

# 2018 Staffing Manual

---

For Executive, Board, Coordinators and Crews

March-2018

This document contains position descriptions, duties and resources for the various staffing levels.

## Table of Contents

1.0 Introduction .....	5
2.0 Board of Directors .....	5
3.0 VSA Coordinators .....	5
4.0 VSA Board of Directors Job Descriptions, Roles and Responsibilities.....	6
4.1 President .....	6
4.2 Vice President.....	6
4.3 Secretary .....	6
4.4 Treasurer .....	7
4.5 Past President.....	7
4.6 Director of Officials .....	8
4.7 Technical Director .....	8
4.8 Director of Equipment.....	9
4.9 Director of Fields .....	9
4.10 Director of Senior Soccer .....	10
4.11 Director of Youth Soccer .....	10
4.12 Director of Mini Soccer .....	10
4.13 Volunteer Director .....	11
4.14 Communications Director .....	11
4.15 The Director of Registration.....	11
5.0 VSA Coordinators Job Descriptions, Roles and Responsibilities .....	12
5.1 In-Town Program Coordinator .....	12
5.2 Net & Field Coordinator .....	13
5.3 Lining Coordinator .....	13
5.4 Maintenance Coordinator .....	14
5.5 Indoor Coordinator .....	14
5.6 Clothing Coordinator .....	14
5.7 Concession Coordinator .....	14
5.8 Photography Coordinator .....	15
5.9 Fundraising Coordinator .....	15
5.10 Challenger Week Coordinator.....	15
6.0 VSA Crews Job Descriptions, Roles and Responsibilities.....	15
6.1 Field Marshals .....	15

6.2 Referees .....	16
6.3 Tournament or Event Leader.....	16
6.4 Tournament or Event Crews.....	16
6.5 Pre & Post Work Bees .....	17
6.6 Lining Crews.....	17
6.7 Recycle Volunteer.....	17
6.8 Coaches .....	17
6.9 Assistant Coaches.....	19
6.10 Managers.....	19
6.11 BBQ Maintenance .....	21
6.12 Porta Potty Volunteer.....	21
6.13 Club Photographer .....	21
6.14 Indoor Player Registrar.....	21
7.0 VSA Organizational Chart.....	22
8.0 Appendices.....	23
8.1 Annual Recommendation Report.....	23
8.2 Expected skills competency chart .....	24
8.3 Soccer Terminology.....	26
8.4 Season Schedule.....	27
8.5 Tournament Availability.....	27

## **1.0 Introduction**

This document describes the roles and responsibilities of key positions required to manage the Vermilion Soccer Association (VSA). All positions are staffed by volunteers; ideally, VSA 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 Board of Directors (BOD)**

The business of the VSA will be managed by a Board of Directors (BOD), which will exercise all powers of the VSA, except as otherwise provided by Law, or the Constitution and Bylaws. The Board of Directors (BOD) of the VSA shall consist of the following:

- President
- Past President
- Vice President
- Treasurer
- Secretary
- Director of Officials
- Technical Director
- Director of Equipment
- Director of Fields
- Director of Senior Soccer
- Director of Mini Director
- Director of Youth Director
- Volunteer Director
- Communications Director
- Director of Registration

## **3.0 VSA Coordinators**

Duties and tasks shall be carried out and managed by the VSA coordinators who will direct volunteers and supervise their assigned duties. The coordination positions consist of:

- In Town Coordinator
- Indoor Coordinator
- Lining & Watering Coordinator
- Concession Coordinator
- Maintenance Coordinator
- Net & Field Coordinator
- Clothing Coordinator
- Photography Coordinator
- Fundraising Coordinator
- Challenger Week Coordinator

## **4.0 VSA Board of Directors Job Descriptions, Roles and Responsibilities**

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

### **4.1 President**

The President is the Chief Executive Officer of the VSA, 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 VSA is managed in accordance with its by-laws and policies
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner
- Ensure that the VSA operations are managed in a timely and efficient manner
- Ensure that all positions required to run the VSA are staffed
- Appoint committees as required to carry out VSA business
- Work with the BOD to develop strategic roadmap for the VSA
- Facilitate BucharSKI awards
- Preside at all meetings of the VSA, and, establish the agenda for all BOD meetings, Annual and Special meetings
- Present an annual report of the state of the VSA at the Annual General Meeting
- Act as the principal representative of the VSA
- Have signing authority, in addition to the Vice President and Treasurer for club expenditures
- Complete and submit the annual recommendation report by June 30

### **4.2 Vice President**

In addition, in the absence of the President, the Vice President shall be vested with all of the powers and perform all of the duties of the President.

