

Highlands Soccer Club

Organization and Job Descriptions

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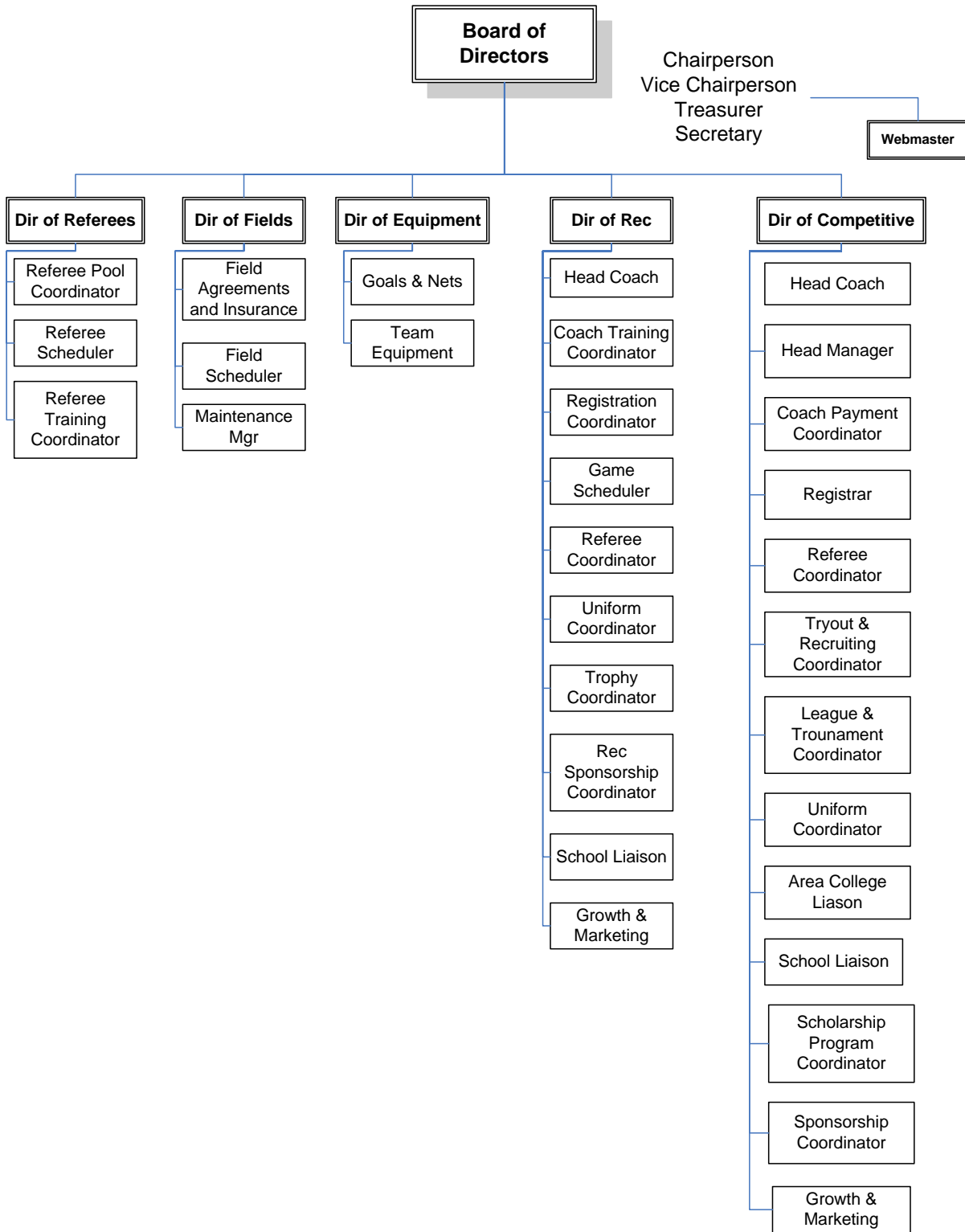
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Highlands Soccer Club Organization Chart:



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Highlands Soccer Club Organization Position Descriptions

Board of Directors

Chairperson

The Chairperson shall preside at the meetings, appoint all Committee Chairpersons and Directors, and shall perform such other duties as ordinarily pertain to the office. The Chairperson is an ex-officio member of all committees. The Chairperson shall not vote on any motions or any other matters presented at a regularly scheduled or other meeting of the Board or Club. The Chairperson shall vote only in the event of a tie. In the event the Chairperson cannot fulfill the office or there is a vacancy, the Vice-Chairperson shall fill the office of Chairperson until another Chairperson is elected.

