

**Referee Coordinator:** The referee coordinator will schedule a person to officiate all the home games of U9-U14 recreation teams and competition teams.

- Schedule referees for all home games for U9-U14.

**APPROX. HOURS PER SEASON: 6 hours (POSITION FILLED)**

**Shirt Coordinator:** The shirt coordinator will inventory, distribute, collect and order shirts as required for all the recreation teams.

- Distribute shirts at the beginning of season.
- Collect shirts at the end of the season.
- Fold and put away shirts at the end of the year.
- Create an inventory list of shirts to the club president.
- Request ordering of new shirts to the club president.
- Order new shirts as approved by the club president.

**APPROX. HOURS PER SEASON: 10 hours (POSITION FILLED)**

**Equipment Coordinator:** The equipment coordinator will inventory, distribute, collect and order soccer balls, cones, pinneys and soccer ball bags as required for all the recreation teams and the competition teams.

- Distribute balls, cones and pinneys at the beginning of the season.
- Collect balls, cones and pinneys at the end of the season.
- Create an inventory list of the balls, cones and pinneys to the club president.
- Request ordering of balls, cones and pinneys to the club president.
- Order new balls, cones and pinneys as approved by the club president.

**APPROX. HOURS PER SEASON: 10 hours**

**Field equipment and maintenance coordinator:** The field equipment and maintenance coordinator will repair and maintain the goals for all the different divisions including the competition teams. In addition this person will order paint for the lines and paint the lines for the soccer field for both recreation and competition teams.

- Repair soccer goals.
- (2) U6 goals, (4) U8 goals, (6) U10 goals and (2) Comp goals.
- Request ordering of soccer nets or other supplies to soccer President.
- Order supplies as approved by the soccer President.
- Request and order paint to do the soccer lines on the field. We use orange or yellow in the spring, but use white in the fall. Typical usage is 15 cases in the spring and 11 cases in the fall.
- Approx time to line the fields is 2-3 hours per week. You may get extra volunteers to help. Field must be lined once per week toward the end of the week.

**APPROX. HOURS PER SEASON: 20 hours**

**Registration coordinator:** The registration coordinator will take the registration paperwork and put the information into the CJSA paperwork. Send the registration information to the CJSA and notify the club treasure how much and where to send the check to the CJSA. They will put the money together and put it into an envelope and turn it into the club President. When they look through the registrations they will put registrations to the side that have comments that the President needs to see. All registration paperwork will be given to the soccer President.

- Impute registration information a excel spreadsheet.
- Submit information to the CJSA registration site.
- Separate money and send to the club President.
- Separate all registrations that have notes on them for review by the club President.

**APPROX. HOURS PER SEASON: 10 hours**

**Scheduling coordinator:** The scheduling coordinator will create and distribute the practice schedule and games schedule to all the coaches, referee coordinator and the club president. The scheduling of games will be done in with other towns.

- Create and distribute practice and game schedules.
- Request field usage for Manship Park or other facilities.
- Work with other towns to make the schedule.

**APPROX. HOURS PER SEASON: 10 hours**

**First aide coordinator:** The first aide coordinator will inventory, refill, distribute and collect the first aide kits. They will distribute the kits to the coaches.

- Inventory the first aide kits and send to club president.
- Order and refill first aide kits at the beginning of the season. President approval needed.
- Collect the first aide kits at the end of the season.

**APPROX. HOURS PER SEASON: 4 hours**

**Club President:** The club president has the overall responsibility to watch over the operation of each department. The duties include:

- Creating a budget.
- Advertising the soccer registration.
- Attend to CJSA meetings.
- Attend meetings with other towns in soccer alliance.
- Approving purchases of other departments.
- Coordinating training camps and/or trainer for soccer league.
- Put together teams for the recreation program.
- Assign coaches to recreation teams.
- Help run the competition team try-outs.
- Coordinate coaches meeting at the beginning of season.
- Make sure garbage gets empties at Manship Park.
- Field maintenance like seeding and fertilizing.
- Coordinating picture day in the fall.
- Coordinate any giveaways like socks or metals.
- Establish cost for the registration players.
- Get a sponsor for the shirts for the crumbs.

**APPROX. HOURS PER SEASON: 50 hours**