

# **MILTON YOUTH SOCCER ORGANIZATION POSITION DESCRIPTIONS**

There are many organizational tasks that must be performed to ensure the successful operation of the Milton Youth Soccer Organization. The tasks are completed by volunteers and are classified below under individual position descriptions. The positions include both board positions and volunteer functions. For purposes of this organization, the official voting board members include the President, Vice President, Treasurer, Secretary, Registrar, Spring Coordinator and Equipment Coordinator. All members of the organization are expected to attend the monthly meetings in addition to the specified duties.

## **PRESIDENT**

- Set meeting agendas
- Preside over all meetings
- Perform other administrative as needed
- Schedule fall clinics (one for coaches, one for players)

## **VICE PRESIDENT**

- Assist President
- Assume President responsibilities in his/her absence

## **TREASURER**

### **Monthly**

- Manage finances of Milton Youth Soccer using Quicken software to record actual deposits and expenditures
- Maintain all expenditure source documentation and prepare monthly bank account reconciliation
- Prepare and present Treasurer's reports (Cash Flow etc) at monthly Board Meetings
- Provide checks to Board members for approved purchases

### **April/August**

- Coordinate with Board to establish budgets for Fall and Spring programs

### **May/September**

- Participate in fall and spring soccer registration events

### **June/October**

- Coordinate with Registrar to collect and deposit player fees

### **August**

- Submit all soccer team rosters to VSA with check for insurance coverage

### **October**

- Prepare annual financial report for Milton Recreation Committee.

## **SECRETARY**

### **Monthly**

- Attend monthly board meetings

- Schedule meetings based on Board input
- Contact Elementary School to complete a building use form and schedule a meeting room. Should touch base with school personnel before each meeting to ensure schedule room remains available and location has not moved.
- Put notification of Board meeting in school newsletter
- Take minutes at the monthly meetings -  
Minutes should include: attendees, information discussed, information regarding next month's meeting, parking lot issues (requiring follow-up)
- Collect any documentation disseminated at meeting which should be included as part of the record for the minutes.
- E-mail all board members with copy of meeting minutes in a timely manner
- Maintain a current log of meeting minutes, contact information for board members and any other documentation submitted during Board meetings that is considered a part of the record
- Maintain a current contact list for Board members. List should include name, phone number, email address and position

### **April**

- Schedule fall registration for mid-May. Event is typically scheduled for three nights (Tuesday, Wednesday and Thursday) from 6 to 8:00 pm in the Elementary School 5/6 lobby.
- Complete building usage form with school office for the event.
- Coordinate registration announcements:
  - School newsletters
  - Pepsi banner at entrance to Bombardier
  - Town bulletin board near park on Route 7 across from Rosarios
  - Milton Independent

### **August**

- Schedule spring registration for September.
- Event is typically scheduled for three nights (Tuesday, Wednesday and Thursday) from 6 to 8:00 pm in the Elementary School 5/6 lobby.
- Complete building usage form with school office for the event.
- Coordinate registration announcements:
  - School newsletters
  - Pepsi banner at entrance to Bombardier
  - Town bulletin board near park on Route 7 across from Rosarios
  - Milton Independent
  - BTV Free Press Sports Calendar
  - Private/Catholic School Newsletters

## **REGISTRAR**

### **FALL**

#### **May**

- Attend registration

#### **June**

- Enter applications in Access. Many are received by mail and it is easier to enter all at once.
- Work with Board to determine number of teams per division.