Vice-chairperson

The Vice-chairperson shall aid and assist the Chairperson and shall perform the duties as Chairperson in the absence of the Chairperson or if a vacancy exists in the Chairperson's position. The Vice-chairperson is responsible for keeping all the Club insurance policies current.

Secretary

The Secretary shall record attendance at all official meetings, send notices of Board meetings, promulgate and preserve minutes of such meetings, make required reports, and perform such other duties as customarily pertain to such office. The Secretary shall maintain the club's official files to include Articles of Incorporation, Buy-Laws and other official policy files and important correspondence. The Secretary is responsible for updating and certifying the yearly registration with the Virginia State Corporation Commission.

Treasurer

The Treasurer shall have custody of all funds and account for them to the Club at its annual meeting and monthly to the Board or at any other time upon request of the Board of Directors. Upon leaving office, the Treasurer shall turn over to the successor all funds, books and accounts or any other club property. The Treasurer is responsible for maintaining all income and expenditures for grants, loans, and designated gifts to the Club.

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Director of Referees

1. **Director of Referees** – responsible for recruiting, training, and re-certification of referees for the Rec and Competitive programs. Responsible for scheduling referees for Rec and Competitive games. Director to meet with team periodically. Director will set the min/max number of referees to be active and available for the club. Director of Referees is a voting member of the Board. Responsible for providing annual budget requirements for referee training to the board during annual budget preparation, and providing updates through the year.
 - 1.1. **Referee Pool Coordinator** – responsible for keeping track of all referees that are active and certified to referee games for the club. Must maintain current contact information, and date of recertification. Pool Coordinator will provide the Referee Schedule with an active/accurate list of Referees (preferably with e-mail addresses). Pool coordinator will keep track of the number of referees relative to the min/max number determined by the Director and indicate needs accordingly. Pool Coordinator will contact Training Coordinator to communicate training needs for re-certification and/or new training classes in order to maintain referee pool min/max numbers.
 - 1.2. **Referee Scheduler** – responsible for scheduling referees for rec and competitive games. Will coordinate with Rec Referee Coordinator at the beginning of the season and the Comp Referee Coordinator to identify game schedules. Once game schedules are established, Scheduler will solicit Referee Pool for games available. Referees will commit to game schedules and are responsible for finding a replacement in the event they cannot attend the scheduled game.
 - 1.3. **Referee Training Coordinator** – responsible for setting up new referee training classes and re-certification training classes as required to meet the min/max population of the Referee Pool. Work with Pool Coordinator to determine training requirements.

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Director of Fields

2. **Director of Fields** – responsible for ensuring fields are available and ready for play. Voting member of the Board. Responsible for determining annual budget requirements during annual budget planning effort, responsible for updates during the year.
 - 2.1. **Field Agreements and Insurance Coordinator** – ensure all agreements are in place and current (as of 11-06, only the Mann field applies). Able to obtain insurance certificates as required from the VYSA web site. Coordinate and negotiate lease agreement renewals (Board will assist as needed).
 - 2.2. **Field Scheduler** – responsible for field assignment to both rec and competitive teams for practice and game play. Will maintain a total club schedule for all games. If possible will be posted on the HSC parent web site. All Rec and Competitive Coaches and Managers will abide by assignments from the Field Scheduler.
 - 2.3. **Maintenance Manager** – schedule fields for grass cutting work with support contractor to coordinate field cutting schedules. Responsible for lining fields for play. Recruit volunteers from teams using fields to assist in lining fields. Lack of participation from teams using fields will negate responsibility for having the fields lined.

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Director of Equipment

3. **Director of Equipment** – responsible for having goals on the fields for play, responsible for condition of nets on goals, responsible for team equipment provided by HSC. Voting member of the board. Responsible for determining annual budget requirements during annual budget planning effort, responsible for updates during the year. Responsible for maintaining a current and accurate list of HSC Assets noting condition and approximate value.
 - 3.1. **Goals & Nets Coordinator** – responsible for ensuring goals are in place on fields for play and that nets are in good condition. Coordinate with Fields Scheduler to identify which fields will be used for play. Maintain a list of fields, goals and condition of nets. Procure new nets as required to replace worn nets within budget authority of Director of Equipment.
 - 3.2. **Team Equipment Coordinator** – responsible for signing out team equipment to team coaches and managers at the beginning of each playing season. Responsible for keeping track of equipment signed out. Responsible for collecting team equipment at the end of the season. Maintain total list of equipment noting condition of equipment.

