

CVYSC JOB DESCRIPTION

PRESIDENT

1. Represent the Conestoga Valley Youth Soccer Club in the community and at EPYSA functions according to the CVYSC mission statement.
2. Represent the Conestoga Valley Youth Soccer Club at CVYSC functions during the year.
3. Set the agenda and preside over monthly Board Meetings.
4. Call and preside over Executive Board Meetings. Executive Board Meetings are called to prepare the budget and address issues that cannot wait until the next scheduled Board Meeting.
 - Lead Executive Board to set goals for the CVYSC.
 - Lead Executive Board to help choose Coach and Volunteer of the Year Awards.
 - Lead Executive Board to help develop the annual budget.
 - Lead Executive Board to find auditor of financial reports for annual audit.
5. Perform executive functions on behalf of CVYSC:
 - Reserve and unlock the meeting room for Board Meetings at the War Memorial.
6. Inform the 1st and 2nd Vice Presidents of all activities (to better prepare them for taking over the Presidency.)
7. Review minutes from all LANCO meetings, LCBSA and LCGSA meetings.
8. Act as a liaison to the school district and community at large.
9. Represent the CVYSC on the board of the Conestoga Valley Recreation Council.
10. Function as ex-officio member of all committees.
11. Write at least one newsletter article for each “Soccer Kicks”.
12. Attend EPYSA Annual General Meeting
13. Work with CVHS Athletic Department (soccer coach & athletic director)

14. Work with CVHS Soccer Coaches & booster clubs for the good of the club.
15. Write opinion letters to LANCO on behalf of the CVYSC.

CVYSC JOB DESCRIPTION

FIRST VICE PRESIDENT

1. Represent the Conestoga Valley Youth Soccer Club in the community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Attend all Executive Board Meetings
4. In the absence or incapacity of the President perform the duties of the President.
5. Execute assigned duties from the President.
6. Act as liaison to the Soccer Booster Club.
7. Be familiar with the calendar of events and help the President keep events on schedule.
8. Meet or call all age coordinators to inform them of their duties, responsibilities and answer any questions. (This is especially important when working with new coordinators.)
9. Collect game schedules from all Age Level Coordinators.
10. Make Master Game Schedule for use in the club by all.
11. Copy Master Game Schedule to CVHS Athletic Director, Zac Kraft.

CVYSC JOB DESCRIPTION

SECOND VICE PRESIDENT

1. Represent the Conestoga Valley Youth Soccer Club in the community according to the CVYSC mission statement.
2. Attend monthly Board meetings.
3. Attend all Executive Board Meetings.
4. In the absence or incapacity of the 1st vice-president perform the duties of the president.
5. Keep Liability Certificates up to date for fields and buildings. Send copies of updated Liability Certificates to owners of fields and buildings.
6. Provide insurance papers for someone to file a claim through the EPYSA medical plan.
7. Chair committee to find new Board Members.
8. Execute assigned duties from the president.

CVYSC JOB DESCRIPTION

IMMEDIATE PAST PRESIDENT

1. Represent the Conestoga Valley Youth Soccer Club in the Community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Attend all Executive Board Meetings.
4. Execute assigned duties from the President.
5. Be advisor to the new president and guide him/her as to what duties are to be performed and when they are to be performed.

CVYSC JOB DESCRIPTION

REGISTRAR

1. Represent the Conestoga Valley Youth Soccer Club in the community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Attend all Executive Board Meetings.
4. Organize and execute player registrations twice per year, including distribution of forms to schools, papers, etc., designing and ordering forms, mail-in and walk-in registrations, and EPYSA registrations.
5. Call and reserve areas of School District for registration event. (High School, Middle School, etc.)
6. Execute assigned duties from the President.
7. Prepare rosters of each age division for team selections.
8. Prepare and maintain coach's database.
9. Prepare and maintain club participation database on an ongoing basis.
10. Maintain master player database on an ongoing basis.
11. Make available the RG6 forms to use for team selections.
12. After teams are selected prepare team rosters after teams are selected for Age Level Coordinators (2 copies of each team), for Team Parent Coordinator, Uniform Coordinator, and President.
13. Maintain copies of registration forms as required by EPYSA.
14. Complete RG1 and send to EPYSA by July 1st each year.
15. Submit Volunteer Disclosure forms to EPYSA.
16. Prepare and mail required forms to EPYSA by the due dates published.

