

GRAFTON SOCCER CLUB JOB DESCRIPTIONS, ROLES AND RESPONSIBILITIES

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

Revision History

Revision	Approval Date
Rev. 1 - Initial BOD approval	November 11, 2003
Rev 1.1 – Deleted Coach Selection Committee and added process for Team Placement and Selection Committee and Nominating Committee	December 13, 2003
Rev 1.2 – Added Manager of Volunteers position	January 3, 2005
Rev 1.3 – Manager of Volunteers position upgraded to a BOD position	April 4, 2005
Rev 1.4 – 1) Changes 3v3 Chairman position to Director of Special Events and upgraded it to a BOD position 2) Update Coordinator of Referees Position	October 12, 2008

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Grafton Soccer Club Job Descriptions, Roles and Responsibilities

1.0 Introduction

This documents describes the roles and responsibilities of key positions required to manage the Grafton Soccer Club (hereafter referred to as the GSC). All positions are staffed by volunteers and are either elected by the membership (Director positions) or appointed by the Board of Directors (non-Director positions). Ideally, the GSC will strive to have each position assigned to a different individual, however, by necessity, it is recognized that an individual may be performing multiple jobs. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide those volunteers with a clear view of what each position requires in an effort to facilitate the recruiting of volunteers.

2.0 General Knowledge and Skill

In addition to specific knowledge and skills required to fulfill the responsibilities of a specific position, the GSC will strive to fill positions with individuals who possess or will be trained to acquire the following general knowledge and skills:

- Knowledge of the GSC's mission, guiding principles and structure
- Knowledge of the GSC's policies and Age Group Overviews and Curriculum
- Ability to communicate in both written and oral form
- Ability to listen to others
- Ability to be inclusive of other ideas while leading and managing by the GSC's advocated approach
- Ability to make decisions with moral courage in the interest of all the players even if the actions are unpopular with others

3.0 Board of Directors

The business of the GSC will be managed by a Board of Directors (hereafter referred to as the BOD), which will exercise all powers of the GSC, except as otherwise provided by Law, the Articles of Organization, or the Constitution and Bylaws. The GSC is required by its bylaws to elect a BOD at the Annual General Meeting. A nominating committee shall provide a proposed slate of officers before the meeting. Members may also make nominations from the floor.

The Board of Directors (BOD) of the GSC shall consist of the following:

- President
- Treasurer
- Secretary
- Vice President of Travel Program
- Vice President of In-town Program
- Director of Registration
- Director of Facilities

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- Director of Equipment
- Director of Coach Development
- Director of Volunteers
- Director of Special Events
- Immediate Past President
- Member At Large

A member can volunteer to hold one of the above positions and not be required to be a BOD member if they so chose. Should this result in the BOD being less than 9 members, BOD positions may be filled via a vote of the majority of the BOD by additional “at large” position.

4.0 Committees

In addition to any special committees appointed by the president, the following committees will be appointed by the BOD yearly at the November BOD meeting to conduct GSC business for the upcoming year. Minimum membership is identified below, however, each committee will have the authority to add additional members as required to conduct their business. Each committee will as their first orders of business determine the process that will govern the committee and its functions. The process shall be in compliance with GSC bylaws and policies and be subject to BOD approval. Once approved the processes will be incorporated into this document.

4.1 Nominating Committee

The Nominating Committee will recruit and prepare a slate of nominations of officers and directors to be voted at the Annual General Meeting. The Nominating Committee shall consist of the President and two (2) other members of the BOD. The President will be the chairperson of the Nominating Committee. The Nominating committee will conduct its business as follows:

1. Poll Current BOD members and BOD future position holders for 2004 commitment
2. Committee Members Assignment of Recruitment activity – Involve others as necessary
 - a) Develop list of potential job candidates from Known interested parties
 - b) Use Fall/Spring volunteer list to contact potential interested parties
 - c) Branch out to coaches and other parents as required
 - d) Concentrate on U6/U8 for long term stability based on positions
3. Review Candidates and Develop BOD Nominations Slate for AGM

4.2 Team Selection and Placement Committee

The Team Selection and Placement Committee will oversee the selection and placement of the Travel Program teams and coaches for the Spring and Fall seasons ensuring that the teams are selected and placed in accordance with GSC policy and that teams are placed in the most

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appropriate division and/or league according to each team's skill level. In addition, this committee will identify and review coaching candidates for the Travel and In-town Program teams for the Spring and Fall seasons, and, develop and maintain a coach evaluation process. The Team Selection and Placement committee will consist of the VP of Travel Program, the League Representative(s), and the Director of Coach Development. The VP of Travel Program will be the chairperson of the Team Selection and Placement Committee. The Team Selection and Placement Committee will conduct its business as follows:

