?

Yes No

Are you an Active Member, parent/guardian of a registered player, or a Volunteer Member of the Kanata Knights Football Club?

Yes No

SECTION 3 - BOARD ROLE INTEREST

Please select 2 areas you are interested in supporting. This helps with committee placement and Board role assignments.

- Operations
- Equipment
- Volunteer Development and Special Events
- Coaching & Player Development
- Flag Program
- Recruitment and Fundraising
- Administration (Registrar/Secretary)
- Finance (Treasurer support)
- General Director (no specific portfolio preference)

Note: Appointments are to the Board as Directors at Large; specific roles may be assigned later based on fit and experience.

Why are you interested in these 2 roles/programs?

SECTION 4 - EXPERIENCE AND QUALIFICATIONS

Briefly describe your experience with the Kanata Knights, other youth sports organizations, or any relevant volunteer or professional background.

List any skills or qualifications you believe would benefit the Board or Club:

(Examples: leadership, fundraising, budgeting, project management, event planning, communication, coaching, IT, scheduling, etc.)

SECTION 5 - VISION AND CONTRIBUTION

Why are you interested in serving on the Board of Directors?

What strengths or perspectives do you feel you would bring to the Board?

SECTION 6 – AVAILABILITY AND COMMITMENT

Serving on the Kanata Knights Board of Directors is an active, working volunteer role. All Directors are expected to contribute to the operational needs of the Club throughout the year — including during busy periods.

Please review and confirm the following expectations:

A. Meeting Attendance

Board members are expected to attend:

- Regular monthly Board meetings
- Special meetings as required (usually 1–2 per year)
- Committee meetings for the portfolio they support

Can you commit to this meeting schedule?

Yes No

B. Participation in Club Events & Operations

Board members are expected to participate in major Club activities, which may include:

- Equipment handout and return days
- Flag and tackle season launch events

- Parades, community events, fundraisers
- Jamborees and tournament days
- Club-wide events such as the Awards Day
- Game-day support when available (field setup, chains, timers, etc.)

This expectation applies even if you are coaching/team managing, etc. — Board service includes responsibilities beyond these duties.

Can you commit to actively participating in these events?

Yes No

If you have known limitations (work schedule, coaching conflicts, etc.), please explain:

C. Committee Work

Each Director is expected to serve on at least one committee, contributing to planning, coordination, and follow-through on tasks throughout the year.

Committee work may include:

- Scheduling and logistics
- Volunteer coordination
- Event organization
- Fundraising efforts
- Communications support
- Program development

Are you willing and able to actively contribute to committee work?

Yes No

D. Seasonal Commitment

There are peak times in the year (spring registrations, equipment events, start of season, playoffs, AGM prep) when Board involvement significantly increases.

Are you able to commit to increased volunteer hours during peak periods?

Yes No

E. Reliability and Follow-Through

Board members must be dependable, responsive, and able to complete assigned tasks by agreed-upon deadlines.

Are you able to meet these expectations consistently?

Yes No

SECTION 7 – CONFLICT OF INTEREST AND CONDUCT

Do you have any potential conflicts of interest (business, family, employment, coaching boundaries, etc.)?

Yes No

If yes, please describe:

Are you willing to follow the Kanata Knights Code of Conduct and uphold Club values in all Board and volunteer activities?

Yes No

SECTION 8 – BACKGROUND INFORMATION (CONFIDENTIAL)

A vulnerable sector check may be required if appointed.

Have you ever been convicted of a criminal offense for which a pardon has not been granted?

Yes No

Are you listed on any registry related to offenses involving minors or violence?

Yes No

SECTION 9 – REFERENCES

Please provide two (2) non-family references who can speak to your character, reliability, or experience.

Reference 1:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 2:

Name: _____

Relationship: _____

Phone: _____

Email: _____

SECTION 9 – DECLARATION AND SIGNATURE

By submitting this application, I acknowledge that:

- Submitting an application does not guarantee appointment.
- The Board may appoint or decline any applicant at its discretion.
- Appointments may occur at any time during the year.
- I agree to uphold the values, bylaws, and mission of the Kanata Knights Football Club.

Signature: _____

Date: _____