



Standard Operating Procedures Manual:
A guide for Members, Directors, and Coordinators
Updated June 6, 2020

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1. Purpose

Kearney Soccer League (a.k.a. the Kearney Soccer Club, or KSC) is a 501(c)3 non-profit organization that exists to provide athletic, recreational and competitive opportunities for people aged U5-U19 in the Kearney, Nebraska area to learn and enjoy the game of soccer.

Specifically, KSC's values are:

- Soccer is a game for youth and their recreational enjoyment.
- Winning is not as important as playing.
- Good sportsmanship is important; Coaches and players will practice good sportsmanship.
- Coaches should work to develop the fundamental skills of each player.
- Building self-esteem and confidence is important for all players to reach their fullest potential.
- Teamwork and team unity are important;.

2. Governance

The Kearney Soccer Club is governed by a board of directors that is elected at the annual meeting each January. The board is responsible for setting policy, administering the programs and activities of the Club, managing finances, and resolving issues as they arise. The decisions and actions of the board must be consistent with the bylaws of the organization and the policies of Nebraska State Soccer.

Elected officers of the board include a president, vice president, treasurer, and secretary. The bylaws also provide for up to seven (7) at-large voting members of the board.

In addition to the members and officers of the board, KSC also utilizes contract labor to administer its programs and services. Currently, the club recognizes the following positions¹ appointed by and accountable to the KSC Board of Directors:

- Club Administrator
- Director of Coaching (DOC)
- Concessions Coordinator
- Developmental Coordinator
- Club Trainers
- Referee Coordinator
- Club Referees
- Micro Soccer Coordinator
- TOP Soccer Coordinator
- Tournament Director(s)
- Referee Assignors for Tournament

¹ All position descriptions are found in the Appendix A.

3. Structure:

KSC offers the following programs:

Ages	Program	Program Description
U5 to U6	Micro Soccer (Spring & Fall)	<p>A playful introduction to the skills and tactics of soccer. Coached by a volunteer parent with the support of Select Soccer teams. Player shirts are provided at no cost to the player. All players receive equal playing time.</p> <p>See Kearney Soccer Website for full program information.</p>
U7-U10	Developmental Academy (Spring & Fall)	<p>A developmental program provided to further develop player skills and tactics. Coached and trained by volunteer parents. Teams without a coach will receive a coach provided by KSC. Player shirts are provided at no cost to the player. All players receive equal playing time.</p> <p>See Kearney Soccer Website for full program information.</p>
U9-U10	Competitive Soccer (Spring & Fall)	<p>A competitive program offered in the spring and fall designed to provide a higher level of competition than the Developmental Academy, yet lower in cost and commitment than the Select Soccer program. All players receive at least 50% playing time.</p> <p>See Kearney Soccer Website for full program information.</p>
U11-U19	Select Soccer (Annual Commitment)	<p>A higher level competitive program offered year-round for players who wish to engage in tournament and state league play. This program includes Nebraska Select and Nebraska United.</p> <p>See Kearney Soccer Website for full program information.</p>
U4-U19	TOP Soccer (Spring & Fall)	<p>A playful introduction to soccer for players with disabilities. Administered by the TOP Soccer Program Coordinator with the help of Select</p>

Soccer teams.

4. Players

Eligibility: Children ages 4 through 19 in the Kearney area. Children from other Nebraska communities are welcome to play in KSC Developmental leagues; however, KSC Select Soccer teams are created for players that reside in the Kearney School District and/or attend school in Kearney. Therefore, non-Kearney players may not exclude a Kearney player. Exceptions may be granted for players attending a school that currently has an agreement to allow children to play soccer at Kearney High or Kearney Catholic.

The eligibility of a player to participate in programs offered by the KSC is ultimately determined by the DOC or Club Administrator subject to the approval of the KSC Board of Directors.

5. Registration & Fees

Registration fees and deadlines vary by program. A complete list of programs and fees can be found on the KSC website: www.kearneysoccer.org. Parents must register their children KSC programs by follow the instructions provided on the website. KSC strives to keep fees at a minimum and provides a Financial Assistance Application for families in need of assistance (See website).

Coaches of Select or Competitive Soccer teams may apply for reimbursement of their children's registration fees: 50% for assistant coaches and 100% for head coaches. No limit on the number of children. Reimbursement is limited to player KSC fees only and does not apply to tournament, uniform, equipment and trainer/coaching fees. Reimbursement forms must be submitted to receive benefit.