#### **Duties and Responsibilities**

The Vice President will:

- Ensure that pre-season planning activities and outcomes, including team and coach assignments, are accomplished in each age group and are ready by the start of the soccer season
- Ensure Coaches and /or Player clinics are set with the assistance of the Mini, Youth and Senior Directors
- Ensure that coaches and other key volunteers are recognized for their contributions
- Chair all VSA meetings when the President is absent
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### **4.3 Secretary**

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

#### **Duties and Responsibilities**

The Secretary will:

- Record the minutes of all VSA 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 VSA (i.e. minutes, insurance documents, bylaws, etc.)
- Keep accurate records of the Vulnerable Sector Checks and notify those who need to renew
- Plan, schedule, secure location and notify the BOD of upcoming and scheduled meetings
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

#### **4.4 Treasurer**

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

##### **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 VSA
- 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 VSA
- Establish an annual operating budget 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 (AGM)
- File all reports to the appropriate Government Agency in a timely manner, including, but not limited to yearly income tax returns
- Ensure that the VSA maintains a non-profit tax status
- Collect and distribute accordingly all correspondence received by the VSA
- Maintain a PO Box for all VSA correspondence
- Pay all bills that are within the approved limits of the VSA 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 Vice President, authorized to sign checks
- File an annual return with the society's Branch by January 31.
- Complete and submit the annual recommendation report by September 30

#### **4.5 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 has a term limit of one year.

##### **Duties and Responsibilities**

The Past President will:

- Ensure that a copy of *Roberts Rules of Order* is present at any Association General or Special meeting.
- Shall pass rule on any disputes over rules of order at a meeting.
- Preside over Association meetings if the President and Vice-president are unable to chair the meeting.

## 4.6 Director of Officials

The Director of Officials has the overall responsibility for managing and scheduling all referees and field marshals assigned by VSA to cover matches and to ensure that those referees are properly certified and trained as required to cover the games for which they are assigned.

### Duties and Responsibilities

The Director of Officials will:

- Submit a schedule of dates and number of volunteers needed for the season to the Volunteer Director as soon as possible after the game schedules are released
- Ensure that all referees have the training to ref the level of game they are assigned
- Do not assign referees unless they are properly certified by ASA.
- Submit a list of referees for sanctioned tournaments hosted by VSA, to appropriate ASA resource at least one week prior to tournament.
- Be responsible for referee development planning and activities
- Track all assigned games and submit information for referee payment to the VSA treasurer .
- Develop and maintain lists of active, certified and referees in town and surrounding towns if necessary, and, update the lists each season
- Act as the central contact for League Referee issues
- Assign referees to all Home games. Work with team officials to coordinate referee's for rescheduled games
- Ensure the information on opportunities for certification as a referee is properly advertised among potential resource pools
- Act as a VSA contact for referee issues. Maintain contact with suitable authorities to track resolution of issues. ASA manages discipline issues for referees.
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### Special Knowledge and Skills

- Referee Certification is an asset

## 4.7 Technical Director

The Technical Director has overall responsibility for establishing the strategic framework for coach development / education for the VSA. 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 VSA.

### Duties and Responsibilities

The Technical Director 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
- Develop a repository of coach education information / tools for the VSA coaches
- Liaison with external Youth Soccer Coaching experts
- Facilitate, with other club leaders, a strong youth-in-sports and youth soccer culture that is focused on age appropriate coaching



- Participate in Youth Soccer Development / coaching symposiums, and transferring the lessons learned back to the VSA
- Ensure, with the Managers, that every coach is equipped with coaching aids/tools
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### **Special Knowledge and Skills**

- Knowledge of current (coaching) youth-in-sports and youth soccer development paradigms
- Knowledge of the LDSA Coaching Staff organization
- Ability to provide direction to others

## **4.8 Director of Equipment**

### **Duties and Responsibilities**

The Director of Equipment will:

- Submit a schedule of dates and number of volunteers needed for the season to the Volunteer Director
- Work with the Mini & Youth Directors to establish their yearly requirement for equipment
- Establish an equipment budget for each fiscal year
- Keep an accurate inventory of all equipment owned by the VSA (this includes all goalie equipment, pinnies, first aid needs, and in town uniforms)
- Work with the Managers to schedule the distribution and return of equipment
- Evaluate and establish relationships with equipment suppliers as required
- Purchase equipment as directed by the BOD
- Manage the receipt and return of merchandise
- Work with the Treasurer to ensure timely payment of suppliers
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

## **4.9 Director of Fields**

### **Duties and Responsibilities**

The Director of Fields will:

- Arrange for the fields to be aerated before season open and again in July and if possible in September.
- Contact town for arrangements in consultation with the President
- Rotate full size fields to mini fields and place one full size field in recovery in consultation with the President
- Monitor field conditions before and during season and close fields as required if fields are deemed unplayable
- Liaison with the Town of Vermilion for maintenance and field
- Supervise the development and maintenance of soccer fields for VSA and expend funds appropriated by the BOD for such development and maintenance.
- Supervise and coordinate with the In-Town Tournament Coordinator, Lining Coordinator, Nets Coordinator, Maintenance Coordinator and Concession Coordinator to ensure that any field maintenance and preparation (e.g. fertilizing, cutting, pest control) is purchased and tasks completed

- Be responsible to ensure that game fields are properly set up at the beginning of the season, maintained during the season, and set to rest at the end of the season.
- Establish a budget for field requirements for each fiscal year
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

#### **Special consideration given to:**

- **League play:** will need 3 full-sized fields lined, with nets, gopher holes filled
- **U7/9 and U11 Tournament:** Get field mowed prior to lining if possible, check flags - 1 1 for every 2 fields except mini east (6) and "D" (6) - (56 max) some repair materials in the shack, need all mini fields set (10 fields max) - lined and nets. Idea is to use yellow paint for mini field markings to reduce confusion with full field markings.
- **Lakeland Cup U13/U15/U17:** Usually we need 5-7 fields (set both JR fields). If we need 8, we can set the college field. The District coordinates this tournament so someone on the executive should be letting you know what the field requirements are. Re-set "D" to full field. Also need to ensure there are Porta-potties at JR (1 set) and at the Park (2-sets?)