- Contact Division Coordinators with names of volunteer coaches and team assignments

### **July**

- Work with Coordinators to fill coaching positions
- Enter coach assignments into Access upon board input
- Divide teams (spring experience, previous years rating, school grade, gender)
- Teams must be numbered and team number entered into Access for each child
- Send list of teams and shirt sizes to uniform coordinator

### **August**

- Send team rosters and game schedule to Division Coordinators
- Send insurance information to Treasurer

### **October**

- Receive ratings from Division Coordinators and enter into Access for next year's team assignments

### **SPRING**

#### **September**

- Attend registration
- Enter registrations in Excel within week of sign-ups
- Send teams to Spring Coordinator
- Update late registrations and notify spring coordinator.
- Send uniform information to uniform coordinator

#### **April**

- Send birth certificates to VSA

## **EQUIPMENT AND GOAL COORDINATOR**

### **EQUIPMENT**

#### **March**

- Provide physical location to store equipment in off-season
- Assess equipment for spring needs – 4 hours
- Compare inventory to current numbers – 1 hour
- Coordinate purchase of new equipment (obtain bids) – Over a 2 week period
- Provide Board with purchase estimate for approval
- Place order for new equipment if needed

#### **April**

- Make up team equipment bags – 4 hours
- Distribute at determined time and location – 2 hours
- Have coach sign inventory form

#### **April – June**

- Address any equipment needs that arise

#### **End of June**

- Equipment return, brief inventory check, equipment coordinator signs return on inventory sheet

- Maintain inventory control sheets
- Assess fall inventory and compare to current numbers – 5 hours

**Beginning of July**

- Coordinate purchase of new equipment (obtain bids) – Over a 2 week period

**August**

- Make up team equipment bags – 6 hours
- Distribute at determined time and location – 3 hours
- Have coach sign inventory form

**August – October**

- Address any equipment needs that arise

**October**

- Equipment return, brief inventory check, equipment coordinator signs return on inventory sheet
- Maintain inventory control sheets

**NETS**

**April**

- Locate, inspect, repair and assemble all nets for spring and fall
- Coordinate repair teams if needed
- Work with spring coaches to set up nets
- Ensure full size nets are anchored to ground

**April-June**

- Check and repair any nets as necessary

**August**

- Review nets condition prior to start of season
- Work with field coordinator/coaches to move nets onto fields

**August-October**

- Check and repair any nets as necessary

**October**

- Pick up nets and store

**FALL DIVISION COORDINATOR**

**August**

- Assist on registration nights if available
- Recruit coaches if there is an insufficient number of volunteers identified. Can work with Registrar to identify potential coaches from past years who have not signed up.
- Contact potential coaches and assistants regarding upcoming season
- Notify coaches when teams have been assigned. Distribute material to coaches. It is helpful to include schedules, rosters, your name and number and information relating to scheduled clinics, equipment pick-up, uniforms, photos and jamboree dates.

### **September - October**

- Distribute information to coaches as needed through out the season
- Serve as contact for coaches and act as liaison to Board

### **October**

- Make Division presentation at Jamboree. Presentation should include brief comments regarding appreciation for volunteers, encourage help by joining the Board, how to contact the Board, dissemination of medals to individual team coaches.

## **FALL PHOTO COORDINATOR**

### **April**

- When/if consensus is reached by the board to change current photographer, obtain bids/quotes for photo packages and submit to board for review.

### **May**

- If “out of town” photographer is used, coordinate date and generate photo shoot schedule. Distribute schedule to coaches.

### **July**

- If “local” photographer is used (preferred method), work with photographer to schedule photo shoots around game/practice schedule. Provide this schedule to photographer to coordinate photo shoots. Obtain and distribute photo shoot schedule to coaches.
- Arrange with photographer for pick-up/deliver of photo packages.
- Disperse photo packages to division coordinators for the jamboree. Usually done day of jamboree.

## **SPRING COORDINATOR**

### **SPRING COORDINATION**

- Call, organize and drive periodic spring coaches’ meetings
- Oversee all spring functions and inform the Board if required
- Provide direction, advice, support to new volunteers
- Provide support and perform unassigned tasks
- Distribute tournament information as appropriate
- Generate/publish overall home game needs/time matrix
- Ensure year-to-year continuity and consistency in running the organization

### **VSL COORDINATION**

- Attend all VSL Board meetings or ensure a representative attends
- Report to Board on relevant news and business matters
- Effectively communicate league requirements to Board and volunteers
- Submit official VSA rosters to VSL coordinator
- Submit team survey and referee dues to VSL coordinator