1. Collect/Analyze data from previous Seasons
 - a) Team Placement Evaluation – categorize placements from previous two seasons as correct, too high, or too low.
 - b) Identify Team Placement/League Trends if applicable
2. Develop Checklist to address the following areas:
 - a) GSC policy
 - b) Team Placement
 - c) Player Placement
 - d) Coach Selection
 - e) Coach Placement
3. Update Team Selection Process from existing GSC Team Selection Policy
4. Communicate Checklist Criteria & Process to Age Group Coordinators
5. After Age Group Coordinators complete the Team Placement, Team Selection and Coach Selection process the Committee will review the each coordinator's Checklist for any non-compliance and address any issues with the coordinator(s)
6. The Committee will attempt to resolve all issues with the coordinator, however, if any cannot be resolved in a timely manner an Appeal will be scheduled with the full BOD
7. Changes to placements/rosters due to late registration or league division changes will require committee review prior to implementation.

4.3 Budget Committee

The Budget Committee will prepare a budget for the following fiscal year to be approved at the December BOD meeting. The Budget Committee will consist of the Treasurer, the Director of Facilities, and, the Director of Equipment. The Treasurer will be the chairperson of the Budget Committee.

5.0 GSC Job Descriptions, Roles and Responsibilities

The following key positions are required to manage the work of the GSC.

5.1 President

The President is the Chief Executive Officer of the GSC, and, subject to the direction of the BOD, shall have general supervision and control of its business.

Duties and Responsibilities

The President will:

- Ensure that the GSC is managed in accordance with its by-laws, policies, mission statement and guiding principles
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner
- Ensure that the GSC operations are managed in a timely and efficient manner
- Ensure that all positions required to run the GSC are staffed
- Appoint committees as required to carry out GSC business
- Work with the BOD to develop and a dynamic strategic roadmap for the GSC
- Preside at all meetings of the GSC, and, establish the agenda for all BOD meetings, Annual and Special meetings
- Present an annual report of the state of the GSC at the Annual General Meeting
- Act as the principal representative of the GSC
- Have signature authority, in addition to the Treasurer and Assistant Treasurer, for club expenditures

Special Knowledge and Skills

- Ability to take directions and provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings
- Robert's Rules of Order

Time Commitment

4-8 hours per week.

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5.2 BOD Member “At Large”

The BOD Member “At Large” will be a GSC member not involved in the past or present operations of the club as a BOD member or officer of the club. The individual will be selected to represent the viewpoint of the general membership and as such should frequently communicate with the members to understand their concerns and issues and convey them to the BOD. This position will have a term limit of one year.

5.3 Immediate Past President

The Immediate Past President shall serve as advisor to the Board of Directors to efficiently transition the roles and responsibilities of the President. This position will have a term limit of one year.

5.4 Treasurer

The Treasurer, subject to the direction of the BOD, has general charge of the financial affairs of the GSC.

Duties and Responsibilities

The Treasurer will:

- Implement and/or maintain the bookkeeping system and accounting processes required to provide a detailed set of records of income and expenditure of the GSC
- Be responsible for all day-to-day bookkeeping and handling of accounts payable and account receivable issues
- Have custody of all funds, securities, financial records and tax documents of the GSC
- Establish an annual operating budget as chairperson of the Budget Committee and submit it for BOD approval prior to the start of the fiscal year
- Publish a monthly and year-end financial statement.
- Submit an Annual Report of Finances to the Board of Directors for presentation at the Annual General Meeting
- File all reports to the appropriate Government Agency in a timely manner, including, but not limited to yearly income tax returns
- Ensure that the GSC maintains a non-profit tax status
- Pay all bills that are within the approved limits of the GSC annual operating budget or have been otherwise approved by the BOD, in a timely manner
- Obtain BOD decision for expenditures not covered in the annual budget
- Maintain a Bank Account in the Club's name
- Be one of the three persons, together with the President and Assistant Treasurer, authorized to sign checks

Special Knowledge and Skills

- Knowledge of general accounting practices for non-profit organizations
- Skilled in the use of electronic bookkeeping (e.g. Turbo Tax, Microsoft Money)

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- Ability to create reports

Time Commitment

Average of 6-12 hours per month

5.4.1 Assistant Treasurer

The Assistant Treasurer is responsible for assisting the treasurer in the duties of managing the GSC's finances. In case of resignation, or other long-term absence of the Treasurer, the Assistant Treasurer shall assume all Treasurer duties until the BOD can elect a new Treasurer.