### **4.10 Director of Senior Soccer**

#### **Duties and Responsibilities**

- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### **4.11 Director of Youth Soccer**

#### **Duties and Responsibilities**

- Attend AGM, executive & special meetings
- relayed all relevant information from the board and association to the coaches and managers when needed
- Complete and submit the annual recommendation report by June 30

### **4.12 Director of Mini Soccer**

#### **Duties and Responsibilities**

- Help select teams/ coaches
- Arrange practise places for each age group (U5-U11)
- Place Timbit order U5 and U7
- Arrange games for U7 to U11 including refs and out of town teams
- Answer questions through managers
- Pass along information to managers from executive
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### **4.13 Volunteer Director**

The Volunteer Director has overall responsibility for recruitment and coordination of all volunteers assigned as per annual organizational chart to assist in club operations as required.

#### **Duties and Responsibilities**

The Volunteer Director will:

- Establish a volunteer's contact list initially working with the Director of Registration and subsequently by active recruitment
- Work with other directors and coordinators to establish seasonal volunteers' requirements
- Obtain commitments from volunteers to fill volunteers' requirements
- Fill any other volunteer positions as directed by BOD
- Initiate recommendations to the BOD for improvements in the volunteer recruiting, managing and/or coordinating processes that will result in improvement in club operations
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

### **4.14 Communications Director**

The Communications Director publicizes Vermilion Soccer Association activities and acts with the assistance of the executive as needed, as a liaison to all outside groups. Also is responsible for the development and maintenance of the VSA Internet Web Site and associated Goggle accounts

#### **Duties and Responsibilities**

The Communications Director will:

- Write articles to publicize Soccer Club activities such as registration nights, monthly meetings, club hosted tournaments, the need for volunteers, etc. and submits them to various media as well as posts them to the clubs' website
- Submit information to the town for leisure brochure in Fall & Spring
- Invite the Media to events & answer questions they have or refer to appropriate people.
- Let the media know of important happenings: team's standings, etc.
- Develop and maintain the VSA website. Keep the VSA website current.
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

#### **Special Knowledge and Skills**

- Web page development and editing

### **4.15 The Director of Registration**

The Registrar has overall responsibility for the VSA's player registration and VSA affiliation with LDSA

#### **Duties and Responsibilities**

The Director of Registration will:

- Implement and/or maintain the VSA registration process to ensure an accurate and timely registration of the VSA membership for the spring
- Maintain and update as necessary the VSA 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
- Provide each Age Group Manager, Mini and Youth Director 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 are affiliated in accordance with LDSA requirements and submit required affiliation and other fees due to LDSA in spring and fall
- Manage the registration logistics for spring 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.
- Verify rosters
- Produce mailing lists from the registration database, as required.
- Provide the Indoor Player Registrar with the needed information for fall registration
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

## **5.0 VSA Coordinators Job Descriptions, Roles and Responsibilities**

The following key positions are required to conduct the work of the VSA.

### **5.1 In-Town Program Coordinator**

#### **Duties and Responsibilities**

The In-Town Program Director will:

- Submit a schedule of dates and number of volunteers needed for the season to the Volunteer Director
- Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group, and that the soccer season commences on time
- Organize and run Age Group Coordinator kick-off meeting at the start of the season
- Ensure by working with Field Director that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Equipment Coordinator that equipment required for the In-town Program is available prior to the start of the season
- Ensure by working with the Technical Director 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
- Monitor the progression of the season, ensuring that the age groups operate per the VSA's policies and Age Group Overviews Ensure that information is passed along in a timely fashion to the Managers and others, as appropriate
- Ensure that the club philosophy, divisional approach and important current events are communicated to all Managers for distribution to parents/guardians before the season and during the season as appropriate (Pre-Season "Join Up" letter)
- Working with the Managers facilitate coach recruitment
- Ensure that all In-town Program issues are addressed and solved to a satisfactory and timely resolution

- 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
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by June 30

## 5.2 Net & Field Coordinator

### Duties and Responsibilities

- Submit a schedule of dates and number of volunteers needed for the season to the Volunteer Director
- Inspect fields on a regular basis for gopher holes and fill with sand (Sand available by power-pole/outhouse at West)
- Install nets and take down nets
- Provide maintenance supplies for the fields as required (e.g. seed, fertilizer, paint, etc.)
- Submit a schedule of dates and number of volunteers needed for the opening and closing work bees to the Volunteer Director
- Complete and submit the annual recommendation report by June 30

### Special consideration given to:

- **League play:** will need 3 full-sized fields lined, with nets, gopher holes filled
- **U7/9 and U11 Tournament:** Get field mowed prior to lining if possible, check flags - 11 for every 2 fields except mini east (6) and "D" (6) - (56 max) some repair materials in the shack, need all mini fields set (10 fields max) - lined and nets. Idea is to use yellow paint for mini field markings to reduce confusion with full field markings.
- **Lakeland Cup U13/U15/U17/U19:** Usually we need 5-7 fields (set both JR fields). If we need 8, we can set the college field. The District coordinates this tournament so someone on the executive should be letting you know what the field requirements are. Re-set "D" to full field. Also need to ensure there are Portapotties at JR (1set) and at the Park (2-sets?)