### **COACHING COORDINATION**

- Assess, seek, recruit qualified head coaches for all levels
- Bring coach recommendations to Board
- Arrange coaches certifications and training clinics
- Monitor, interface with coaches during year to evaluate and assist as needed

- Provide coaching manuals and education materials as appropriate

#### **REFEREE COORDINATION**

- Ensure referee dues are paid to VSL representative

### **FIELD COORDINATOR**

#### **April**

- Secure and confirm location and size of all fields for spring season through Milton Recreation Department
- Ensure field usage forms are completed and submitted to the town office
- Ensure fields are maintained, lined and mowed as needed
- Attend monthly Milton Recreation Commission meetings.

#### **August**

- Same as above for the fall season

### **UNIFORM COORDINATOR**

#### **FALL**

##### **April:**

- Select new design for T-shirts if the board decides to change. Includes coordinating design contest with Art teachers at Elementary School.
- Advertise in school newsletter.
- Collect entries and provide to Board for selection process.
- Obtain gift certificate and distribute to winner. Announce winner in school newsletter.

##### **May:**

- Obtain bids for uniforms (t-shirts) and submit to Board.
- Supply samples of all sizes of T-shirts for fall registration events.

##### **Mid-July:**

- Coordinate with Registrar to organize T-shirt order.
- Organize and submit T-shirt order to vendor of choice. Order will be placed to provide T-shirts for maximum number of players per team by Division to cover late sign-ups.
- Make two lists: 1) total numbers of colors and sizes for order total and 2) by teams for team separation and coaches' lists for vendors.

##### **Mid-August:**

- Pick up, review and organize uniform order.
- Distribute T-shirts to coaches with lists of players and sizes. Generally done at coaches' clinic. Notify coaches that extras are for late sign-ups and extras should be returned at end of season.

##### **On-Going:**

- Maintain inventory of T-shirts

#### **SPRING**

##### **March**

- If uniforms need to be changed due to discontinuation, obtain samples and bids from different companies for review by Board.

- Supply all sizes of uniform samples for review at registration (jersey, short, sock)
- Coordinate with Registrar to organize uniform order. Coordinate player's numbers and submit to registrar for records.
- Organize order inclusive of sizes and coordinating players' numbers. Two lists: 1) by total numbers of sizes for jerseys, shorts and socks and 2) by teams for team separation and coaches' lists
- Submit order to vendor of choice
- Pick-up, check and organize uniform order

**April**

- Distribute uniforms to coaches with list of players' sizes and numbers.

**On-Going:**

- Maintain inventory list of uniforms and numbers.

**REFEREE COORDINATOR**

- Assist VSL in the recruitment of new referees and linesman for certification.

**WEBMASTER**

- Design, develop and maintain the Milton Youth Soccer website
- Monitor web traffic and emails
- Assist the board with weekly/monthly newsletter OR fall/spring schedules
- Microsoft Front Page is currently used to develop and maintain site.
- Ensure annual licensure fee paid

**SUMMER CAMP COORDINATOR**

**May**

- Set up summer camp registration information at the fall soccer registration nights.
- Advertise for 3 weeks in the Independent
- Solicit host families for camp coaches
- Maintain regular communication with Roy Collins, Regional Manager for the Major League Soccer Program in Mystic CT
- Track number of participants, categorize by ages and assign teams for each coach

**August**

- During camp week, be present each day to offer assistance and address any issues that may arise. Solicit for two parents to help with this in event that camp coordinator is unable to attend.

**SUMMER LEAGUE COORDINATOR**

- Act as liaison between MYS and U18 summer league team. If position is vacant, responsibility falls to U18 team to obtain necessary information from VSL.
- All U18 administrative activity including recruiting, registration, and adherence to the policies as directed by the VSL will be handled internally by the U18 team
- Financial responsibility is internal to U18 team. Team needs to ensure coverage of all expenses and will not be financially supported by MYS other than to run their money through the Board taxpayer ID if required.

- Equipment will be handled internally by the U18 team. If they want to order uniforms similar to the MYS Spring teams, they will coordinate with MYS.