Duties and Responsibilities

The Assistant Treasurer will:

- Work with the Treasurer to establish the annual operating budget
- Be responsible for understanding the bookkeeping system and accounting processes of the GSC to ensure a smooth transition should the Treasurer be unable to continue in fulfilling his/her duties
- Be one of the three persons, together with the President and Treasurer, authorized to sign checks
- Carry out any special assignments which, from time to time, may be given by the Treasurer

Special Knowledge and Skills

- Knowledge of general accounting practices
- Willingness to learn the use of electronic bookkeeping (e.g. Turbo Tax or Microsoft Money)

Time Commitment

2-4 hours per month.

5.5 Secretary

The Secretary is responsible for recording, maintaining and distributing records of GSC business.

Duties and Responsibilities

The Secretary will:

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- Record the minutes of all GSC meetings (including meeting time, date, location, attendance, BOD vote results, and highlights of key discussions)
- Distribute meeting minutes within one week of each club meeting
- Be the custodian of all official records of the GSC (i.e. minutes, insurance documents, bylaws, etc.)
- Collect and distribute accordingly all correspondence received by the GSC
- Maintain a PO Box for all GSC correspondence
- Plan, schedule, secure location and notify the BOD of upcoming and scheduled meetings

Special Knowledge and Skills

- Ability to capture key discussion points in clear, concise manner and “ask for clarity” in situations where discussion points are not clear
- Skilled in the use of Microsoft Word and electronic mail

Time Commitment

4-8 hours per month.

5.6 Director of Registration

The Director of Registration has overall responsibility for the GSC’s player registration and GSC affiliation with MYSA

Duties and Responsibilities

The Director of Registration will:

- Implement and/or maintain the GSC registration process to ensure an accurate and timely registration of the GSC membership for Spring and Fall
- Maintain and update as necessary the GSC registration form and provide for the efficient distribution of the forms via mailings, on-line, school take-home, recreation department and other means necessary to ensure general availability to the membership and potential registrants
- Manage registration funds and ensure timely coordination with the Treasurer
- Maintain a database of all currently registered players as well as past players
- Coordinate resolution of incomplete registrations
- Coordinate processing of mail-in registrations
- Coordinate Age Group wait lists with Age Group coordinators
- Provide the Uniform Coordinator with an accurate count of uniform purchases requested as part of registration
- Provide each Age Group Coordinator with the latest Age Group registration information
- Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times
- Ensure that all players, coaches and referees are affiliated in accordance with MYSA requirements and submit required affiliation and other fees due to MYSA in Spring and Fall

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- Verify rosters and verify/print pass cards for MAYS league for the Spring season
- Produce mailing lists from the registration database, as required.

Special Knowledge and Skills

- Basic knowledge of computers and spreadsheet or database management
- Attention to detail

Time Commitment

Generally 4-6 hours per month. 12-16 hours per week during registration periods (November – January and May-July).

5.6.1 Assistant Registrar

The Assistant Registrar is responsible for assisting the Director of Registration in the duties of managing the GSC's registration process. In case of resignation, or other long-term absence of the Director of Registration, the Assistant Registrar shall assume all Registration duties until the BOD can elect a new Director of Registration

Duties and Responsibilities

The Assistant Registrar will:

- Manage the registration logistics for Spring and Fall walk-in registration (including determining registration dates, securing a registration facility, and communicating registration logistics to the membership) typically 4 months before the season starts.
- Maintain records of registration history (number of players per age groups, number of teams per season)
- Coordinate mailing of newsletter with the editor of the newsletter
- Manage the compliance by the GSC with the MYSA "Kid-safe" program requirements
- Carry out any special assignments which, from time to time, may be given by the Director of Registration

Time Commitment

Generally 1-2 hours per month. 4-8 hours per week during registration periods (November-January and May-July).

5.7 Vice President of Travel Program

The Vice President of Travel Program has overall responsibility for the GSC's Travel Program. The Travel Program typically consists of the Boys and Girls U10, U12, U-14, U16/U18 (U16/18 Spring only) Age Groups. This role largely performs an over-sight function, but the Director of Travel Program ultimately has responsibility for all travel-based programs, ensuring that they are administered per the GSC's policies. In addition, in the absence of the President, the Vice

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President of the Travel Program shall be vested with all of the powers and perform all of the duties of the President. In case of resignation, or other long-term absence of the President, the Vice President of Travel Program shall assume all presidential duties until the BOD can elect a new President.