Board members may apply for reimbursement of their children's registration fees: 100% up to 2 children. Reimbursement is limited to player KSC fees only and does not apply to tournament, uniform, equipment and trainer/coaching fees. Reimbursement forms must be submitted to receive benefit.

By registering through KSC, all players are registered with the Nebraska State Soccer Association (NSSA) which provides secondary medical insurance for players and coaches. Code of Conduct: KSC expects all players, coaches, referees, parents, and other spectators to conduct themselves in a respectful manner. Poor sportsmanship or any threatening behavior will not be tolerated. KSC subscribes to the code of conduct adopted by NSSA. Reports of unsportsmanlike behavior should be submitted to the Board of Directors in writing.

6. Team Formation

Micro Soccer:

- Players are separated by gender and placed on teams through a random team draw by the Micro Soccer Coordinator.
- The Club Administrator creates team rosters.

Developmental Academy:

- Players are separated by age and gender and assigned to teams through a random team draw by the Developmental Academy Coordinator and/or the Club Administrator.
- Siblings are automatically paired together; however, KSC will not consider special requests to pair players based on non-familial relationships.
- Team sizes will be ~10
- The Club Administrator creates team rosters as needed.

Competitive Soccer(U9 – U10):

- Players are separated by age and gender and assigned to Competitive Soccer teams by the DOC.
- Teams will be divided based on calendar birth year. At each age level, the number of teams will be based on registration numbers. Under 16 players will be one team, over 16 players will be 2 teams. Teams will be divided evenly at the discretion of the DOC.
- Teams will practice and play as individual teams.
- Each season, the teams will be re-formed.
- Cost is \$100 per season and \$50 for uniform.
- Teams will play in the Nebraska League Central and 3 tournaments (including the two Kearney tournaments) in the Spring and Nebraska League Central and 2 tournaments in the fall.
- Coaches will be determined by the DOC.
- Team names will be KSC 2007 Girls, KSC 2007 Boys.
- Individual teams will not work concessions, open individual banking accounts or obtain individual team apparel. The only exception may be tournament help where needed, but profits for U9 will go back to the club. Profits for U10 will be held until the team becomes Select.
- The Club Administrator creates team rosters as needed.

Select Soccer (U11 – U14):

- Starting at the U11 age group, teams will be formed based on ability after skills assessment/tryout process. At each level, multiple teams may be formed to ensure each player has an opportunity to play soccer at the appropriate skill level.
- It should be noted that not all age groups will have a premier team and that players can move between teams. However, players will not be placed on a higher team based on commitment.

- Teams will be determined by skill level; hence a player may try out for ANY age higher than their age group.
- Players are invited to join a team following tryouts conducted by the DOC. The tryout period is sanctioned by the NSSA; however, the DOC will schedule and announce tryout dates on behalf of the KSC in June of each year. See website for tryout information.
- The Club Administrator creates team rosters as needed.
- Team names will remain as KSC "birthyear" Girls/Boys
- Teams will be expected to identify a concessions coordinator, team treasurer, manager and team tournament committee member. Individual team accounts must follow KSC policies and procedures.

Nebraska Select/United (U15 – U19):

- The Kearney Soccer Club U19 Boys Program (high school aged) will be underneath the program name of Nebraska United and will continue to offer opportunities for all Kearney area boys to play, however it will also include interested soccer players from surrounding communities.
- The Kearney Soccer Club U19 Girls Program (high school aged) will be underneath the program name of Nebraska Select and will continue to offer opportunities for all Kearney area girls to play, however it will also include interested soccer players from surrounding communities.
- Interested Kearney area soccer players may play with Nebraska Select/United their 8th grade year of school if their birthdays are such that they are considered U15 players. Players aged U14 and below are not eligible to play on Nebraska Select/United unless the DOC deems needed or necessary.

TOP Soccer:

- Players participate in activities and are separated as needed by the TOP Soccer Coordinator.
- The Club Administrator creates team rosters as needed.

7. Coaches: Roles & Expectations

Coaches for Micro and Developmental Academy teams are parent volunteers selected based on willingness, reliability and skill.

- (Developmental) Parent coaches may be reimbursed their player fees if they do their KidSafe on time, attend the coaches meeting and coaches training and complete the season without any infractions.

Coaches for Competitive and Select Soccer teams are selected by the DOC.

