

**Dauphin Soccer Association
Job Descriptions 2009 March**

Past – President **EXEC**

- assist the President with history and past practices
- Exec member
- recruit volunteers at Registration
- assist as needed

President **EXEC**

- chair and call all meetings
- Report to Exec and General Members at AGM
- Direct day to day operations
- coordinate coach or ref clinics
- answer all public questions
- recruit volunteers at Registration
- be contact with MSA in all matters
- Be contact with other Soccer Associations in region
- maintain and recruit sponsors as needed
- attend all soccer nights or designate VP or Past Pres to attend
- make final decision on cancellation of night due to weather. (Policy - if 2 or more Exec members request cancellation, night will be cancelled due to weather)
- recruit other Executive and Committee Chairs

Vice – President / Equipment Manager **EXEC** (needs 4 – 5 committee members)

- assist President where needed
- keep inventory of equipment and keep track of what equipment is signed out
- organize committee of general members to wash, fold, and organize equipment
- distribute equipment
- order new equipment as needed

Secretary / Treasurer **EXEC**

- Maintain financial books and report when needed.
- Pay all expenses
- Submit team lists to MSA
- Keep minutes of all meetings.

Registrar

- place registration ad in Dauphin Herald
- Organize volunteers of general members to assist at Registration night.
- enter names into database

Public Relations **EXEC**

- coordinate mass emails to members
- coordinate press releases to Herald and CKDM
- register DSA for events such as Family Fun Day , City Wide Registration

DJRC Liaison

- Maintain close relationship with DJRC.
- Request all maintenance needs
- Negotiate yearly fee with DJRC

Field Prep Chair **4 -5 committee members**

- Make request to DJRC liaison for nets, painting, mowing etc.
- organize committee of general members to prep fields (drag, place and repair nets)
- ensure painting of lines matches approved layout.

Ref Coordinator

- recruit refs
- schedule refs
- make request for payment of refs
- coordinate ref equipment with equipment manager

Referee in Chief

- supervise refs
- run a mini- ref clinic if MSA clinic not scheduled
- evaluate refs
- work in contact with

Windup Coordinator – Committee of 3 – 4 members

- organize committee of general members to organize windup
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Website Coordinator

- maintain website as needed.

Phoning Chair (vacant) Committee of 4-5 members

- Organize committee to phone all parents who have not yet registered.
- Other phoning duties as required.
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Photography chair (vacant) Committee 2-3 members

Organize parents to take pictures both for website and team pictures for sponsors and distribution to parents.

First Aid Chair (and 1 rep per team)

- organize first aid packages

- update and order supplies
- recruit and schedule volunteers to be designated first aiders

Pre- K Convener

Recruit parent coaches; assist with team(s) first couple of practices ; coordinate uniforms with K convener. Decide if teams are to be made for season or nightly. Report to President as needed

K Convener

Recruit coaches (2 per team – 1 head coach, 1 backup / assistant). Make up teams (aim for 6 – 8 players per team). Contact Tim Horton's regarding uniforms. Report to President as needed.

Grade 1-2 Convener

Recruit coaches (2 per team – 1 head coach, 1 backup / assistant). Make up teams (aim for 6 – 8 players per team). Report to President as needed

Grade 3 – 4 Convener

Recruit coaches (2 per team – 1 head coach, 1 backup / assistant). Make up teams (aim for 8 - 10 players per team). Report to President as needed

Grade 5-6 Convener

Recruit coaches (2 per team – 1 head coach, 1 backup / assistant). Make up teams (aim for 10 - 12 players per team). Report to President as needed

Grade 7,8,9 Convener

Recruit coach. Decide if teams to be made up for season or on nightly basis.

Coaches

Plan 10 – 20 minute practice depending on age group. See Age group guidelines for more info