



## Boonville Soccer Academy Job Descriptions revised 7/1/2012

### Executive Director

The **Executive Director** is a position responsible for administration, management, planning, organization, direction, park planning/development, soccer activities, etc. related to the BSA and the needs of its Members. The Executive Director shall be hired, supervised, and reviewed annually by the Executive Committee and shall work collaboratively with the Board of Directors, Members, and all other staff.

### **Duties and Responsibilities:**

#### **Administration**

- Implement BSA operations, rules, and regulations as established by the BSA Board of Directors.
- Implement Missouri Youth Soccer Association (MYSA) and United States Youth Soccer Association (USYSA) rules.
- Develop and maintain operation and policy manuals.
- Be available during normal business hours to conduct BSA communication and sponsorship solicitation, daytime and evening hours for BSA and community meetings, weekends for field work and game coverage, etc.
- Provide to the President a weekly summary of specific Executive Director duties performed.
- In conjunction with the Board of Directors, supervise the Director of Coaching and the Registrar.
- Work with the Registrar to recruit, train, evaluate, and supervise team managers; the Board of Directors reserves the right to approve or deny personnel decisions and/or to review or override any decision that results in disciplinary action or termination.
- Work with the Director of Coaching to train coaches and provide consistent information and clinics to aid them in their position.
- Serve as initial and coordinating contact for vendors (equipment, uniforms, programs, etc.) during the request for bids, bid process, purchase, and delivery; shall work with the Vice President and Director of Coaching.
- Serve as chair on the Tournaments Committee and be the BSA liaison for tournaments.
- Liaison with Central Missouri Soccer Referee Association (CMSRA) to provide effective officiating and ensure accurate record keeping and related payment for services.
- Responsible for supervising and publicizing registration for the BSA. Shall create paper and online registration forms and shall e-mail follow-up communication regarding the registration process to interested/involved parties.
- Responsible for coordinating BSA team tryouts. Shall publicize competitive tryout dates, times, locations, and process to current and prospective players. Shall be the chair of the Tryout Committee.
- Implement BSA guest/at-large player process.

### **Coordination of Strategic Planning**

- Oversee and coordinate the development of short and long-term goals and strategies for the operation of BSA, which include operations, personnel, fiscal, and real estate.
- Assist the Treasurer, Finance Committee, and Board of Directors with the preparation of the annual budget.
- Must be a member of the Finance Committee.
- Administer and implement the approved annual budget.

### **BSA Representation**

- Have a regular, visible presence at games in order to observe, support, and represent the BSA.
- Attend Board or Directors and Executive Board meetings as a non-voting member. Shall prepare and present monthly reports on the operations of the BSA at these meetings.
- Responsible for planning the Annual General Meetings.
- Attend the MYSA Annual General Meeting and the MYSA Central District Meeting(s) as the BSA delegate. Coordinate and delegate attendance of appropriate additional Members.
- Serve as the BSA representative for the Mid Missouri Premier League (MMPL) or its current equivalent.
- Attend and participate in public functions and meetings to represent and promote BSA and its programs.
- Develop and maintain relationships with key Members of the Boonville soccer community and relevant public officials.
- Prepare quarterly newsletter and other written materials as necessary for the general membership, public, and media to promote participation and understanding of BSA activities.

### **Development**

- Identify, pursue, and secure opportunities for grants, sponsorships, and donations to support BSA development, BSA facilities, programs, and operations.

### **Facilities**

- Conduct evaluations of all soccer fields semi-annually and as needed.
- Coordinate operation, planning, development, scheduling, maintenance, and on-going supervision of facilities belonging to or used by the BSA.
- Serve as BSA liaison with Boonville Parks and Recreation Department.

### **Evaluation**

- There is a three (3) month probationary period beginning with the first day of employment.
- Shall be evaluated on an annual basis by the Board of Directors.
- Evaluation will be based on the quality of BSA operations, strategic progress, improved financial standing, the state of facilities, ability to communicate, and positive representation of the BSA.

**Requirements:**

- Has a minimum of a USSF “F” License or equivalent.
- Demonstrates experience with administrative operations and strategic planning.
- Demonstrates experience with soccer operations through coaching, tournament direction, or other experiences.
- Undergoes and passes a background check and registration with the KidSafe program.

**Compensation**

- N/A

**Other Executive Director Duties** (shall be responsible for the following and may delegate or work in conjunction with other BSA officers, coordinators, or committee chairs to complete tasks):

- Website Coordinator – shall be responsible for content, maintenance, refreshment, etc.
- Work with Board of Directors to fill any officer and/or committee chair vacancies.
- Work with Vice President to plan the BSA picnic and make arrangements with a photographer for team photo sessions.
- Resolve complaints/issues/successes from parents/coaches of the BSA.
- Determine strategic plan for fee structures.
- Determine strategic plan for team budgets.
- Create calendars for BSA divisions (tournaments, tryouts, recreation games, etc.).
- Administers/maintains the player/coach/parent BSA code of ethics.
- Provide information about the hotline as it relates to cancellation notifications for participants.
- Provide field and goal sizes to the city for games.
- Other duties as requested by the Board of Directors.