Coaches are expected to:

- Create positive, meaningful experiences for the players.
- Model appropriate behavior, including good sportsmanship, respect for others, and fairness.

- c. Recognize the level at which they are coaching. For example, recreation coaches should not be focused on winning games (no score is kept in Developmental Academy games).
- d. Challenge players to do their best without creating intense interactions or unrealistic expectations for players.
- e. Allocate playing time intended to allow all players to benefit from playing different positions.
- f. Attend coaches meeting, clinics conducted by the DOC, regular practices, and their team's games.
- g. Coaches are required to obtain a "F" coaches license through Nebraska Soccer Association. KSC will reimburse coaches \$25 for successful completion of the course.

Trainers/Referees are selected by the Head Trainer with the help of the DOC (if needed).

8. Fields

KSC teams play games at West Lincolnway and Baldwin parks, which are owned and maintained by the City of Kearney (Kearney Park and Recreation Dept.). Field space and practice times for KSC programs are to be coordinated through the Club Administrator and the DOC.

West Lincolnway Park: Yellow and Purple fields are sized only for U7/U8 play. Red and Green fields can be lined for U9/10 and U7/U8 play. Orange and Blue fields can be used for U11/U12 play.

Baldwin Park: Fields are lined with yellow paint to shorten the length to 80 yards for U12 play.

Note: Try to limit the number of fields that have to be painted with multiple lines at both parks.

9. Game and Practice Cancellations

Games and practices can be cancelled for a variety of reasons. Cancellation can be determined by the Club Administrator and DOC collectively or by the KPR department depending on the field playability. Determinations should be made prior to 3 p.m.

10. Game Scheduling

- a. Calendar: Spring Developmental must be completed by the second week of May because fields are changed to Softball/Baseball. Fall League should be completed by the first week of October since weather and daylight become problems. .
- b. Make-up games: A few open dates are reserved at the end of the season for bad weather make-ups. Saturday afternoons or Sunday afternoons can be used if

necessary. Micro Soccer make-ups are generally scheduled on an additional Sunday afternoon.

- c. Releasing Schedules: Team rosters and schedules will be made available on the KSC website along with the rules for each age group approximately two weeks prior to the start of each season.

11. Equipment

TOP Soccer: This program uses two over-sized soccer balls for play. The program coordinator may request additional items as needed through the DOC.

Micro Soccer: KSC provides small portable goals and flags for each field. Equipment bags containing size 3 soccer balls and cones are placed on each side of fields. Parent-coaches distribute and collect the equipment bags before and after each session.

Developmental Academy: KSC provides each field with a bag containing size 4 (size 3 for U7/U8) soccer balls and cones. Trainers distribute and collect the equipment bags before and after each session.

Competitive teams: Following team formation and approval, KSC provides an equipment stipend of \$150 per team to purchase items such as: pinnies, cones, goalie gear, bench, etc. Teams may keep purchased equipment to be used when the team transitions to Select Soccer.

Select teams: All equipment must be provided at the team's own expense.

12. Shirts & Uniforms

Micro: Shirts are provided by the club at no cost to the player. T-shirts must include the KSC logo.

Developmental Academy: Shirts are provided by the club at no cost to the player. T-shirts must include the KSC logo.

Competitive Soccer: Uniforms are purchased at the expense of the player.

- a. Teams may only wear KSC sanctioned uniform apparel.
- b. Players must purchase two jerseys, one pair of shorts (blue) and two pairs of socks (blue).
- c. Players may purchase additional items as needed through the KSC website.
- d. Player numbers will be assigned by the DOC.

Select Soccer (U11-U14): Uniforms are purchased at the expense of the player.

- a. Teams may only wear KSC sanctioned uniform apparel.

- b. Players must purchase two jerseys, one pair of shorts and two pairs of socks
- c. Players may purchase additional items as needed through the KSC website.
- d. Player numbers will be assigned by the DOC.

Select Soccer (U15-U19): Uniforms are purchased at the expense of the player.

- a. Teams may only wear KSC sanctioned uniform apparel.
- b. Players must purchase two jerseys, one pair of shorts and one pair of socks.
- c. Players may purchase additional items as needed through the KSC website.
- d. Player numbers will be assigned by the DOC.

13. Financial Management & Oversight

Kearney Soccer Club is supported by member fees which are set by the board of directors. The membership elects a Treasurer at each annual meeting. The KSC Treasurer must perform his/her duties in accordance with the Financial Management Policy).

