

# **CORKERY COMMUNITY ASSOCIATION**

## **Position--Soccer Convenor**

### **Duties and Responsibilities**

Under the general direction of the CCA Board of Directors, the Sports Program, Soccer Manager is responsible for all operational aspects of the CCA soccer program. Duties associated with this position include, but are not limited to:

- representing the CCA at all meetings of the executive of the West Carleton Soccer Association;
- planning, organizing and directing soccer coaches involved in the CCA soccer program;
- obtaining volunteer coaches, encouraging the development of coaches and assessing the ability of the coaches to carry out their responsibilities;
- organizing and running the annual soccer registration; CCA membership registrations may also be collected at this time, in which case they shall be forwarded to the membership chairperson;
- ensuring the soccer players and coaches are properly registered with the WCSA and maintaining any necessary files and records;
- assuring that soccer fields are ready for play, and notifying park manager of all requirements;
- buying equipment, uniforms and soccer balls, storing the equipment and maintaining an inventory of all equipment;
- managing all financial aspects of soccer including: budgeting, collecting cheques from registrants and forwarding them to the treasurer, submitting expenses for reimbursement to the treasurer;
- overseeing the preparation of play and practice schedules and their implementation;
- resolving any issues or disputes that arise during the season, and;
- organizing the end-of-the-year soccer party.

It is understood that any of these responsibilities can be delegated to other volunteers as the soccer manager sees fit. This is in fact encouraged. However, the soccer manager is ultimately responsible for all these duties.

### **Knowledge and Abilities**

Candidates for the position of Soccer Manager should have the following basic knowledge and abilities:

- a good knowledge of the game of soccer, the rules of the game and the field of play;
- the ability to organize and manage the CCA soccer program; and,

- the ability to deal effectively with and motivate coaches, players and governing bodies.

### **Commitment**

This position requires, on average, a time commitment of three to four hours per week in March and April, and one or two hours a week for the rest of the soccer season. In addition, the WCSA executive meets approximately eight evenings a year for several hours. Finally, the soccer convenor is expected to be in attendance for a large part of the end-of-the-year tournament.