CVYSC JOB DESCRIPTION

SECRETARY

1. Represent the Conestoga Valley Youth Soccer Club in the community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Attend all Executive Board Meetings.
4. Record minutes of the Board Meetings and distribute to all Board members prior to the next scheduled meeting.
5. Type the newsletter “Corner Kicks” and have copies made for distribution by bulk mailing.
6. Maintain a computer disk of the “Coach’s Handbook” to access for updates.
7. Make changes in the “Coach’s Handbook” as directed at Board Meetings to assure all changes are recorded.
8. Keep track of by-laws and constitution changes made at Board Meetings to update these documents.
9. For new Board members, prepare packet of information, including budget, prior minutes, by-laws, board member list, etc.
10. Update and maintain communications and information needs of the Club via newsletters and website.
11. Work in conjunction with the Registrar and other Board Members to update the website as needed.

CVYSC JOB DESCRIPTION

TREASURER

1. Represent the Conestoga Valley Youth Soccer Club in the community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Attend all Executive Board Meetings.
4. Be responsible for day-to-day accounting of CVYSC.
5. Prepare budget reports and monthly Treasurer's Report to be presented at monthly Board Meetings.
6. Execute assigned duties from the President.
7. Advise Board of all significant financial events, including large payments, maturation of certificates of deposit, budget over-runs, etc.
8. Pick up and distribute CVYSC mail at PO Box 404 in Leola.

CVYSC JOB DESCRIPTION

EQUIPMENT MANAGER

1. Keep inventory of all club equipment, including goals, nets, balls, pinneys, pumps, first aid kits, strippers, paint, corner LAGS / LCBSA, etc.
2. Keep track of all equipment distributed and returned. Work with age-level coordinators to be sure all equipment is accounted for.
3. Recommend purchases of equipment to board, as needed. Follow through with purchase.
4. Manage return of equipment to suppliers that is under warranty.
5. Be sure goals and nets are safe at all fields.
6. Repair or arrange for repair of defective equipment as needed.
7. Coordinate set up, and tear-down of nets and goals between seasons.
8. Arrange for storage of equipment between seasons.
9. Label CVYSC equipment for easy identification of club property.
10. Label all balls with the start warranty date and the bag number for identification and tracking purposes.
11. Work with Field Manager to assign fields for practices and games.
12. Assist Field Manager as needed.
13. Manage lost and found items.
14. Attend monthly meetings of the CVYSC Board.

CVYSC JOB DESCRIPTION

FIELDS MANAGER

1. Assign all fields for practices and games. Coordinate with LANCO, LCGSA, LCBSA, Intramural leagues, and referee coordinator.
2. Be sure fields are lined and ready for games.
3. Make sure corner LAGS / LCBSA are put out, and put away, at games held at high school.
4. Work with school field representatives, as necessary, to resolve problems with field availability or field maintenance.
5. At beginning of calendar year, submit Applications for all school fields to CVHS Athletic Director, Zac Kraft.
6. At beginning of calendar year, submit Applications for all Upper Leacock Township fields.
7. Work with baseball, football representatives to avoid field conflicts.
8. Assign fields for practices and games.
9. Assist Equipment Manager as needed.
10. Order Port-a-Potties for fields that need them to arrive before practices begin.
11. Cancel Port-a-Potties at end of season.
12. Attend monthly meetings of the CVYSC Board.

CVYSC JOB DESCRIPTION

Director of Coaching

1. Represent the Conestoga Valley Youth Soccer Club in the Community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Execute assigned duties from the President.
4. During the month of July and August coordinate with BEST, player/coach training for all teams during the fall season.
 - a. Build a schedule consisting of one session per intramural team and two sessions for travel team.
 - b. Coordinate a method with BEST to involve the club's coaches in the session and not just the players.
 - c. Ensure all age level coordinators and the club president review the schedule.
 - d. Send out the initial list to all coaches, and send reminders to coaches approximately 2 week in advance of their session.
 - e. Provide suggestions to the executive board for improvements to the program.
5. Coordinate and deliver two coaches clinics per season.
 - a. For each season plan a coaches clinic for the dates of each coaches meeting/equipment handout.
 - b. Contact the age level coordinators for their coach lists, and ensure the coaches have advance notice of the training, preferably one month. Send reminders to coaches as the clinic approaches.
 - c. Provide appropriate age level material at each clinic.
 - d. Provide suggestions to the executive board for improvements to the program.
6. Raise awareness of coach development recourses.
 - a. Create a "Coaches Corner" section on the club's website.
 - b. Send out NSCAA and US Youth soccer licensing courses to coaches.
 - c. Send articles and drills to coaches as appropriate.
7. Coordinate the summer BEST camp for our club.
 - a. Work with the club travel coordinator and come up with a better process to ensure all travel teams attend.
 - b. Distribute flyers at spring registration.
 - c. Coordinate posting on the club's website with the club's secretary.
 - d. Coordinate several email blasts with the club secretary.
8. Develop a season curriculum for each age level in our club that is structured around the fundamentals.