## 5.3 Lining Coordinator

### Duties and Responsibilities

- Ensure that fields are properly lined before and during the season
- Submit a schedule of dates and number of volunteers needed for the season to the Volunteer Director
- Complete and submit the annual recommendation report by June 30

### Special consideration given to:

- **League play:** will need 3 full-sized fields lined, with nets, gopher holes filled
- **U7/9 and U11 Tournament:** Get field mowed prior to lining if possible, check flags - 11 for every 2 fields except mini east (6) and "D" (6) - (56 max) some repair materials in the shack, need all mini fields set (10 fields max) - lined and nets. Idea is to use yellow paint for mini field markings to reduce confusion with full field markings.

- **Lakeland Cup UI3/UI5/U17/U19:** Usually we need 5-7 fields (set both JR fields). If we need 8, we can set the college field. The District coordinates this tournament so someone on the executive should be letting you know what the field requirements are. Re-set "D" to full field. Also need to ensure there are Porta-potties at JR (1set) and at the Park (2-sets?)

## **5.4 Maintenance Coordinator**

### **Duties and Responsibilities**

- Reports to Director of Fields
- Ensure that all buildings; shack, storage shed and the outhouse are in working order
- Submit schedule of dates and numbers for volunteers required for projects
- Oversee special building projects that the executive approves
- Complete and submit an annual recommendation report by June 30th

## **5.5 Indoor Coordinator**

### **Duties and Responsibilities**

- Complete and submit the annual recommendation report by March 1

## **5.6 Clothing Coordinator**

### **Duties and Responsibilities**

- Select a clothing supplier based on quality, price and delivery
- Ensure samples sizes are received 1 week prior to season open
- Create order forms
- Set-up and man clothing order area in shack for the first two weeks of soccer
- Process and distribute orders
- Complete and submit the annual recommendation report by June 30

## **5.7 Concession Coordinator**

### **Duties and Responsibilities**

- Submit a schedule of dates, tasks and number of volunteers needed for the season to the Volunteer Director
- Arrange for potable water (100gl tank in concession) to be hauled in if needed prior to the town turning on water supply around May long weekend
- Order supplies for tournaments and regular shack hours (Coop for incidentals, Packers for meat, McGavins for buns, Grocery People for chocolate bars, etc.)
- Organize shelves and reorder inventory each week
- Supervise tournament shack services, if needed (if team event leader position not filled)
- Year end – empty water tank for winter
- Year end – clean shack top to bottom, seal up to cabinets so mice don't get in
- Year end – liquidate inventory to members or other groups
- Complete and submit the annual recommendation report by June 30

## **5.8 Photography Coordinator**

### **Duties and Responsibilities**

- At the beginning of soccer, email the person in charge of soccer registrations and ask for a list of email contacts for all the managers and coaches of each team.
- They will send you a list you can use to send out an email informing them of the picture schedule
- Send to both the manager and the coach to make sure at least one person on the team gets the message.
- They will get back to you and tell you if there are any teams that have to be moved around because they have a game or something.
- The U4 teams don't start playing until later in the season so put them on the last day. They are usually the most work, so try to give them extra time if you can. Everyone else, 20 minutes per team is usually plenty.
- Email Jim Zadorozny, the photographer. He will send you the Manager form and order form.
- Email these forms to each team manager to print themselves, however, keep a few copies with you as someone will always forget their form on picture day.
- You have to match the order forms to the manager form as Jim never see the order forms, he just ordered off the manager form. So, if anyone has made a mistake on the manager form that is what will be ordered.
- Don't turn the money into the Treasurer until the end of all the pictures so you can make sure everything is balanced.
- Only take cheques because it was too hard to track if a team was short, who hadn't paid.

## **5.9 Fundraising Coordinator**

- Shall complete their assigned duties
- Ensure their volunteer hours are logged

## **5.10 Challenger Week Coordinator**

- Shall complete their assigned duties
- Ensure their volunteer hours are logged

## **6.0 VSA Crews Job Descriptions, Roles and Responsibilities**

The following key positions are required to conduct the work of the VSA.

### **6.1 Field Marshals**

#### **Duties and Responsibilities**

- Shall complete their assigned duties
  - Walk the fields helping people with questions
  - Pick up garbage on fields
  - Ensure good sportsmanship is followed at all times
  - Empty recycle and garbage bins as needed
  - Wear an orange vest
  - Help take down or set up tent, trash cans, picnic tables and signs for tournament
- Ensure their volunteer hours are logged
- 2 field Marshals required at all times during games

## **6.2 Referees**

### **Duties and Responsibilities**

Referee's are certified and are accountable to ASA.