Duties and Responsibilities

The Vice President of Travel Program will:

- Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group, as per the GSC's Team Selection policy and that the Travel teams are ready by the start of the soccer season
- Participate in the development of the Travel Program team rosters and placements as chairperson of the Team Selection and Placement Committee
- Organize and run Age Group Coordinator kick-off meeting before the start of each season
- Ensure by working with the Director of Facilities that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for the Travel Program is available prior to the start of the season
- Coordinate with the Referees Coordinator to ensure referee assignments are carried out as required
- Ensure, working with the Age Group Coordinators and the Director of Coach Development, that coach development activities are communicated and made available to coaches
- Monitor the progression of the season, ensuring that the age groups operate per the GSC's policies and Age Group Overviews and request division changes for misplaced teams (AVYSL only).
- Ensure that information is passed along in a timely fashion to the Age Group coordinators, and others, as appropriate
- Ensure that the club philosophy, divisional approach and important current events are communicated to all Age Group Coordinators for distribution to parents/guardians before the season and during the season as appropriate
- Ensure that end-of-season player evaluations are collected by all age group coordinators and made available to the Team Selection and Placement committee
- Communicate the team placements and rosters identified by the Team Selection and Placement committee to the Age Group Coordinators for distribution to coaches, and League representatives for submission to the leagues.
- Recruit Age Group Coordinators for the Travel Program and present selections to the Nominating Committee
- Working with the Age Group Coordinators facilitate coach recruitment
- Ensure that all Travel Program issues are addressed and solved to a satisfactory and timely resolution
- Act as contact person for parents who have issues with placement or coaches
- Ensure that coaches and other key volunteers are recognized for their contributions
- Ensure that the Travel Program continuously improves and evolves to meet the current

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- demands and youth-in-soccer philosophies
- Chair all GSC meetings when the President is absent

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 4-8 hours per month. 8-10 hours per week during pre-season periods (December – April and June-September).

5.7.1 Travel Program Age Group Coordinators

The Age Group Coordinators have overall responsibility for a specific age group within GSC's Travel Program. Age Group coordinators will be typically required for Boys and Girls U10, U12, U14, U16/U18 (U16/18 Spring only) age groups. Each age group coordinator will have over-sight responsibility for the age group as well as be actively involved in the league, coach, team, and player placement process. The coordinator is ultimately responsible for ensuring that all GSC's policies and procedures are successfully administered. The Age Group Coordinator is the GSC's primary champion and principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers and players in the age group.

Duties and Responsibilities

The Travel Program Age Group Coordinators will:

- Act as the primary liaison between the GSC and age group coaches and ensure that all GSC information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notification of player team placements)
- Develop Travel Program team rosters and placements and submit them to the Team Selection and Placement Committee for review and approval
- Organize and run Age Group coaches' meeting at the start (coaches kick-off meeting) and at the end of the season (coaches player evaluations meeting)
- Provide approved rosters, schedules, equipment and general guidance to coaches as required
- Ensure that all coaches have submitted Kid-Safe forms to Assistant Registrar
- Ensure that all coaches within the age group have requested/received field space to accommodate practices
- Ensure that the club philosophy and divisional approach are communicated by the coaches to parents/guardians before the season (coordinator's letter)

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- Monitor the progression of the season, ensuring that the age group operates per the GSC's policies and Age Group Overviews and request division changes for misplaced teams (AVYSL only).
- Ensure that end-of-season player evaluations are completed by all coaches in a timely manner
- Ensure all travel coaches and players submit and have ID cards (MAYS only).
- Ensure that all Age Group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required (the number of players registered determines the number of coaches required)
- Encourage all coaches to view other teams within the age group – especially those teams one level up and/or down from their team.
- Monitor the coaches during the season (games and/or practice) and complete coach evaluations
- Resolve any issues with parents that cannot be resolved by the coach (those issues that can't be resolved will be referred to the Director of Travel Program or GSC BOD as appropriate)

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 6 hours per month. 6-8 hours per week during pre-season periods (December – April and June-September).

5.7.2 League Club Representative

The League Club Representative acts as the representative of the GSC to the travel leagues (AVYSL, CMYSL, MAYS). There may be one or several individuals holding this position based on need at the discretion of the Director of Travel Program

Duties and Responsibilities

The League Club Representative will:

- Attend all league meetings (2-3 per season)
- Report all league decisions and issues to the GSC
- Bring GSC issues and opinions to the league
- Vote on League issues on behalf of the GSC during league meetings as appropriate
- Submit team placements, payments, coach info, rosters, coach pledges, and any other

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- required paperwork to the league
- Monitor team records and suggest mid-season adjustments when appropriate (AVYSL only)
- Provide field availability and assignments for each team and field maps to the league
- Act as a member of the Team Selection and Placement committees

Special Knowledge and Skills

- Ability to use sound judgment

Time Commitment

Generally 2 hours per month. 4-6 hours per week during pre-season periods (December – April and June-September).