- a. Create a player end of season expectation for each age level.
 - b. Build a list of drills and training to achieve that expectation.
 - c. At each coaches clinic go over the training and coaching points with coaches for their age level.
 - d. Provide the program board members for review.
 - e. Observe coaches and players during the season and change the program if needed.
 - f. During the spring season attend training sessions, observe coaches, and provide them with constructive feedback.
9. Provide input based on observation and help in the decision of appointing travel coaches.

CVYSC JOB DESCRIPTION

LANCASTER AREA GIRLS SOCCER REPRESENTATIVE (LAGS / LCBSA)

&

LANCASTER CO. BOYS SOCCER ASSOC. REPRESENTATIVE

In addition to those duties outlined in the age level coordinator job description, the duties below are specific to the LAGS / LCBSA representative.

1. Attend pre-season LAGS / LCBSA meetings. Represent the interests of CVYSC at these meetings in a manner consistent with mission statement of CVYSC. At this meeting, the LAGS / LCBSA rep must be prepared to perform the following tasks:
 - a. Provide roster information for all teams involved in LAGS / LCBSA, including the coaches name and phone number, and e-mail address.
 - b. Provide field availability and the game times for the different age groups. The LAGS / LCBSA rep should consult with the CVYSC Fields Manager and Referee Coordinator prior to attending the meeting, to ensure field and referee availability.
 - c. Consult with the LAGS / LCBSA age level coordinator when appropriate to ascertain the strength of opposing teams, and attempt to pair CV teams with teams of similar experience. Any requests specific to that season should be made to the LAGS / LCBSA age level coordinator at that time.
 - d. Obtain and updated copy of the LAGS / LCBSA rules.
 - e. Determine the date of the spring or fall festival.
2. Provide LAGS / LCBSA schedules to coaches, Referee coordinator, and Fields Manager as soon as possible.
3. Provide LAGS / LCBSA rules to coaches and Referee Coordinator.
4. On game days, in the event of adverse weather conditions, inform the coach and referee coordinator, if the decision is to cancel or postpone the game. Ensure that the CVYSC coach contacts the opposing team coach two hours prior to game time. If the decision to cancel is made with less than two hours prior to game time, the decision must be made at the field.
5. Determine from CVYSC coaches the interest and commitment in participating in the fall or spring festivals within time specified by LAGS / LCBSA. Secure money necessary for tournament fees from CVYSC treasurer.

6. Perform any duties associated with LAGS / LCBSA fall/spring festivals including must but not limited to preparing ads for Fall Festival and finding advertisers as needed to fulfill requirements as needed.
7. Recruit volunteer(s) to help with the league schedule creation

CVYSC JOB DESCRIPTION

PARENT VOLUNTEER COORDINATOR

1. Represent the Conestoga Valley Youth Soccer Club in the Community according to the CVYSC mission statement.
2. Attend monthly Board Meetings.
3. Execute assigned duties from the President.
4. Identify team parents to handle team ancillary duties during the season.
5. Organize, identify and coordinate volunteer activities for the CVYSC utilizing parent volunteers to support activities needed for each season including tournaments, fields, equipment, etc., for CVYSC Coordinators and Board Members.
6. Maintain communications with volunteer force during each season.
7. Initiate and execute plan for team photos each fall.
8. Organize the scheduling of parents of CVYSC travel teams to work as field marshals at the annual 3v3 tournament.

CVYSC JOB DESCRIPTION

TOURNAMENT (3V3) COORDINATOR

1. Represent the Conestoga Valley Youth Soccer Club in the Community according to the CVYSC mission statement.
2. Attend Board Meetings as directed by the President.
3. Execute assigned duties from the President.
4. Plan, coordinate, and organize the 3v3 or other designated tournament planned by the CVYSC.
5. Coordinate all advertising, team entry, registration, vendor participation, referee participation, and volunteer activities for the Tournament.
6. Coordinate, itemize, and document all expenses with the CVYSC Treasurer.
7. Maintain communication and organize planning with the CVYSC Board.
8. Provide final summary of tournament activities to the CVYSC Board.