

ALDERGROVE COMMUNITY LEAGUE

SOCCER COORDINATOR

October 2015

Summary:

This position is responsible for organizing the registration of players, teams, and the recruitment of coaches as well as the distribution and collection of equipment.

Duties and Responsibilities:

1. Attend monthly executive meetings, and be prepared to make recommendations and presentations to the executive about issues and present items of concern.
2. Be responsible for the organization and implementation of their sports program.
3. Submit a proposed annual budget for ratification of executive and the membership.
4. Organize teams and coaches and register with zone. Assign coaches and distribute team equipment. Ensure all coaches have necessary information to carry out their responsibilities. Provide leadership and direction for coaches and managers.
5. Arrange for team photos and distribute when ready if this is not being done by the office manager.
6. In conjunction with the office manager, choose registration dates.
7. Be responsible for attending or designating an attendee to attend all governing bodies meetings during the sports season and report to the executive the insight from these meetings.
8. Be an arbitrator in any disputes that may arise between players, participants, coaches, instructors, parents, etc. whose decision will be final, subject to higher appeal being made by another group. The Sports director may also be consulted or asked to step in if the need arises.
9. Be responsible to ensure that any required payment is made to instructors, referees or umpires, and any other contracts specific to their sports program, with the assistance of the office manager.
10. Upon expiration of respective position, all inventory, keys, files and records shall be returned to the community league office.