5.7.3 High School Liaison

The High School Liaison will be responsible for interfacing and coordinating with the Grafton High School Athletic Department specifically regarding its soccer teams plans and availability to GSC players

Duties and Responsibilities

The High School Liaison will:

- Establish a continuing relationship with the Grafton High School Athletic Director (AD), and its soccer coaches
- Determine and communicate the number of GSC players eligible to participate at the High School Level during the upcoming year
- Obtain feed-back from the high school and provide this feedback to the GSC BOD

Special Knowledge and Skills

- Ability to mediate

Time Commitment

Generally 1-2 hours per month.

5.8 Vice President of In-town Program

This Vice President of In-town Program has overall responsibility for the GSC's intramural soccer program. This typically consists of the U-6, BU-8 and GU-8 divisions. This role largely performs an over-sight function, but the Vice President of the In-town Program ultimately has responsibility for all in-town programs, ensuring that they are administered per the GSC's policies.

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Duties and Responsibilities

The Vice President of In-town Program will:

- Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group, as per the GSC's Team Selection policy and that the soccer season commences on time
- Oversee the development of the In-town Program team rosters
- Act as a member of the Team Selection and Placement Committee
- Organize and run Age Group Coordinator kick-off meeting at the start of the season
- Ensure by working with the Director of Facilities that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for the In-town Program is available prior to the start of the season
- Ensure by working with the Director of Coach Development that coach development activities are communicated to and made available to coaches
- Coordinate with the Referees Coordinator to ensure referee assignments are carried out as required (U8 only)
- Monitor the progression of the season, ensuring that the age groups operate per the GSC's policies and Age Group Overviews
- Ensure that information is passed along in a timely fashion to the Age Group coordinators, and others, as appropriate
- Ensure that the club philosophy, divisional approach and important current events are communicated to all Age Group Coordinators for distribution to parents/guardians before the season and during the season as appropriate (Pre-Season "Join Up" letter)
- Ensure that end-of-season player evaluations are collected by all age group coordinators and made available to the Team Selection and Placement committee
- Recruit Age Group Coordinators for the In-town Program and present selections to the Nominating Committee
- Working with the Age Group Coordinators facilitate coach recruitment
- Ensure that all In-town Program issues are addressed and solved to a satisfactory and timely resolution
- Act as contact person for parents who have issues with placement or coaches
- Ensure that players are acknowledged for their participation (awards) and, coaches and other key volunteers are recognized for their contributions
- Ensure that the In-Town Program continuously improve and evolve to meet the current demands and youth-in-soccer philosophy

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

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Time Commitment

Generally 4-8 hours per month. 8-10 hours per week during pre-season periods (December – April and June-September).

5.8.1 In-Town Age Group Coordinators

The Age Group Coordinators have overall responsibility for a specific age group within GSC's In-town Program. Age Group Coordinators typically will be required for Boys and Girls U8, and U6 Age Groups. Each Age Group Coordinator will have over-sight responsibility for the age group as well as be actively involved in coach and player placement process. The coordinator is ultimately responsible for ensuring that all GSC's policies and procedures are successfully administered. The Age Group Coordinator is the GSC's primary champion and principle point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers and players in the age group.

Duties and Responsibilities

The In-Town Age Group Coordinators will:

- Act as the primary liaison between the GSC and age group coaches and ensure that all GSC information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notification of player team placements)
- Create and communicate the season (match) schedule to all coaches before the start of the season, including scheduling of "Fun Days", "Fall Jamboree" and other age appropriate events
- Participate in the development of the In-Town Program team rosters and placements as a member of the Team Selection and Placement Committee (U8 only)
- Act as a member of the Team Selection and Placement Committee (U8 only)
- Develop team rosters and select coaches (U6 only)
- Schedule and manage (cancellations, payment, etc.) referees for matches as required and work with the refs to make sure they are following guidelines and providing constructive instruction to the players. (U6 only)
- Organize and run Age Group coaches' meeting at the start (coaches kick-off meeting) and at the end of the season (coaches player evaluations meeting)
- Provide rosters, schedules, equipment and general guidance to coaches as required
- Ensure that all coaches have submitted Kid-Safe forms to the Vice President
- Ensure that all coaches within the age group have requested/received field space to accommodate practices
- Ensure that the club philosophy and divisional approach are communicated by the coaches to parents/guardians before the season (Pre-Season "Join Up" letter)
- Monitor the progression of the season, ensuring that the age group operates per the GSC's policies and Age Group Overviews
- Ensure that end-of-season player evaluations are completed by all coaches in a timely manner
- Ensure that all Age Group issues are addressed and solved to a satisfactory and timely