14. Sponsorships

Micro Soccer: The KSC Board of Directors is responsible for securing one \$250 sponsorship per year for each team. Sponsors are recognized on the KSC website as well as on the team's t-shirts.

Developmental Academy: The KSC Board of Directors is responsible for securing one \$250 sponsorship per year for each team. Sponsors are recognized on the KSC website as well as on the team's t-shirts.

Competitive Soccer: Competitive teams are prohibited from soliciting sponsorships.

Select Soccer: Select teams may solicit sponsorships from individuals or businesses who are **not** listed as a sponsor on the KSC website.

Tournament Sponsorships: Each tournament may have one primary sponsor for logo preferences and naming rights. Sponsors supporting the Micro Soccer and Developmental Academy programs may **not** be solicited for tournament sponsorship. Sponsorships are divided equally between both tournaments.

15. Tournament Guidelines

KSC conducts two soccer tournaments each year: one during the first weekend in May (Spring Fling) and Fathers' Day Weekend (Kearney Invite). These tournaments are intended to target U9-U19 teams from Nebraska and surrounding states.

- a. Each tournament will be organized by a Tournament Director, who is appointed each fall.
- b. All KSC Select teams in season (U11-U19) are expected to volunteer time during both tournaments (i.e. working concessions, field marshals, team check-in, etc.) Inability to work the tournament will forfeit their free registration.
- c. Profit from the Spring Fling and Kearney Invitational Tournaments goes directly to the operation and management of the Kearney Soccer Club. All KSC teams receive a free registration for both tournaments.
- d. All KSC teams are required to participate in both tournaments.
- e. The tournament must be registered with NSSA.
- f. A state certified referee assignor must be hired to recruit and organize referees, and to ensure fair and safe conduct of games.

16. Grievance Policy

- a. The KSC constitution provides a grievance policy for members, players, coaches, and referees to appeal to the Board to resolve problems. The Board will not act on oral complaints. If an aggrieved individual or group of individuals seeks Board action, they must provide a written, factual description of the problem. The form must be signed (by hand or electronically) and given to the president or administrator. See website for the Grievance Form.
- b. The Board will review the complaint. If the complaint alleges wrongdoing by another individual, the written complaint will be shared as soon as practicable with that person so that they have an opportunity to provide a written response. This response must be delivered to the president or the administrator within 5 calendar days.
- c. The Board will conduct a special meeting to consider the situation. This meeting must be conducted within 5 calendar days of receipt of the respondent's document. In all cases, the Board will respect the individuals involved and shall not share information with parties unless necessary to resolve the issue. The Board will make a decision to resolve the issue within its authority described in the KSC by laws.
- d. The Board may grant a waiver to the time limits if the Board members agree that circumstances require such an extension for a fair proceeding. The Board retains the right to seek additional information as appropriate.

17. Changes to this Manual

- a. The policies in this manual are developed and agreed to by the members of the Board, except where noted otherwise.
- b. Changes to this manual must be substantiated by proper documentation in KSC Board of Directors' meeting minutes.

The Board has the authority to amend these policies, provided any changes do not violate the KSC constitution/bylaws

APPENDIX A
KEARNEY SOCCER CLUB (KSC)
Board Member, Coordinator and Administrator Job Descriptions

President

1. Unpaid, volunteer position
2. Voting member of the KSC Board of Directors.
3. Elected to a one-year term commencing at the Annual Meeting and can be re-elected
4. Responsible to attend KSC Board Meetings and Club functions.
5. Responsible for insuring that KSC rules are complied with.
6. Responsible to field and address any parental or player concerns and report to the KSC Board.
7. Shall schedule monthly KSC Board Meetings and call any special meetings as necessary.
8. Shall develop KSC Meeting agenda's for the Secretary to distribute prior to any regular meeting.
9. Shall preside over all meetings, sign all vouchers, certificates, contracts, and other documents and instruments of the corporation; shall make reports to the Board of Directors and members; and shall perform all such duties as are incident to the President's office or are properly required of the Board of Directors.
10. Shall serve an additional year in an advisory capacity as Past President.