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Director of Rec Soccer

4. **Director of Rec Soccer** – responsible for periodically meeting team to ensure all understand their responsibilities and to recruit people for vacant positions on team. Responsible for ensuring the recreation program meets the goals and objectives set by the club. Responsible for ensuring the program meets the requirements of the recreation program policies and guidelines. Support and oversee Head Coach in ensuring program policies and procedures are being communicated and adhered to by all teams. Responsible for setting dates of play for the Rec Soccer Season. Responsible for setting registration dates and assisting the Registration Coordinator in publicizing and organizing the event. Voting member of board. Responsible for determining annual budget requirements during annual budget planning effort, responsible for updates during the year. Responsible for promoting soccer in the community, meeting with school organizations and identifying new and growth opportunities for the Rec Soccer program.
 - 4.1. **Head Coach** – responsible for conducting new and recurring coach training. Recurring training to be conducted annually to re-iterate the vision of HSC Rec soccer and gain feed back from coaches on how the program could be improved and what additional needs will better equip the coaches in their efforts to teach soccer. Communicate HSC Rec rules as modified by the Rec Policies and Procedures Manual. Attend random rec soccer games and observe games to validate training and identify new or additional training requirements. Responsible for ensuring the program meets the requirements of the recreation program policies and guidelines. Meet with schools in the region as set up by the School Liaison for soccer demonstrations.
 - 4.1.1. **Team Coach** – responsible for teaching soccer fundamentals during practice and soccer games. Responsible for conducting games in accordance with the policies, procedures, and rules of the program.
 - 4.2. **Coach Training Coordinator** – responsible for ensuring all Rec Soccer coaches have completed basic coach training and understand HSC Rec Soccer rules and the share the vision for HSC Rec soccer. Notify returning coaches for recurring training sessions. Keep track of which coaches have completed training. Generate ideas to motivate coaches to complete basic and recurring training. (give away new Porsche , etc).
 - 4.3. **Registration Coordinator** – responsible for organizing and communicating registration dates and getting materials to schools and organizations. Responsible for compiling all registrations by age or grade. Registration Coordinator will call a meeting with the Dir of Rec, Head Coach, Game Scheduler, Referee Coordinator, Uniform Coordinator, Trophy Coordinator, and Rec Sponsorship Coordinator. The purpose of the meeting is to assign teams from the registrations. Once

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teams have been identified, other position responsibilities can proceed. Product of the meeting will be a list of teams with a list of coaches and contact information for the coaches.

- 4.4. **Game Scheduler** – responsible for generating game schedules based on the defined season and dates of play. Coordinate with Field Scheduler to determine game/team/field play time and dates. Provide game schedules to the Referee Coordinator.
- 4.5. **Referee Coordinator** – responsible for getting game schedule to Referee Scheduler and matching referees with games/times/dates. Maintain game/referee list for the season.
- 4.6. **Uniform Coordinator** – responsible for working with the coaches to ensure all players have uniforms. Responsible for placing orders for uniforms, picking up uniform orders and ensuring accuracy of orders. Track and note uniforms provided to coaches to ensure all orders match with uniforms provided to teams.
- 4.7. **Trophy Coordinator** - responsible for working with the coaches to ensure all players have trophies. HSC single point of contact for ordering, purchase, and distribution to coaches. Responsible for placing orders for trophies, picking up trophy orders and ensuring accuracy of orders. Track and note trophies provided to coaches to ensure all orders match with trophies provided to teams.
- 4.8. **Rec Sponsorship Coordinator** – responsible for obtaining sponsorship for all rec teams. Meet with current sponsors to convey our appreciation for their support and search out new sponsors.
- 4.9. **School Liaison** – responsible for meeting with/contacting Washington County, Russell County and Smyth County elementary and middle schools to facilitate soccer demonstrations and generate interest in soccer. Assist Registration Coordinator in getting registration information to schools. Work with Growth & Marketing person to obtain information for distribution to schools.
- 4.10. **Growth & Marketing** - responsible for generating HSC program brochures and information handouts to be made available to schools and other organizations in the region. Provide information to the Webmaster to be posted on the website. Identify new opportunities and ideas that will help soccer grow in the region. Meet with local/regional elected officials to convey the HSC vision and provide information on programs available. Prepare press releases and other forms of information that will be made available to local news papers/news organizations.