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resolution

- Recruit new coaches as required and champion coach development
- Encourage all coaches to view other teams at the age group level
- Monitor the coaches during the season (games and/or practice) and complete coach evaluations
- Resolve any issues with parents that cannot be resolved by the coach (those issues that can't be resolved will be referred to the Director of Travel Program or GSC BOD as appropriate)

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 2 hours per month. 8-10 hours per week during pre-season periods (December – April and June-September).

5.9 Director of Facilities

The Director of Facilities is responsible for the overall management, operation, scheduling, coordination and availability of all game and practice facilities used by the GSC.

Duties and Responsibilities

The Director of Facilities will:

- Generate and communicate (Wyman and Lions Club) home game schedule from the schedules provided by the leagues and maintain and update home game schedule changes during the season.
- Coordinate field availability with coaches for reschedule games
- Generate and communicate practice schedule from coaches inputs
- Coordinate with the Referees Coordinator to schedule referees for rescheduled games (AVYSL, MAYS U10 and In-town only)
- Monitor field conditions before and during season and close fields as required if fields are deemed unplayable
- Supervise the development and maintenance of soccer fields for GSC and expend funds appropriated by the BOD for such development and maintenance.
- Coordinate with the Equipment manager to ensure that any equipment required for field maintenance and preparation (e.g. nets, goals, painting equipment) is procured

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- Liaison with the Grafton Recreation Department, High School, Middle School, South Grafton Elementary School, Wyman Gordon, Lion's Club and Nelson Park to obtain field use permits or organizational approval for use of necessary fields.
- Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season.
- Supervise the field maintenance coordinator and layout coordinator
- Establish a budget for facilities requirements for each fiscal year

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to establish and manage execution of plans
- Ability to use sound judgment

Time Commitment

Generally 4-6 hours per week. 8-16 hours per week during pre-season periods (December – April and June-September).

5.9.1 Fields Layout Coordinator

The Fields Layout Coordinator is responsible for laying out the fields required by the GSC's soccer program at the beginning of each season (Spring and Fall).

Duties and Responsibilities

The Fields Layout Coordinator will:

- Take the lead position in physically laying out the various fields at the beginning of each season.
- Maintain the tools required for the position (master field layout templates, measuring tapes, string and stakes)

Special Knowledge and Skills

- Knowledge of the various field layouts and basic geometry

Time Commitment

4-8 per week for 2 weeks prior to start of the season.

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

5.9.2 Field Maintenance Coordinator

The Field Maintenance coordinator is responsible to ensure that the GSC soccer fields are properly maintained and available for the soccer season.

Duties and Responsibilities

The Fields Maintenance Coordinator will:

- Manage the upkeep and maintenance (e.g. mowing, fertilizing, watering, etc.) of soccer fields used by the GSC
- Ensure that fields are properly lined before and during the season
- Provide maintenance supplies for the fields as required (e.g. seed, fertilizer, paint, etc.)

Special Knowledge and Skills

- Ability to establish and manage execution of plans

Time Commitment

Generally 2 hours per week. 2-4 hours per week during pre-season periods (March – April and June-September).

5.10 Coordinator of Referees

The Coordinator of Referees has the overall responsibility for recruiting, developing, managing and scheduling all referees assigned by the GSC to cover matches and to ensure that those referees are properly certified or trained as required to cover the games for which they are assigned.

Duties and Responsibilities

The Coordinator of Referees will:

- Ensure that all referees, whether certified or not, have the training to ref the level of game they are assigned
- Be responsible for referee development planning and activities
- Develop and maintain lists of active, certified and non-certified referees in town and surrounding towns if necessary, and, update the lists each season
- Act as the central contact for League Referee issues
- Organize a training meeting for travel referees prior to the beginning of each season and as necessary at other times
- Attend the state certification course and completes the annual re-certification requirements.
- Assign referees to all U8 in-town games and rescheduled games
- Submit U8 game payment requests to the treasurer for payment

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

- Make sure the referees are aware of any rule changes each season.
- Recruit new referees
- Resolve all referee related issues to a timely and effective resolution
- Act as the 3v3 Tournament certified referee assignor

Special Knowledge and Skills

- Referee Certification Required
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 2 hours per week during the season and 4-6 hours per week during pre-season periods (February – April and August-September).