VSA encourages and supports the development of referee's of all levels in coordination with the District and ASA to try and ensure an available pool of officials for locally hosted competition. The responsibilities of the Referee with respect to competition are defined in the Laws of the Game, modified from time to time by FIFA, CSA and ASA as necessary for local competition.

- Referee's are responsible to maintain their accreditation as prescribed by ASA, and conduct themselves in a professional manner as outlined in the District and ASA Referee Code of Conduct.
- Referee's for VSA hosted competition are coordinated by the Director of Officials. Referee's should keep in communication with the assignor to indicate availability for local competition
- Referee's should familiarize themselves with rule modifications for local competition prior to taking the field
- Referee's have the opportunity to officiate at VSA and District competitions at the level they are qualified for. The Director of Officials will have contact information to facilitate assignment outside of VSA hosted competition.

## **6.3 Tournament or Event Leader in Shack**

### **Duties and Responsibilities**

- Required shifts are from 8 am - 6pm during tournaments .
- Provide leadership to crews
- Make sure supplies are sufficient for tournament
- Give suggestions and direction to workers on what/how to do things
- Go get extra supplies and change if needed
- Make sure there are enough workers in the concession and BBQ pit during tournament busy times – move people as needed
- Ensure their teams volunteer hours are logged

## **6.4 Tournament or Event Workers in Shack**

### **Duties and Responsibilities**

Crew assignments for:

- Field and tent set-up – place benches, flags, trash cans, parking signs, picnic tables where needed
- Field and tent teardown – clean up trash cans, picnic tables, signs, etc.
- Parking attendants (double staffing required for Lakeland Cup)
- Concession, BBQ and food preparations
- Be able to handle money and give correct change
- Recycling – bag it and move to ball shack
- Use a spate window in the BBQ pit for handing out the sponsored player hotdogs for the Mini tournament “hot dog giveaway”
- Ensure their volunteer hours are logged



## 6.5 Pre & Post Work Bees

### Duties and Responsibilities

- Equipment bags checked, packed and First Aide kit put in – under direction of Equipment Coordinator
- Inflate soccer balls, if needed
- Clean and organize shack at beginning and end of season – under the direction of the Concession Coordinator
- Field prep, fill gopher holes, groom pitches – under the direction of the Field Coordinator
- Ensure their volunteer hours are logged

## 6.6 Lining Volunteers

### Duties and Responsibilities

- Shifts usually 2-3 hours in length
- Line fields under the direction of the Lining Coordinator
- Lawn mowing if needed
- Ensure their volunteer hours are logged

## 6.7 Recycle Volunteer

### Duties and Responsibilities

- Any time after tournaments
- Pick up all cardboard recycling from shed and take to recycle station
- Take all bottle recycling to recycle station and give money to Treasurer
- Near the end of June, make sure shack is clear of any recycling
- Under the direction of the concession coordinator

## 6.8 Coaches

The coach is envisioned as the person who knows what is going on with their team.

### Duties and Responsibilities

- Before you get to be a coach you are **required to get a Vulnerable Sector Check** – these are valid for 3 years within VSA. You will need a signed letter from the President or Vice-President of VSA to take with you. You can obtain this from the secretary. If you completed the form last year you are covered for this year. Otherwise, you must personally go to the RCMP station and fill out the form (lunch hour's work). As a community volunteer there is no charge. VSA wants to ensure a safe environment for our children; all results are kept in strictest confidence. If you have a clean record you will receive this report from the RCMP; return it to the VSA Secretary in the envelope provided by May 1<sup>st</sup>.
- Make the initial contact with the players and parents on your team. This is a good opportunity to find out what help will be available from whom.
- As coach you are expected to be there as often as possible – when you can't make it, ensure that the assistant coach or manager will be at practice to give the team direction.
- As noted in the last point, the team needs an assistant coach and a manager. If you don't have one already, find them early on and work to ensure everybody is on the same page regarding who does what - then have fun. (Anything the team needs done that isn't getting done usually falls back to the coach)

- As coach you are expected to set the practice. We are trying to achieve a consistent teaching of skills to all the kids. By having unified direction in the practices we can ensure that all of the kids get to develop new and improved skills. It will be beneficial to have an assistant coach to work with you on the drills – let them know the progression of the drill, duration, etc.
- As a coach you are expected to “manage the bench” during a game – home, away or inter-community.
- VSA sponsors a coach’s clinic in the spring to help with skill development, drills and practice ideas. Plan on attending.
- The coach sets/enforces the attitude of the team for sportsmanship. VSA wants all participants in the soccer season to enjoy their part. This includes the game officials and opposing teams.
- You’re a coach – you can/should attend executive meetings – there probably won’t be any during the summer season, however a fall and late winter meeting could be called. Bring ideas and vision; together we can make it better.
- The team kit includes a First Aid kit. That’s a hint that sometimes there are injuries! The coach is the person “responsible” when there is an injury. The care of the injured player must take priority. If you feel medical aid is required, you must ensure the child has adequate care until receiving that medical aid. If you don’t have training, find a parent who does to provide assistance if/when required.
- Cancel and/or postpones scheduled matches in case of inclement weather for In-Town Games only
- Provide rosters, schedules, field maps and practice information to parents in a timely fashion
- Participate in VSA coach development activities as required
- Ensure that valid rosters are available for each game
- Ensure that all parent/team issues are addressed and solved to a satisfactory and timely resolution
- Assist in recruiting coaches
- Keep Managers informed
- Complete and submit the annual recommendation report by June 30
- As a head coach you will fulfill your volunteer hour requirements no matter how many children you have registered in Vermilion Soccer.
- Attached are the job descriptions for the assistant coach and the manager; talk about these with the people who volunteer to fill the roles to ensure everyone has common expectations. If you don’t find volunteers, all these duties fall back to you.
- Vermilion Soccer is Tier IV level soccer, so everyone plays!