**Registrar**

The **Registrar** is a position responsible for processing applications, signing travel permits, and assisting in the recruiting and training of the Team Managers. The Registrar shall be hired, supervised, and reviewed annually by the Board of Directors and shall work collaboratively with the Team Coaches and Team Managers.

**Duties and Responsibilities:**

- Shall process applications.
- Shall process rosters in the MYSA system and player cards for teams.
- Shall sign travel permits, guest forms, etc.
- Shall work in conjunction with the Executive Director to recruit, train, evaluate and supervise Team Managers; the Executive Board reserves the right to approve or deny personnel decisions.

- Answers BSA phone during office hours and passes on messages to appropriate BSA personnel.
- Shall attend Board meetings and present registration report.
- Other duties as requested by the Board of Directors.

**Evaluation:**

- There is a three (3) month probationary period beginning with the first day of employment.
- The Registrar will be evaluated on an annual basis by the Board of Directors.
- Evaluation will be based on the quality of meeting the above responsibilities, the retention and satisfaction of the Members, and positive representation of the BSA.

**Requirements:**

- Undergoes and passes a background check and registration with the KidSafe program.

**Compensation:**

- N/A

**Director of Coaching (Technical Director)**

The **Director of Coaching** is a position responsible for leadership, development, and management of the competitive coaching staff of the BSA. The Director of Coaching shall be hired, supervised, and reviewed annually by the Board of Directors and works collaboratively with the Executive Director and Vice President.

**Duties and Responsibilities:**

**Coach Development**

- Recruit coaches with suitable experience and temperament to coach youth players for all levels of the BSA. These coaches must be given and adhere to the Coaches Code of Conduct as developed by the Director of Coaching.
- Design and implement a program of coaching education and development for the coaches. This program should include initial training for new and returning coaches, opportunities for practice plan review and ongoing education throughout the year.
- On-going evaluation of coaches will include observing at least two practice sessions per team per season and providing written feedback to coaches once per season.
- The Board of Directors reserves the right to approve or deny personnel decisions and access evaluations of coaches.
- Coordinate with the Executive Director the compensation and expense reimbursement of coaches and trainers.
- Provide coaches with information about upcoming tournaments and registration processes.
- Coordination of team tryouts and notification of prospective players.
- Involved in decision making process for uniforms and equipment.
- Assists in recruitment training and licensing of BSA Team Coaches.

- Other duties as requested by the Board of Directors.

### **BSA Representation**

- Have a regular, visible presence at games in order to observe, support, and represent the BSA.
- Build enthusiasm for the BSA among the coaching staff through on-going communication about BSA business and opportunities.
- Attend regularly scheduled Executive Board Meetings and Board Meetings (as needed) as a non-voting member.

### **Other Duties**

- Develop practice plan for the BSA.
- Coordinate BSA camp and clinic.
- Contribute to quarterly BSA newsletter.
- Work with website coordinator to develop training material on website.

### **Evaluation**

- There is a three (3) month probationary period beginning with the first day of employment.
- The Director of Coaching will be evaluated on an annual basis by the Board of Directors.
- Evaluation will be based on the quality of meeting the above responsibilities, the retention and satisfaction of the BSA coaching staff, and positive representation of the BSA.

### **Requirements**

- Minimum of a USSF “D” License or equivalent.
- Experience coaching youth players.
- Experience in coach development and training.
- Undergoes and passes a background check and registration with the KidSafe program.

### **Compensation**

- N/A

### **Team Coach**

The **Team Coach** is a position responsible for the supervision and training of a BSA team. The Team Coach shall be hired, supervised, and reviewed annually by the Director of Coaching and works collaboratively with the Registrar, Director of Coaching, and Team Manager.

### **Duties and Responsibilities:**

- Adhere to the Coaches Code of Conduct as developed by the Director of Coaching.

- Adhere to the program of coaching and player development by the Director of Coaching. This program will include initial training for new and returning coaches, opportunities for practice plan review, and ongoing education throughout the year.
- Organize and run a minimum of two, seventy-five to one hundred minute team training sessions per week.
- Attend BSA team tryouts and camps.
- Involved in decision making process for uniforms and equipment.
- Other duties as requested by the Board of Directors and/or the Director of Coaching.

### **Requirements**

- Minimum of a USSF “F” License or equivalent.
- Experience coaching youth players.
- Undergoes and passes a background check and registration with the KidSafe program.

### **Team Manager**

The **Team Manager** is a position responsible for BSA team maintenance and communication. The Team Manager is a voluntary position nominated by the BSA team’s parents and appointed by the Team Coach and works collaboratively with the Registrar, Director of Coaching, and Team Coach.

### **Duties and responsibilities:**

#### **Paperwork**

- Distribute and collect player and team paperwork to and from team families; then submit player and team paperwork to the BSA Registrar as required by MYSA.
- Make player cards.
- Complete and submit league and tournament applications.
- Collect fees and submit to Treasurer along with team payment report.
- Manage team budget.

#### **Meetings**

- Attend fifty percent (50%) of BSA Board meetings.
- Attend annual manager meeting.
- Attend BSA Annual General Meeting.