5.11 Director of Equipment

The Director of Equipment is responsible to provide and manage the necessary equipment required by the GSC to operate its soccer program.

Duties and Responsibilities

The Director of Equipment will:

- Work with the Director of Travel Program, Director of In-Town Program, the Chairman of the 3 v 3 Tournament, and, the Director of Facilities to establish their yearly requirement for equipment and In-Town Program uniforms
- Establish an equipment budget for each fiscal year
- Keep an accurate inventory of all equipment owned by the GSC (this includes all on field items, field lining equipment, goal replacement supplies, game and practice items, first aid needs, in town uniforms)
- Plan the collection of all coaches' equipment at end of each season to facilitate inventory and establish reorder requirements
- Supervises the equipment Buyer and Uniform Coordinator
- Work with the Age Group coordinators to schedule the distribution and return of equipment

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to negotiate
- Ability to establish and manage execution of plans

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

- Ability to use sound judgment

Time Commitment

Generally 4-8 hours per month. 8-10 hours per week during pre-season periods (February – April and August-September).

5.11.2 Uniforms Coordinator

The uniform coordinator is responsible for distribution and inventory management of club uniforms. The majority of uniforms are ordered through the Fall registration process, however, uniform items are also available for sale from the Uniforms Coordinator throughout the year.

Duties and Responsibilities

The Uniforms Coordinator will:

- Establish requirements for uniform inventory levels and ensure that those levels are maintained
- Coordinate seasonal uniform requirements with the Director of Registration
- Provide an accounting for monies received as part of direct sales to members of uniform items and coordinate with the Treasurer
- Coordinate the distribution of uniforms to members prior to the Fall and Spring seasons (Uniform Night)
- Establish and maintain a process to ensure that addresses the unique numbering requirements of the MAYS league

Time Commitment

Generally 2 hours per month. 2-4 hours per week during pre-season periods (February – April and August-September).

5.11.2 Equipment Buyer

The Equipment Buyer is responsible to procure the equipment and uniforms needed by the GSC in a timely and efficient manner.

Duties and Responsibilities

The Equipment Buyer will:

- Evaluate and establish relationships with equipment suppliers as required
- Place equipment and uniform orders as directed by the Director of Equipment and Travel Uniform Coordinator

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

- Manage the receipt and return of merchandise
- Work with the Treasurer to ensure timely payment of suppliers

Special Knowledge and Skills

- Ability to negotiate

Time Commitment

Generally 2 hours per month. 2-4 hours per week during pre-season periods (February – April and August-September).

5.12 Director of Coach Development

The Director of Coach Development has overall responsibility for establishing the strategic framework for coach development / education for the GSC. The incumbent is the club's champion for coach and player development, and is responsible for ensuring that coach education is designed, developed and delivered to meet the needs of the GSC.

Duties and Responsibilities

The Director of Coach Development will:

- Provide and support a clear philosophy about player development and coach behavior including such issues as age appropriate coaching and positive relations with parents, other coaches, referees, and sportsmanship
- Develop a coherent program for education of coaches
- Communicate coach education initiatives and activities to the club's coaches utilizing the club's structure
- Lead in the development, and subsequent updating of, the club's Player Development Curriculum and the GSC's Guidebook For Coaches
- Develop a repository of coach education information / tools for the GSC coaches
- Facilitate, with other club leaders, a strong youth-in-sports and youth soccer culture that is focused on age appropriate coaching
- Liaison with external Youth Soccer Coaching experts, including the MYSA Coaching Staff, bringing "best in breed" thought leadership to the club
- Participate in Youth Soccer Development / coaching symposiums, and transferring the lessons learned back to the GSC
- Ensure, with the age group coordinators, that every coach is equipped with coaching aids/tools

Special Knowledge and Skills

- Knowledge of current (coaching) youth-in-sports and youth soccer development paradigms
- Knowledge of the MYSA Coaching Staff organization

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 4 hours per month. 6-8 hours per week during pre-season periods (February – April and August-September).

5.12.1 Team Coach

The team coach is responsible for the direct management of the teams in the GSC soccer program.