League Play schedules are set by the District. **Any changes to scheduled games must go through the Vermilion Soccer Association President.** We need to ensure field and officials will be available for the revised game time. As well, the district needs to be on top of any changes to ensure fair competition is being observed.

## 6.9 Assistant Coaches

The assistant coach is envisioned as the “right hand” of the coach, and hopefully an “apprentice”.

### Duties and Responsibilities:

- Before you get to be an assistant coach **you are required to get a Vulnerable Sector Check** – these are valid for 3 years within VSA. You will need a signed letter from the President or Vice-President of VSA to take with you. You can obtain this from the secretary. If you completed the form last year you are covered for this year. Otherwise, you must personally go to the RCMP station and fill out the form. As a community volunteer there is no charge. VSA wants to ensure a safe environment for our children; all results are kept in strictest confidence. If you have a clean record you will receive this report from the RCMP. Return this to the VSA in the provided envelope by May 1<sup>st</sup>.
- As an assistant coach you are expected to be there as often as possible – when you can’t make it let the coach know.
- As assistant coach you will be asked to help run the practices. VSA sponsors a coach’s clinic in the spring to help with skill development, drills and practice ideas.
- As an assistant coach, you will be asked to help run a team during inter-community games (Vermilion vs. Vermilion). You may also be needed to run a team at home or away games.
- The coach sets/enforces the attitude of the team for sportsmanship. To the team you are part of that attitude. VSA wants all participants in the soccer season to enjoy their part. This includes the game officials and opposing teams.
- You’re an assistant coach – you can/should attend executive meetings – there probably won’t be any during the summer season, however a fall and late winter meeting could be called. Bring ideas and vision; together we can make it better.
- The team kit includes a First Aid kit. That’s a hint that sometimes there are injuries! The coach is the “responsible” one when there is an injury. The care of the injured player must take priority. Under these situations, be prepared to take on coaching responsibilities for the team until the coach has dealt with care of the injured player.
- As an assistant coach you will fulfill your volunteer hour requirements for the one child whose team you are coaching (6 hrs for mini, 8 hrs for youth).

## 6.10 Managers

The manager is envisioned as the team administrator, or the person that handles that which takes place off-field.

### Duties and Responsibilities:

- Before you become a manager **you are required to get a Vulnerable Sector Check** – these are valid for 3 years within VSA. You will need a signed letter from the President or Vice-President of VSA to take with you. You can obtain this from the secretary. If you completed the form last year you are covered for this year. Otherwise, you must personally go to the RCMP station and fill out the form. As a community volunteer there is no charge. VSA wants to ensure a safe environment for our children – all results are kept in strictest confidence. If you have a clean record you will receive this report from the RCMP. Return this to the VSA in the provided envelope by May 1<sup>st</sup>.
- As a manager you are expected to be at league games and tournaments and deal with game sheets, equipment handling, etc. In addition, there may be times when information needs to be communicated with the team and/or parents that will make your attendance at practices necessary; if you can’t make it let the coach know.

- **MINI MANAGERS:** The managers are critical early on to establish which kids are willing and able to travel and work with the other managers to make efficient tournament travel teams.
- The teams will travel to games during the week; you may need to “borrow” players from another team to ensure enough players. As well, there will be teams made up for the various out of town mini tournaments – this information will need to be derived from the polling the parents and logging the responses on the tournament form.
- The inter-community teams are made up by dividing the entire age group equitably into groups of 8-10. These “inter” teams will play each other during the season as part of “league” play.
- The manager is responsible for team information – particularly the flow of information to and from the Youth or Mini Director about player registration, tournament registration, schedules, photos, etc. (Make sure you keep a copy of the team roster (ASA form))
- The information the manager gets from the Youth or Mini Director will also need to be communicated to the parents. Part of this communication may be in the form of phone calls: enlist the help of other parents if needed.
- The manager is responsible for collection of forms and monies for photos, and passing this back to your Youth or Mini Director.
- If you want team results in the paper, they must be communicated to the Communications Director.
- The manager is responsible for the uniforms and equipment. Uniforms will be distributed to and collected from the players at each game and **no uniforms will go home** as too many don’t get returned. Pinnies will be available for practices if required. The Equipment Coordinator has the gear.
- You’re a manager – you can/should attend executive meetings – there probably won’t be any during the summer season, however a fall and late winter meeting could be called. Bring ideas and vision; together we can make it better.
- As a manager you will fulfill your volunteer hour requirements for one child whose mini team you are managing
- As a manager you will fulfill ALL your volunteer hour requirements for youth teams you are managing
- The Communications Director is trying to maintain an informative website, including various forms and/or links to forms, news and Board Contact Information. If you wish to have your team schedule or any news about your team posted, please email it to him/her. Also, if the parent has consented on their registration form to having their child’s picture put on the website, you can email photos as well (please note that **no** child’s name will be posted alongside the picture).
- Complete and submit the annual recommendation report by June 30

Please inform the parents that they must complete their volunteer hours unless they wish to have their bond cheques cashed. Please tell your Mini or Youth Director your name and the names of the coaches. All other parents will need to find other avenues to complete their volunteer hours. There are sign-up sheets posted in the soccer shack – field care, concession time, tournament organization, etc. As the parents complete their hours, they need to sign the “Volunteer hours Log” – this is located in the soccer shack.