Vice President (President Elect)

1. Unpaid, volunteer position
2. Voting member of the KSC Board of Directors.
3. Elected to a one-year term commencing at the Annual Meeting.
4. Responsible to attend KSC Board Meetings and Club functions.
5. Responsible for insuring that KSC rules are complied with.
6. Responsible to field and address any parental or player concerns and report to the KSC Board.
7. Shall assist the President in the performance of his/her duties and shall act for the President in his/her absence.
8. Shall serve an additional one year as President following his/her term as Vice President (President Elect) and an additional year in an advisory capacity as Past President.

Immediate Past President

1. Unpaid, volunteer position
2. Non-voting KSC board member, unless serving in an "at large" position.
3. Responsible for attending the majority of the KSC Board Meetings and Club functions and for insuring that KSC rules are complied with.
4. Responsible to assist with the continuity of the management of the Club by assisting the current president and club administrator upon request. Past presidents have assisted with the tournament, website, marketing and other duties as the club desires and the past president agrees.

Secretary

1. Unpaid, volunteer position
2. Voting member of the KSC Board of Directors.
3. Elected to a one-year term commencing at the Annual Meeting.
4. Responsible to attend KSC Board Meetings and Club functions.
5. Responsible for insuring that KSC rules are complied with.
6. Responsible to field any parental or player concerns and report to the KSC Board.
7. The Secretary shall receive the agenda from the President and then give each member of the Board a copy prior to any meeting.
8. Responsible to take minutes at all KSC Board Meetings. If the Secretary cannot attend any of these meetings, it is his/her responsibility to insure that another member of the Board will take the minutes in his/her place. The Secretary shall give each member of the Board a copy of the last meeting's minutes before the next scheduled meeting.
9. The Secretary shall keep a log of previous meeting minutes and bring this to each meeting so any questions on previous motions can be resolved.
10. The Secretary shall keep the KSC Articles of Incorporation and By-laws and Standard Operating Procedures updated and have at on hand at all KSC Board Meetings.
11. The Secretary shall inform all Board Members of meeting time, date, or location changes. Also the Secretary shall inform all Board Members of any special meetings scheduled.
12. Responsible for posting a notice in the newspaper announcing the KSC Annual Meeting one month prior to.
13. Sign with the President, any documents and instruments which require such signature; and shall make such reports and perform such duties as are incident to the Secretary's office or required by the Board of Directors.

Treasurer

1. Unpaid, volunteer position
2. Voting member of the KSC Board of Directors.
3. Elected to a two-year term commencing at the Annual Meeting.
4. Responsible to attend KSC Board Meetings.
5. Responsible for insuring that KSC rules are complied with.
6. Shall develop KSC Financial Report to distribute to board members at all meetings. This report will include, but not be limited to: Deposits and Disbursements, Profit and Loss and Balance Sheet.
7. Responsible for handling all monies of the Kearney Soccer Club including: depositing registration fees, paying bills, balancing registration money, and providing a detailed account of income and expenditures.
8. Responsible for completing all tax requirements, including filing 1099s and 990 tax return, by coordinating with accountants.
9. Responsible for submitting all annual "not for profit" forms.
10. Responsible for coordinating annual audit and insurance review.
11. Coordinate changing signature cards for checking accounts and CDs after annual elections.

At-Large Board Member

1. Unpaid, volunteer position
2. Voting member of the KSC Board of Directors.

3. Elected to a two-year term commencing at the Annual Meeting.
4. Responsible to attend all KSC Board Meetings and Club functions.
5. Responsible for insuring that KSC rules are complied with.
6. Responsible to field any parental or player concerns and report to the KSC Board.
7. Responsible to assist with various Club activities upon request and is responsible for committing to one of the following positions:
 - a. Sponsorship Coordinator
 - b. Tournament/Special Event Director
 - c. Concessions/ Promotions Coordinator
8. May also hold a paid coordinator position, however must abstain from voting during board meetings when the business directly affects the paid position or program coordinated by this board member in this additional role.