Duties and Responsibilities

The Team Coach will:

- Coach the team in accordance with the GSC Guidelines for Coaches book
- Organize and run team practices
- Confirm scheduled games with opposing coaches
- Oversee game day activities
- Reschedule cancelled games as required
- Cancel and/or postpones scheduled matches in case of inclement weather (In-Town Program only)
- Provide rosters, schedules, field maps and practice information to parents in a timely fashion
- Ensure that the club philosophy, divisional approach and important current events are communicated to parents/guardians before the season (coordinator's letter) and during the season as appropriate
- Participate in GSC coach development activities as required
- Request division changes for misplaced teams if required (AVYSL only).
- Ensure that end-of-season player evaluations are completed by in a timely manner
- Ensure all team coaches and players have ID cards (MAYS only)
- Ensure that valid rosters are available for each game (MAYS and CMYSL only)
- Ensure that all parent/team issues are addressed and solved to a satisfactory and timely resolution
- Assist in recruiting coaches
- Ensure a fun and enjoyable soccer experience for all players and parents
- Keep Age Group Coordinators informed
- Ensure that they, their team and the parents abide by the Zero Tolerance Law during games
- View other teams at the grade level and especially those teams one level up and/or down from their team

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

Special Knowledge and Skills

- G License for U6/U8 Preferred
- F license for U10 preferred
- F license for U12 – U18 required (E license preferred)
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment

Time Commitment

Generally 4 hours per week during pre-season/season periods (March – mid-June and August-mid-November)

5.13 Public Relations Coordinator

The Public Relations Coordinator publicizes Grafton Soccer Club activities and acts as the liaison to all outside groups.

Duties and Responsibilities

The Public Relations Coordinator will:

- Write articles to publicize Soccer Club activities such as registration nights, uniform nights, monthly meetings, 3v3 Jamboree, soccer camp, the need for volunteers, etc. and submits them to various media including the Grafton News and cable
- Work with the webmaster to put activity information on the club website
- Coordinate the high school scholarship process (provide applications to the high school, advertises the availability, criteria, and deadlines for the scholarships, collects the applications, helps with the award selection, represents the Soccer Club in the awarding of the scholarships, and announces the winners)
- Coordinate the Fall and spring newsletter (solicits news, assemble the newsletter, and coordinate the mailing)

Special Knowledge and Skills

- Knowledge of word-processing

Time Commitment

Generally 2-4 hours per month.

5.14 Web Master

The Web Master is responsible for the development and maintenance of the GSC Internet Web Page and the GSC Semi-Annual newsletter.

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

Duties and Responsibilities

The Web-Master will:

- Develop and maintain the GSC web-page
- Keep the GSC website current
- Edit the Fall and Spring GSC newsletter

Special Knowledge and Skills

- Web page development and editing

Time Commitment

Generally 4-6 hours per month.

5.15 Director of Special Events

The Director of Special Events has overall responsibility for planning and operating club special events including but not limited to the annual 3v3 Tournament.

Duties and Responsibilities

The Director of Special Events will:

- Manage the 3v3 tournament by:
 - Establishing subcommittees for publicity, sponsors, volunteers, awards, referees, program, etc.
 - Recruiting subcommittee heads and holds periodic meetings with them all
 - Ensuring all permits are obtained and paid for
 - Ensuring all requirements for the USYSA/MYSA sanction are followed
 - Coordinating update and publication of tournament flier
 - Maintaining all websites, fliers, permits, news articles, sponsor solicitation letters, rules, roster forms, medical release forms, etc.
 - Overseeing all tournament finances – passes bills to the treasurer, collects all registration fees, deposits all proceeds, and tracks all expenses and receipts
 - Ensuring that expenses do not exceed receipts
 - Presenting financial report at the first club meeting after the tournament is held
- Manage other Special Events as approved by the BOD

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Grafton Soccer Club Job Descriptions, Roles and Responsibilities

Time Commitment

Generally 2 hours per month until May. 6-8 hours during May – July. 8-16 hours tournament week.

5.16 Fundraising Coordinator

The Fundraising Coordinator will organize fundraising activities to provide the required funds for any special projects approved by the GSC BOD. This position will not include responsibility for fundraising for the 3 v 3 Tournament which will be managed by the 3 v 3 Tournament Chairman.

5.17 Director of Volunteers

The Director of Volunteers has overall responsibility for recruitment and coordination of all volunteers (except coaches) to assist in club operations as required.

Duties and Responsibilities

The Director of Volunteers will:

- Establish a volunteers contact list initially working with the Director of Registration and subsequently by active recruitment
- Work with other club managers to establish seasonal volunteers requirements
- Obtain commitments from volunteers to fill volunteers requirements
- Work with the nominating committee to identify volunteers for the annual BOD elections
- Fill any other volunteer positions as directed by BOD including but not limited to special committees
- Manage volunteers appreciation events
- Initiate recommendations to the BOD for improvements in the volunteer recruiting, managing and/or coordinating processes that will result in improvement in club operations

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings

Time Commitment

Generally 2 hours per week during season and 4 hours per week the weeks prior to season start. 4 hours per month off season.