

Blue Mountains Soccer Club (BMSC)

Job Descriptions

President

- Responsible for execution of OSA Screening Policy
- Organize and run meetings with the Executive and Committee as necessary
- Communicate with the Executive, committees and BMSC volunteers on ongoing basis
- Present all invoices approved by the Executive for payment by the Treasurer
- Attend Lakeshore Soccer League and Inter-County Soccer League meetings (or send regrets or rep), ensure Club follows all policies and rules
- Attend SWRSA meetings (or send regrets or rep), ensure Club follows all policies and rules
- All positions report to the President
- Signing authority
- Administration duties:
 - Collect all necessary paperwork from Registrar for volunteers, parents, players
 - Work with Head Coach and Head Referee re news, game schedules, rescheduling
 - Work with Head Coach & Draft Coordinator to finalize teams
 - Work with Head Coach to set up coach packages at the beginning of the season and collect coach binders at the end of the season

Vice-President

- Organize the program and U8 game schedule for Thornbury. Work with Head Coaches to organize.
- Cover for President in their absence
- Signing authority
- Help where needed on committees

Secretary

- Take minutes at all meetings; keep record of all meetings

Treasurer

- Budget – January: prepare for upcoming season
- Keep financial records up to date; collect, report and deposit all monies
- Keep website updated as registrations are paid
- Signing authority

Sponsorship

- Secure sponsors for jerseys and special events (fees and logos); work with website administrator to have sponsor information updated
- Contact Tim Hortons Thornbury and request sponsorship for the U6 program
- Organize sponsor team plaques and thank you and present to each sponsor at the end of each season
- Present all invoices to the Treasurer

Head Referee

- Recruit new referees (work with referee scheduler)
- Retention of experienced referees
- Organize on-going training and mentor programs and opportunities
- Purchase necessary equipment/jerseys when needed with Executive approval
- Submit all invoices and receipts to Treasurer

Referee Scheduler

- Organize referee schedule
- Send out weekly email communications to each referee and review the week games and any changes
- Organize and distribute referee fees to the coaches
- Work with Head Referee on schedules and keep him and President up to date on any issues
- Follow referees for OSA renewal fees and request Treasurer to reimburse referee

Registrar

- Establish with the Executive and Committee all registration details
- Prepare all flyers, brochures and post as necessary (around town, website, eblast)
- Forward all monies to Treasurer
- Assist Treasurer in collecting all outstanding fees
- Follow the BMSC registration policies
- Send all updates to the Website Administrator
- Register all BMSC players, coaches, volunteers with the OSA prior to deadlines

Field (Thornbury)

- The Town of the Blue Mountains liaison; advise of field needs and requirements
- Report to Executive the TBM fees and policies
- Check on all fields on a regular basis for necessary repairs and advise TBM
- Communicate with TBM to make sure fields are netted and lined properly when necessary
- Purchase nets and corner flags when needed with Executive approval when needed
- Send a field game schedule to TBM
- Submit all invoices and receipts to the Treasurer

Field (Meaford)

- Report to Executive the Macdonad's Furniture agreements, fees and policies
- Check on all fields on a regular basis for necessary repairs and advise Executive
- Make sure fields are netted and lined properly when necessary
- Purchase nets and corner flags when needed with Executive approval when needed
- Submit all invoices and receipts to the Treasurer

Draft

- Prepare a list of players by age group, rating, gender and age
- Organize and operate draft to select the teams (notify coaches of date and time)
- Forward all drafted team summaries to President and Head Coach for final approval

Summer Camp

- Organize all aspects of setting up and operating the camp

Discipline and Conflict Resolution

- Conflict resolution – handle all issues/problems (coaches, players, parents)
- Form a discipline committee (including President and a minimum of 2 others)

Awards

- Obtain quotes (min 3) for player year end awards and obtain approval from Executive
- Organize handing out the awards at the Year End BBQ or as agreed by Executive
- Present all invoices to the Treasurer

Photo

- Obtain quotes (min 3) for Team/Individual photos and obtain approval from Executive
- Establish a photo date at the beginning of the season and organize schedule for the day
- Distribute photos to each coach to be handed out
- Give a photo of each team to Sponsor Chair to be presented to each sponsor
- Present all invoices to the Treasurer

Head Coach

- Set up coach packages to hand out at coach meeting at the beginning of the year
- Monitor and organize coaching clinics
- Recruit coaches for all teams and programs from U4-U19
- Regular administering of coaching advice and feedback for all coaches in the Club
- Provide a source of books, articles, and videos for coaches in the club to access
- Create long and short term plans focusing on skill development and physical fitness
- Help coaches plan and implement practice sessions
- Work with President to select team coaches and to finalize drafted teams (with Draft Coordinator)
- Send team lists to each coach
- Organize pre-season coach meeting to review their role and the upcoming season; communicate game schedules and updates to team coaches
- Organize and run a training session for all Tim Bits coaches (U4, U6 and U8)
- Send in request for equipment and supply purchases to the Equipment Chair

Coach

- Coach a specific team as appointed by the BMSC and complete all necessary documentation
- Follow the OSA Screening Policy
- Report to the Head Coach all coaching issues. All incidents to be reported immediately to Head Coach and the President
- Appoint an Assistant Coach and Manager for your team

Assistant Coach

- Assist team coach in all coaching duties
- Coach the team when the coach is not available
- Report to the coach of the team

Manager

- Communicate all necessary information to the team (photo day, game schedule, practices, rescheduled games, news updates from BMSC, etc.)
- Organize a fruit schedule and distribute
- Hand out jerseys at the beginning of the season and collect jerseys at the end of season
- Report to the coach of the team

Tim Bits Program Co-Ordinator(s)

- Establish a start and end date for the Tim Bits program
- Send an email to all registered parents to recruit U4 & U6 Head Coaches; set up coach training with Head Coach
- Select teams for U4 & U6 group by team colour
- Organize a parent 'coach & snack' schedule for the season
- Send out the welcome letter, teams and coach/snack schedule to all Tim Bits parents
- Work with Photo Chair to arrange for individual and team pictures to be taken on first night
- Organize the Tim Bits first night: registration check in & uniform pick up

Equipment/Coach Bins/Jerseys

- Organize and distribute all team bins at the beginning of the season
- Report all equipment needs to Executive prior to season for purchase approval
- Secure quotes and order necessary equipment once approved

1st Aid/Ball

- Put together a 1st Aid kit for all teams and replenish as necessary
- Pump all balls and divide into ball bags; advise Equipment Chair if more balls are needed

Jersey

- Collect all Jerseys at the end of the season; identify jerseys not returned and submit to President
- Keep an inventory of jerseys
- Work with Sponsor Chair when new jerseys are needed; secure quotes for necessary purchases
- Order once approved by Executive and submit invoices to Treasurer

Year End BBQ Chair

- Establish a date for the Year End BBQ and book with the town
- Organize the days events (entertainment, awards, BBQ) and prepare a budget
- Obtain approval from the Executive for the budget and work with Sponsor Chair to secure sponsors to cover expenses if necessary
- Submit all expenses to the Treasurer

Lakeshore SL and Inter-County SL Reps

- Attend league meetings and vote according to soccer committee and member decisions
- Send a report to the Executive re: meeting(s)

Website Administrator

- Keep all information on the website updated and relevant
- Send reports to Executive, Coaches, Registrar as requested or needed
- Send eblasts as requested

**Amended April 2015