Paid Positions

Club Administrator

1. Currently \$1000 per month/ or \$12,000 annually
2. Non-voting, paid position with KSC.
3. Club Responsibilities:
 - a. Responsible to attend all monthly KSC Board Meetings, KSC scheduled Meetings, and Club functions
 - b. Reserves meeting rooms and dates with the City of Kearney Park and Recreation Department.
 - c. Field reservations for micro, developmental, competitive, tournament, anything that occurs for the Kearney the soccer club
 - d. Responsible for insuring that KSC rules are complied with.
 - e. Attends any NSSA registration meeting.
 - f. Club Registrar responsibilities
 - g. Check the Club mail and distribute as necessary.
 - h. Attends the annual City of Kearney Park and Recreation Department Field Users Meeting.
 - i. Coordinates all of the KSC advertising and public relations.
4. Micro and Developmental Program responsibilities:
 - a. Responsible to field and address any parental or player concerns and report to the KSC Board.
 - b. Schedules committee for equipment preparation
 - c. T-shirt ordering and inventory
 - d. Special Events is the Public Relation
 - e. Distributes registration materials and information to media, schools, players, parents, and coaches.
 - f. Coach recruitment for Micro and Developmental
 - g. Assist coaches with filling out and returning reimbursement forms. Deliver reimbursement forms to the treasurer.
 - h. Completes team rosters.
 - i. Submits player/coach information to the Nebraska State Soccer Association on a timely basis.
 - j. Provides the KSC Board with completed team rosters from the NSSA

- k. Maintains player registration files.
 - l. Implements the Kid Safe program as per State/National Rules
 - m. Responsible (by working with City of Kearney) for communicating bad weather game cancellations and reschedule times to coaches, parents,
5. Competitive and Select Programs:
- a. Attends Select try-out and handles the registration / check-in process.
 - b. Distributes registration materials and information to media, schools, players, parents, and coaches.
 - c. Special Events is the Public Relation
 - d. Completes team rosters.
 - e. Submits player/coach information to the Nebraska State Soccer Association on a timely basis.
 - f. Provides the KSC Board with completed team rosters from the NSSA
 - g. Maintains player registration files.
 - h. Implements the Kid Safe program as per State/National Rules.
6. Other duties as determined by the Contractor and the Club.
7. Tournaments Director Duties (\$1000 pay)
- a. Registration of tournament with the state association
 - b. Field reservations
 - c. Assist with tournament committee organization and planning including but not limited to*:
 - i. field / equipment set-up, hiring a referee coordinator, coordinating volunteers, organizing team responsibilities before and during the tournament, medal and trophy distribution, Kick-off event planning, referee meal order, Team Check- in during the tournament
- *delegation of these responsibilities is expected to tournament committee members
- d. Responsible for being at the Tournament site Friday, Saturday, and Sunday before, during, and after the actual tournament.

Allocation of time:

General Administration	35%
Micro	10%
Developmental	25%
Competitive	10%
Select	10%
Tournament	10%

Tournament Director

1. Currently paid, \$2500 annually (split between DOC (\$1000) and Club Administrator(\$1000) and Scheduler (\$500)) for BOTH tournaments
 2. Non-voting position with KSC.
 3. Responsible for insuring that KSC rules are complied with.
 4. Responsible for all coordinating all aspects of Kearney Spring Fling and Invite Tournaments including: field / equipment set-up, hiring a referee coordinator, coordinating volunteers, promoting tournament to Nebraska, Kansas and Colorado competitive teams/clubs, organizing team responsibilities before and during the tournament and keeping track of income/expenses related to the tournament in coordination with the Club Treasurer.
 5. Direct main tournament recruitment efforts thru direct email. Create and publish tournament flyers. Create and maintain tournament pages on KSC website as well as stand-alone site. Provide contact point for communication with prospective tournament entrants – as needed.
 6. Responsible for being at the Tournament site Friday, Saturday, and Sunday before, during, and after the actual tournament.
 7. Oversee team – set-up on-line tournament , registration and schedule coordinator using on-line program, answering questions, etc
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Director of Coaching

1. Select, assign and employ qualified coaches for Competitive, Select, Nebraska Select and Nebraska United teams (Select Groups). Develop structure of staffing specific to the needs and uniqueness of KSC. Help with identifying/utilizing team trainers as needed. Provide direct support to coaches and trainers.
2. Set and implement curriculum for coaches as needed. Direct, manage and monitor coaches, help plan and implement training programs, methods and systems as needed.
3. Schedule and coordinate game, practice and training field usage with all programs.
4. Develop and implement club policy concerning league and tournament play. Serve as primary contact with the state and league in regard to team formation, team registration and club communication. Establish and maintain communication and relationship with local and partner clubs – i.e. Holdrege, Grand Island, Hastings, Hays, KS.
5. Organize, direct and conduct select team tryout process – including all player offerings and signings. Facilitate select player movement in coordination with the club registrar.
6. Create and direct year round activities and programming for the Select Groups. Includes winter training (indoor league, skills and futsal) and summer activity (Camp) and irregularly – spring or fall Competitive Festival. Communicate and coordinate facility availability/use with KPR, KPS and city administration.
7. Organize and coordinate club uniform policy. Communicate and negotiate with uniform providers. Organize and facilitate team uniform orders. Negotiate and purchase club equipment.