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Director of Competitive Soccer

5. **Director of Competitive Soccer** - responsible for periodically meeting team to ensure all understand their responsibilities and to recruit people for vacant positions on team. Responsible for ensuring the competitive program meets the goals and objectives set by the club. Responsible for ensuring competitive teams have been formed from the best players available to compete in local and regional tournaments in a respectable manner. Responsible for ensuring the program meets the requirements of the competitive program policies and guidelines. Support and oversee Head Manager in ensuring competitive program policies and procedures are being communicated and adhered to by all competitive teams. Responsible for setting tryout dates and ensuring tryouts are conducted in accordance with program policies and procedures. Voting member of board. Responsible for determining annual budget requirements during annual budget planning effort, responsible for updates during the year. Responsible for promoting soccer in the community, meeting with school organizations and identifying new and growth opportunities for the Competitive Soccer program.
 - 5.1. **Head Coach** – responsible for ensuring all competitive teams have a technical coach assigned to their teams. Responsible for providing/recruiting technical coaches to be assigned to teams. Responsible for ensuring technical coaches attend scheduled practices and tournaments, responsible for providing substitutes during time periods in which technical coaches cannot participate in practices or games. Responsible for ensuring coaching methods accomplish the goals and objectives set by the club for the competitive program. Responsible for working with Tryout & Recruiting Coordinator during tryouts, specifically responsible for grading tryout participants and documenting grading process in accordance with the program policies and methods.
 - 5.1.1. **Technical Coach** – responsible for teaching the players how to play and win soccer. Must assess players on the team and determine what skills need improvement and generate practice plans to improve those skills to the desired level. Must assess players and positions and make changes accordingly to better match abilities and positions. Make recommendations for additional recruitment for specific positions as required. Work with the team to learn game strategies and tactics to become more competitive. Work closely with the Parent Coach to define a plan to improve the current state of the team to be able to compete in a manner that will meet the goals and objectives of the club.
 - 5.1.2. **Team Coach** – responsible for assisting Technical Coach as required. Assist Technical Coach in assessment of team and definition of improvement plans. Ensure team is meeting the requirements of the policies and procedures. Work closely with the

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Team Manager to establish practice dates and the selection of tournaments. Responsible for coaching the team during tournaments if Technical Coach is not available.

- 5.2. **Head Manager** – responsible for ensuring the competitive program policies and procedures are communicated to the team managers, understood and are complied with. Head Manager is the single focal point for the team managers for information, club reporting requirements, and resolution of any issues generated or experienced at the team level. Head Manager will meet periodically with team managers to provide information or discuss any issues or challenges on teams.
 - 5.2.1. **Team Manager** – responsible for organizing the team and communicating with the players and parents. Responsible for ensuring team meets the requirements of the program policies and procedures. Responsible for working closely with the Team Coach to set practice times and determine the tournament schedule. The Team Manager is the primary point of contact between the parents and the coaches. Responsible for the VYSA rostering process and coordinating with the Registrar to complete the process. Responsible for registration process and collection of money associated with registration. Provide registration money to treasurer for deposit it HSC account. Responsible for issuing payment coupons to the parents for team coaching fees, and providing the duplicates to the Coach Payment Coordinator. Responsible for tracking Technical Coach attendance/participation for practices and games. Provide Technical Coach attendance records (spreadsheet) to Coach Payment Coordinator. Responsible for registration in tournaments, collection and payment of tournament fees. Team Managers will provide game schedule to Referee Coordinator for all games that will require HSC referees.
- 5.3. **Coach Payment Coordinator** – single HSC point of contact for collecting coaching fee payment from parents of all teams, and single point of contact for issuing payment to Technical Coaches through the Head Coach. Coach Payment Coordinator will receive parent coach payments and deposit them upon receipt. Payment coordinator will collect coach payment coupon duplicates and Technical Coach attendance forms from Team Managers. Once a month the Coach Payment Coordinator will match attendance with amount to be paid to each coach and provide payment checks to Head Coach for distribution to Technical Coaches. Payment coordinator will maintain records of coaching fee payments received from player parents and records of payments to Technical Coaches as determined by attendance. Non payment of coaching fees by parents of players will be subject to conditions noted in polices and procedures manual. Payment coordinator will notify team managers of parents that have not paid, players in arrears will not be allowed to

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participate until condition corrected or arrangements have been made, in accordance with policies and procedures manual.