#### **Communication**

- Regularly correspond with coaches, parents, and the BSA concerning practices, league games, tournaments, tryouts, and other topics as needed.
- Forward information to team families from the Board of Directors.

#### **Other**

- Responsible for distributing and collecting BSA team uniforms.

- Responsible for coordinating the team's BSA apparel order process, which will include providing information about available apparel, making available the order form to families, placing the order, collecting money, distribution of apparel, etc.
- Obtain/coordinate lodging for out-of-town travel.
- Complete the KidSafe application through Missouri Youth Soccer Association (MYSA).
- Other duties as requested by the BSA Board of Directors.

## **President**

### **Duties and Responsibilities:**

- Oversee and coordinate the activities of the BSA and the Board of Directors.
- Preside at all Board and membership meetings.
- Serve (or delegate other Board Members to serve) as an ex-officio member of all BSA committees.
- Appoint special or ad hoc committees, subject to Board of Directors approval.
- Appoint, subject to ratification by the Board of Directors, chairs and other Members of all standing committees, except where otherwise provided.
- Perform all duties as shall be necessary to promote and uphold the welfare of youth soccer and to positively affect the Spirit of the Game.
- Attend (or delegate a Member to attend) Missouri Youth Soccer Association district/state meetings.
- Attend BSA events.
- Set the agenda for the BSA Board meetings.
- Work in conjunction with the Executive Director in setting the annual schedule.
- Work in conjunction with Board of Directors; participate in the hiring and evaluation(s) of the paid and volunteer BSA employees.
- Other duties as requested by the BSA Board of Directors.

## **Vice-President**

### **Duties and responsibilities:**

- Conduct inventory of all equipment annually and as requested.
- Oversee disbursement and collection of all soccer equipment at the beginning of the fall season and at the end of the spring season.
- Procure quality uniforms and equipment at the best possible value.
- Coordinate rescheduled games with referee assignor, the city, coaches, and coordinators.
- Attend the BSA Board meetings.
- In the absence of the BSA President, shall oversee the BSA Board meetings.
- Assist the Director of Coaching and all BSA Team Coaches with licensing, training, camps, and clinics to develop proper competitive training.

- Will be responsible for procurement and inventory of all equipment needs related to BSA teams (soccer balls, bags, training vests, cones, goals, etc.).
- Assist the Executive Director in filling committee chairperson(s).
- Attend tryouts with the Executive Director to address BSA related questions and parental concerns.
- Attend BSA events.
- Serve as BSA liaison for the BSA team managers; work with team managers during and after the tryout process to ensure a smooth seasonal transition.
- Assist the Executive Board with budget items related to the operation of the competitive division.
- Review monthly financial statements with Treasurer and Executive Director.
- Other duties as requested by the BSA Board of Directors.

## **Secretary**

### **Duties and Responsibilities:**

- Oversee communication between the BSA and its Members to insure that all are kept informed of BSA activities.
- Be responsible for all Board of Directors correspondence.
- Be official custodian of minutes of all meetings.
- Work with the President to set the agenda.
- Give proper notice and agenda for all meetings held by the BSA.
- Notify BSA Members in advance of all monthly scheduled meetings, the Annual General Meeting and any other Board meeting requiring attendance of the Board of Directors.
- Prepare and distribute the minutes for meetings within ten (10) days of the monthly Board meetings.
- Keep a record of all policy decisions of the Board of Directors and make such decisions readily available at all meetings.
- Attend BSA events.
- Preserve all records, reports, and official documents of the BSA, except those specifically assigned to the custody of other Board Members.
- Be available to attend all committee meetings if requested by committee chair(s).
- Maintain an updated set of by-laws and distribute them to all outside organizations requiring a set of BSA by-laws (i.e. MYSA, IRS, etc.).
- Other duties as requested by the BSA Board of Directors.

## **Treasurer**

### **Duties and Responsibilities:**

- Oversee the financial records, payment of bills, and the investment of assets for the BSA.
- Oversee the development of the annual budget in conjunction with the Executive Director.



- Oversee the financial policies and procedures of the BSA.
- Sign money disbursements made in the name of the BSA.
- Preside as chair of the Finance Committee.
- Attend BSA events.
- Present a report of financial standing at the BSA Board meetings.
- Present a financial report at the Annual General Meeting.
- Other duties as requested by the BSA Board of Directors.

## **Boonville Soccer Academy Board Positions & Committees** revised 7/1/2012

### **Paid Positions:**

N/A

### **Board of Directors:** (4 standing officers, 3 appointed)

President

Vice President

Secretary

Treasurer

Team Manager Representative

Parks & Recreation Department Representative

Central Missouri Soccer Referee Association Representative

### **Standing Committees:**

Finance Committee – Treasurer (chair), Executive Director

Nominating Committee –

### **Other Committees:** (may be formed as needed to include, but not limited to)

Advertisement/Website Committee –

Practice Locations Committee –

Scholarship Committee –

Special Events Committee –

Tryouts Committee – Executive Director (chair)

Tournaments Committee – Executive Director (chair)