## **6.11 BBQ Maintenance**

### **Duties and Responsibilities**

- Prior to each tournament, clean and make sure all BBQ's are ready for use
- Prior to each tournament take the propane tanks to the UFA to fill
- Under the direction of the Concession Coordinator
- Ensure their volunteer hours are logged

## **6.12 Porta Potty Volunteer**

- Clean and make sure all Porta-potties are ready for use, including stocking with supplies
- Dump porta-potties at Sani dump
- Clean, maintain and stock white outhouse on fields
- Need a truck that will haul a small trailer on and off fields for tournaments
- Under the direction of the Fields Coordinator

## **6.13 Club Photographer**

### **Duties and Responsibilities**

- Take photographs of practises and games and post to the VSA social media accounts (Instagram, Facebook, and Twitter)
- Share photos with Communications Director for potential inclusion on the website
- Encourage managers to share their team's photos with club photographer for posting
- Work with registrar to ensure pictures aren't posted of people who didn't provide photo consent.
- Ensure their volunteer hours are logged; this covers one child's volunteer hours.

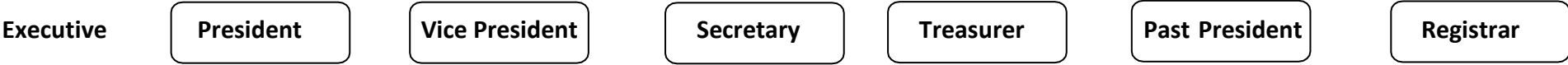
## **6.14 Indoor Player Registrar**

### **Duties and Responsibilities**

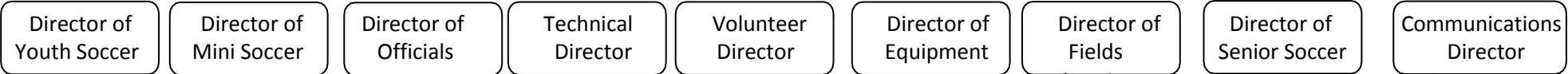
The Indoor Registrar will:

- Implement and/or maintain the VSA registration process to ensure an accurate and timely registration of the VSA membership for the fall
- Coordinate and man registration table at registration night
- 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
- Provide the Indoor coordinator with the latest Age Group registration information
- Ensure that all players are affiliated in accordance with LDSA requirements and submit required affiliation and other fees due to LDSA in spring and fall
- Manage the registration logistics for the 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.
- Verify rosters
- Provide the Indoor Player Registrar with the needed information for fall registration
- Attend AGM, executive & special meetings
- Complete and submit the annual recommendation report by March 1
- Ensure their volunteer hours are logged.