- 5.4. **Registrar** – responsible for VYSA website roster approvals. Responsible for locking/unlocking roster as needed for changes/additions during the season to accommodate tournament play as allowed by VYSA rules and policies. Meet with Team Managers to approve/stamp player cards, accommodate additions/deletions or changes during the playing season.
- 5.5. **Referee Coordinator** – responsible for coordinating with Team Managers to obtain game schedules that require HSC furnished referees. Work with Referee Scheduler to secure referees for specified games. Maintain list of games for all competitive teams as provided by Team Managers and corresponding list of referees planned to attend games.
- 5.6. **Tryout & Recruiting Coordinator** – Work with Director to set dates for tryouts, work with Head Coach and Team Managers to plan and organize the tryout sessions. Retain scoring sheets from Head Coach from tryout sessions and maintain records from tryouts. After tryouts have been completed, plan and organize a meeting with Director, Head Coach, Head Manager, and team managers to form teams or augment current teams. Actively pursue local and regional talent for the HSC competitive program. Plan and organize meetings with Rec coaches to determine interest or prospects for the competitive program. Visit with rec teams to scout potential talent and discuss with parents information about HSC competitive soccer.
- 5.7. **League & Tournament Coordinator** – Tri-Cities League liaison: responsible for coordinating with Team Managers to determine league schedules and acting as the single focal point to the Tri-Cities league for HSC. Responsible for ensuring all competitive teams can participate in league play. In instances in which Tri-Cities League does not provide league play for certain ages, identify alternatives in Southwest Virginia or East Tennessee. Research and compile tournament information that will be provided to the webmaster for posting on the website for Team Managers/Coaches to view and use for season scheduling/planning. In the future, HSC may identify specific tournaments in which all teams will be expected to participate. In that case, the registration and payment of fees will be through the League & Tournament Coordinator.
- 5.8. **Uniform Coordinator** – HSC single point of contact for obtaining an HSC uniform. The Uniform Coordinator will set deadline dates for uniform orders at the beginning of each playing season. Team Managers will provide the Uniform Coordinator with an order form from the parent of a player with payment for the uniform. The Uniform Coordinator will order uniforms based on paid orders at the deadline dates specified. Coordinator will receive the order and provide uniforms to the Team Managers, documenting orders processed and provided to the Team Managers. Special orders may be processed periodically as required.

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- 5.9. **Area College Liaison** – meet with colleges in the region and solicit agreements to colleges to provide Technical Coaching resources. Negotiate cooperative agreements as needed that will mutually benefit both HSC and the specific college. Encourage participation in HSC with mutual and meaningful participation in college programs and games. Coordinate and communicate with Head Coach.
- 5.10. **School Liaison** – work with area high schools to coordinate JV and Varsity soccer programs in a manner that will mutually benefit both HSC and regional high schools. Work within the requirements of the Virginia High School League rules and regulations, as well as an understanding of the local “unwritten” rules for players that participate in club sports. Coordinate and provide technical coaching resources to assist in high school programs, work together to make Southwest Virginia Soccer more competitive in regions outside of the areas. (BEAT BLACKSBURG).
- 5.11. **Scholarship Program Coordinator** – coordinate with Team Managers to identify individuals that require assistance for participation in the competitive program. Work with the Director and the HSC Board to develop a formal scholarship program that will be written into the policies manual for current and future use. It is envisioned that annual applications be submitted to the coordinator for board review and approval. The process shall be discrete and limited in distribution to only those involved in the review process.
- 5.12. **Sponsorship Coordinator** – responsible for actively pursuing sponsors for the competitive program. Create options for non-uniform advertising that can be used to entice participation by companies and organizations in the region. Develop a program with the assistance of the Scholarship Program Coordinator to communicate sponsorship needs to individuals in the community that wish to contribute to a scholarship program fund to be used for players that need assistance. As the club is a non-profit – donations will be tax deductible. Sponsorship coordinator will be responsible for record keeping and communication of thanks to donors. Monies collected will be forwarded to the Treasurer for deposit in an appropriate account.
- 5.13. **Growth & Marketing** - responsible for generating HSC program brochures and information handouts to be made available to schools and other organizations in the region specifically for the competitive program. Provide information to the Webmaster to be posted on the website. Identify new opportunities and ideas that will help competitive soccer grow in the region. Meet with local/regional elected officials to convey the HSC vision and provide information on programs available. Prepare press releases and other forms of information related to competitive program tournament success or other notable events that could enhance the image of HSC in the area.