8. Provide leadership & vision for the club.

Program specific duties

DEVELOPMENTAL PROGRAM

Help plan and coordinate the program in cooperation with the Club Administrator/Registrar.
Schedule program dates and events – including academy training, team practices and games.

Support and Assist Academy Director as needed.

Coordinate referee training and scheduling for the Developmental Program.

COMPETITIVE PROGRAM

Administer and coordinate the entire program. Create and schedule program calendar, meetings, communication, recruitment, player placement, etc.

Manage **MOST** day to day operation of Competitive teams – including communication, team registration, tournament entry, uniform coordination, fee collection, etc.

NEBRASKA SELECT & UNITED PROGRAM

Direct, administer and coordinate the entire program. Create and schedule program calendar, meetings, communication, recruitment, player placement, etc.

Manage **ALL** day to day operation of Select & United teams – including communication, team registration, tournament entry, hotel organization, uniform coordination, fee collection, college search, etc.

Provide information regarding collegiate search/recruiting – help facilitate the college recruiting process for U16 level and above.

Select, employ and support Select & United coaches and trainers.

TOURNAMENTS

Direct main tournament recruitment efforts thru direct email. Create and publish tournament flyers. Create and maintain tournament pages on KSC website as well as stand-alone site. Provide contact point for communication with prospective tournament entrants – as needed.

Time utilization distribution:

Director of Coaching (Main)	30%
Competitive	20%
Nebraska Select & United	20%
Developmental	12.5%
Website & Social Media	12.5%
Tournament Contact & Admin	5%

Developmental SITE Coordinator

1. Replace the Developmental Coordinator with a Site Coordinator
 - a. Responsibilities include, but are not limited to:
 - i. Contact Coaches by phone prior to coaches meeting
 - ii. Attend coaches meeting
 1. Assist in Identify teams in need of hired coaches
 - iii. Ensuring balls are ready to go each day
 - iv. Coordination of t-shirts for delivery to teams
 - v. Assisting players to identify coaches and practice and game locations
 - vi. **On site for all practice times (10 days)**
 1. **Assist with any parental issues or questions while on-site**
 - vii. Be visible and helpful, provide input or assistance where needed with coaches.
 - viii. Report to Lisa Hibberd
 - ix. Pay \$500 for the season

Developmental Coordinator

1. *Currently paid \$1500 a season*
2. The purpose of the Director of Player and Coach Development would be to increase the quality and consistency of soccer instruction and training for KSL players.
3. The precise work plan would be subject to input from the Director, but would generally follow a model that targets the Director's efforts most efficiently. For example:
 - Developmental, U10 and below (West Lincolnway): The director would work with coaches who are often soccer novices to instruct them in age-appropriate skills. This would match a KSL written curriculum that identifies skills and tactics for each age level. The director would help new coaches learn about running a practice, what skills to teach, and how to run a game. The director would offer a session at the beginning of the season, and one in mid-season. Conduct a Preseason parent coaching meeting, trainer meeting with set expectations and tracking of hours, and then referee meeting and these may be some of the trainers that will be used for the games.
4. Will connect and line up trainers for each week of Academy as well as tracking of the hours
5. Will oversee and make sure that trainers are performing the skills each week that are needed for skill set for the age division
6. Work closely with the Director of Coaching the Club Administrator
7. Ensure website is up to date and current on information for those involved in the Academy
8. Training should consist of but not limited to:
 - Technical and tactics
 - Change the direction of the ball

- Attack goal and opponent
- Defend the ball
- Passing of the ball
- Receive the ball
- 9. Encourage parent coaches to learn the game of soccer
- 10. Coach trainers each week on the skills to be performed
- 11. Be positive on and off the fields regarding Kearney Soccer Club and the developmental program
- 12. Have all trainer hours turned into the KSC Treasurer within 30 days to of completion of program to ensure salary pay out

Micro Soccer Coordinator

1. Currently \$500 per season
2. Non-voting, paid position with KSC. Responsible for insuring that KSC rules are complied with.
3. Responsible for recruiting, training, developing, and scheduling youth coaches and adult volunteer coaches for Micro Soccer.
4. Responsible for all coordination aspects of Micro Soccer including: field / equipment set-up, practice plans, equipment needs, team assignments, scheduling, first aid, and communication to parents/guardians.
5. Required to be in attendance at each Micro Soccer session.