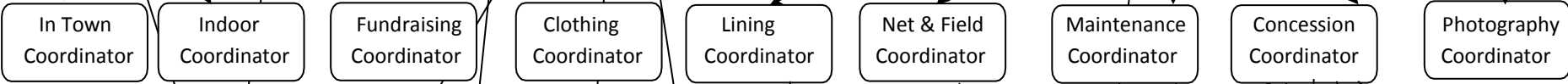
# 7.0 VSA Organizational Chart



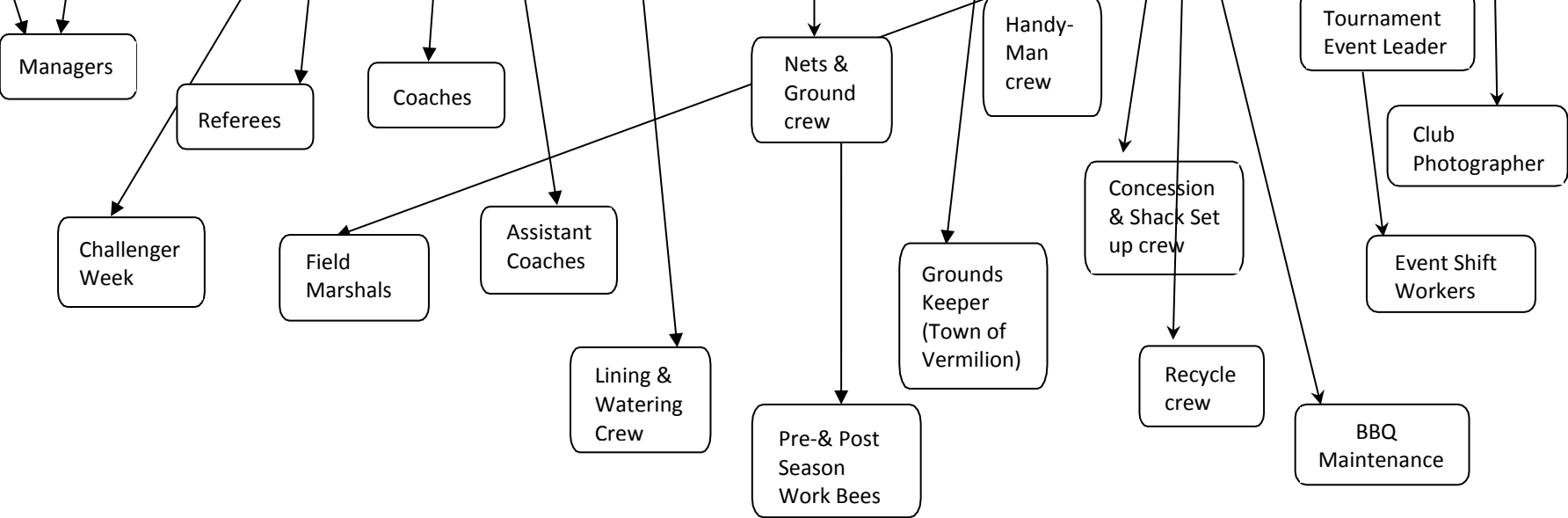
**Board**



**Coordinators**



**Crews**



## **8.0 Appendices**

### **8.1 Annual Recommendation Report**

Date:

Name:

Position:

What were your challenges this year in your area?

What are your recommendations?

## 8.2 Expected skills competency chart

What skills should I expect at what age – generalized for Tier IV competition.

<u>Skill</u>	<u>Age</u>									L = Learn
	U5	U7	U9	U11	U13	U15	U17	U19		C = Competent
<u>Foot</u>										M = Mastery
Dribble - straight ahead	L	C	C	M	M	M	M	M		
Dribble - between cones	L	L	C	C	M	M	M	M		
Dribble - L/R (Sideways)		L	L	C	C	M	M	M		
Dribble - backwards			L	L	C	C	M	M		
<u>Receive/Trap (static)</u>										
Front Dominant foot	L	L	C	M	M	M	M	M		
Front "weak" foot	L	L	L	C	M	M	M	M		
Front - Knee high		L	L	C	C	M	M	M		
Front - above knees				L	L	C	C	M		
Back/Side - on ground		L	L	C	C	M	M	M		
<u>Receive/Trap (moving)</u>										
Run onto ball				L	L	C	C	M		
Run to space, ball from side/back		L	L	C	C	M	M			
Ball from any direction - bouncing		L	L	C	C	M	M			
Ball from any direction - in air				L	L	C	C	M		
<u>Pass</u>										
Inside of foot forward/side	L	L	C	C	M	M	M	M		
Outside of foot				L	L	C	M	M		
Drop/Heel					L	C	C	M		



<b><u>Skill</u></b>	<b><u>Age</u></b>									L = Learn
	<b>U5</b>	<b>U7</b>	<b>U9</b>	<b>U11</b>	<b>U13</b>	<b>U15</b>	<b>U17</b>	<b>U19</b>		C = Competent
<b><u>Kicks</u></b>										M = Mastery
Forward - random	L	L	C	C						
Forward - chosen elevation		L	L	L	C	C	M	M		
Chip				L	L	C	C	M		
Volley			L	L	C	C	C	M		
Half-Volley			L	L	C	C	M	M		
Curves				L	L	C	C	M		
Drop - kick		L	L	C	C	C	M	M		
Bicycle					L	L	C	C		
Progression of kicks is from static ball to moving ball - particularly on volley's										
<b><u>Head</u></b>										
Contact				L	L/C	C	C	M		
Control					L	L	C	M		
Directed						L	L	C		
Shooting							L	L		
<b><u>Other</u></b>										
Ball Control - Upper Body			L	L	C	C	M	M		
Juggling			L	L	L	C	C	M		
Jockey		L	L	C	C	M	M	M		
Challenge		L	L	L	C	C	M	M		
Slide Tackle									Depends on ASA ruling (2009)	
"Deke" / "Dangle"		L	L	L	C	C	C/M	M		

### **8.3 Soccer Terminology**

**Jockey** – defensive position between the goal and the ball, do not attack the ball. “Jockey” backwards as the attacker moves forward – allows the defender to close the gap on the ball (by forcing the offensive player to approach) without putting themselves in a poor defensive position.

**Challenge** – Defensive player attacks the ball

**Tackle** - Successfully take the ball from the offensive player (Offensive player may or may not be on the ground)

**Set Piece** – Any play that can be “scripted”. ie – corner kick, direct free kick, indirect free kick, throw-in. Players from specific positions have specific jobs or tasks when the play is initiated to maximize the advantage presented.

**Nutmeg** – When the offensive player passes the ball through the defenders’ legs and recovers the ball on the other side.

**Offside** – A player on the offense is offside if: he is ahead of the ball and there is only one defender between him and the end line. He is called offside when he plays or attempts to play the ball from the offside position.

**Push** – Defensive line forces the offense back up the field (following the ball) to avoid being in the offside position.

**Through Ball** – to pass the ball between defenders as a teammate runs into the space for a clear break on the net.