TOPS Coordinator

1. Currently unpaid, value of \$250 a season
2. Non-voting, non-paid position with KSC.
3. Responsible for insuring that KSC rules are complied with.
4. Responsible for publicizing the TOPS program to parents through the website, direct mail with past participants, schools and other community resources.
5. Responsible for finding volunteer helpers through Select teams, high school service organizations and UNK fraternities/sororities, for example.
6. Responsible for t-shirts and medals for all participants.

Referee Coordinator

1. Currently \$1000 per season
2. Non-voting, paid position with KSC. Additional money may be earned by officiating and scheduling for tournaments.
3. Responsible for insuring that KSC rules are complied with.
4. Responsible for recruiting, training, developing, and scheduling referees for the Spring and Fall Developmental Program Responsible for overseeing developmental games and answering parent/coach questions and concerns during game nights. If the coordinator is not present, the coordinator is responsible for assigning a single individual whom will be paid at referee pay to be responsible. Notification of someone else being responsible must be reported to the KSC Administrator. It is the expectation that another person will be assigned only during extenuating circumstances.
5. Responsible for scheduling at least one referee clinic through Kearney Soccer Club annually.

6. Responsible for communicating rule changes, equipment needs, and scheduling information to the KSC Board and coaches when necessary. This includes attending the KSC Developmental coaches meeting.
7. Responsible for adhering to the Referee Pay Scale and submitting reports for referee payment to the Treasurer within 10 days of completion of the season.
8. Responsible for verifying referee certification requirements are met for reimbursement.

Concessions Coordinator (s)

1. Non-voting, paid position with KSC.
2. Currently paid, Two individuals @ \$500 a season and \$150 per tournament
3. Contracts will be 6 months in length and if agreed to both (spring and fall) contracts KSC fees for up to 2 kids will be waived.
4. Responsible for reporting to a KSC Board member.
5. Responsible for insuring that KSC rules are complied with.
6. Responsible for completing an inventory, ordering, and pricing concessions supplies necessary to run the concession stands during the Spring and Fall Recreational seasons, as well as the KSC Invite tournament and KHS/KCHS Soccer games. Other sports (fall football and spring/summer baseball) may also require a concession stand at West Lincolnway Park. The Coordinator will be responsible to get the corresponding schedules and coordinate volunteer workers as well as adequate supplies.
7. Responsible for coordinating volunteers to run the concession stand from Select teams through Select team representatives.
8. Responsible for repairs of concession stand equipment, as well as bringing any requests for repairs or replacement to the KSC board.
9. Responsible for making deposits of concession stand monies within three days of collection and accounting for all deposits and expenses in coordination with the Club Treasurer, as well as keeping all deposit slips and receipts of purchases.

Bookkeeper

1. Currently \$1000 per year
2. Non-voting, paid position with KSC.
3. Responsible for assisting Board Treasurer with the Financial Books for KSC
4. Responsible for reporting deposits and dispersments to the KSC Board Treasurer

Referee Assignor

For Spring Fling and Invite:

Pay rate: \$10 per game assigned with a minimum of \$1000 per tournament. Additional pay for refereeing based on level of certification by the Nebraska Soccer Association

Expectations:

1. Work with KSC tournament scheduler.
2. Identify referees and secure commitment for referees to work each tournament.
3. Determine referee pay rate based on level of certification.
4. Create contact list of Nebraska Referees
5. Develop a referee schedule and communication with referees
6. Work with KSC tournament coordinator for hotel assignment and lunch each day for referees
7. Ensure tournament rules are clear and upheld by the referees
8. Ensure game cards are completed, collect them and keep them for payment records
9. Provide an on-site (Baldwin and West Lincolnway) referee coordinator and/or head referee for questions and concerns
10. Provide Kearney Soccer Club with names and addresses of all referees
11. Provide KSC with total number of games and pay rate for each referee within 10 days of tournament conclusion
12. Assist KSC Treasurer in distribution and collection of I-9 forms

Referee pay :

Referees will be paid \$15 per game for non-certified referee
\$20 per game for certified referee
<http://nebref.org/Portals/0/Referee%20Fee%20Schedule.pdf>

Trainer pay: NEED INFO HERE