

JOB DESCRIPTIONS



JOB DESCRIPTIONS

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This document was developed and maintained by the Chatham Soccer League. It contains the roles and responsibilities for the elected, paid and volunteer positions required to manage the Chatham Soccer League.

JOB DESCRIPTIONS

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JOB DESCRIPTIONS

1 PRESIDENT

Responsibilities:

- Attend and preside over the monthly board meetings
- Preside over Annual General Meeting (AGM)
- Sign contracts with Chatham County Public Schools for use of fields with board approval
- Sign contract with Carolina Meadows for use of fields with board approval
- Work with [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) for new fields
- Work with Chatham Parks and Recreation Department and land development groups
- Work with [UNIFORM AND EQUIPMENT PURCHASER](#) for purchases of new goals
- Preside over seasonal meetings for [AREA COORDINATOR](#), [RECREATION HEAD COACHES](#), referees and parents
- Work with [GRANT MANAGEMENT AND FUND RAISING VOLUNTEER](#) to coordinate grant requests for new and existing projects
- Have [VICE PRESIDENT](#) sign as an authorized signer for NCYSA on [Annual Association Registration](#)
- Attend Annual Presidents Meeting at the Southern Soccer Show in Greensboro in January
- Identify candidates for [VICE PRESIDENT](#), [TREASURER](#), [SECRETARY](#) with a Nominations Committee to be presented at AGM
- Identify candidates for [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#), [DIRECTOR OF COACHING](#), [VOLUNTEER COORDINATOR](#) and [CAMP DIRECTOR](#) to be presented to the Board of Directors
- Identify candidates for [HEAD REGISTRAR](#) (paid position) to be presented to the Board of Directors for consideration to hire
- Meet [CHALLENGE COORDINATOR](#) and [AREA COORDINATORS](#) for strategic growth plan input
- Notify the [WEBMASTER](#) and [RISK MANAGEMENT LIAISON](#) for any changes in the board membership.
- Sign any Challenge Player Release forms for the [CHALLENGE REGISTRAR](#)

Duration

- Elected to the Board of Directors at the Chatham Soccer League Annual General Meeting in November for a two year term. Position determined at the board meeting immediately following the AGM.
- Provide Board of Directors with replacement recommendations prior to leaving position

Deadlines

- Prior to May 1 – Complete [Association Registration](#) with NCYSA
- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- August 1, January 15 – Sign MidState Soccer League [Association Verification of Intent to Play](#) as prepared by the [CHALLENGE COORDINATOR](#)

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- Request agenda items from all Board Members one week prior to the board meeting
- Distribute agenda, minutes and department reports to Board Members one day before the board meeting

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2 VICE PRESIDENT

Responsibilities:

- Assume the responsibilities of the [PRESIDENT](#) in the absence or inability of that elected person to perform the role
- Sign as an authorized signer for NCYSA on [Annual Registration](#) with the [PRESIDENT](#)
- Work with the [VOLUNTEER COORDINATOR](#) to identify candidates for open volunteer positions
- Work with the [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) for field maintenance
- Work with the [DIRECTOR OF COACHING](#) to coordinate training of coaches
- Work with the [REFEREE ASSIGNOR](#) to coordinate training of referees
- Work with the [UNIFORMS AND EQUIPMENT PURCHASER](#) for annual and mid-season purchases
- Attend monthly board meetings

Duration

- Elected to the Board of Directors at the Chatham Soccer League Annual General Meeting in November for a two year term. Position determined at the board meeting immediately following the AGM.
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

3 SECRETARY

Responsibilities:

- Provide [PRESIDENT](#) with minutes from previous meeting two days prior to the board meeting
- Attend and take notes at monthly board meetings
- Maintain minutes notebook
- Update website calendar with dates as determined at board meetings
- Upon the end of term, provide the incoming [SECRETARY](#) with the minutes notebook

Duration

- Elected to the Board of Directors at the Chatham Soccer League Annual General Meeting in November for a two year term. Position determined at the board meeting immediately following the AGM.
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

4 TREASURER

Responsibilities:

- Provide [PRESIDENT](#) with monthly financial statements two days prior to the board meeting
- Maintain accounting software (Quickbooks Online)
- Maintain budget
- Check PO Box two to three times per week. Pickup only non-registration mail.
- Process receipts
- Process disbursements
 - Pay [HEAD REGISTRAR](#) each month
 - Embarq paid automatically each month through automatic draft
 - Write checks as needed at board meetings to reimburse expenses
 - Pay referees twice each season (middle and end) as reported by [REFEREE ASSIGNOR](#)
 - Use First Citizens Online Bill Pay to pay all other disbursements as needed
 - Pay [CAMP DIRECTOR](#) based on camp registrations
 - Reimburse [CHALLENGE TEAM MANAGERS](#) for referee fees paid in cash.
- Reconcile bank accounts
- Process Insufficient Funds notices for returned checks. Notify the [HEAD REGISTRAR](#) of returned checks.
- Make seasonal transfer to Certificate of Deposit based on player counts received from [RECREATION REGISTRAR](#) and [CHALLENGE REGISTRAR](#)
- Provide information to accounting firm for tax return preparation within one month of fiscal year-end
- Responsible for granting accountant access to Quickbooks Online for duration of tax filing preparation, and then revoking access until the following year's cycle.
- Treasurer is responsible for maintaining certificate of liability insurance in CSL files.
- Treasurer is responsible for maintaining and archiving all files relevant to CSL finances.
- Prepare Form 1099 for all subcontractors ([HEAD REGISTRAR](#) and referees)
- Attend monthly board meetings

Duration

- Elected to the Board of Directors at the Chatham Soccer League Annual General Meeting in November for a two year term. Position determined at the board meeting immediately following the AGM.
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- January 31 – Mail 1099's for independent contractors (referees, head registrar, camp director)
- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- June 30 – Fiscal Year ends

JOB DESCRIPTIONS

- September 1 – Pay Town of Pittsboro \$150 for water at PES
- November 15 – Tax return completed and filed

JOB DESCRIPTIONS

5 HEAD REGISTRAR

Responsibilities:

- Provide report to [PRESIDENT](#) in writing two days prior to the monthly board meeting
- Attend the monthly board meeting
- Check PO Box two to three times per week to pick up registrations.
- Update recreation and challenge registration forms with correct dates and rates
- Provide the [WEBMASTER](#) with teams, coaches, assistant coaches, and team manager names
- Assist with annual challenge try-outs
- Process Summer Camp registrations
- Provide [CAMP DIRECTOR](#) with list of registered campers
- Identify [RECREATION REGISTRARS](#) and [CHALLENGE REGISTRARS](#) to fill vacancies
- Confirm registration deadlines with [CHALLENGE REGISTRARS](#) and [RECREATION REGISTRARS](#)
- Maintain registrar certification with NCYSA
- Submit names of approved registrars to NCYSA annually

Duration

- Paid position that is filled by the Board of Directors
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Refer to [NCYSA Registrar Manual](#)

Training

- Annual recertification with NCYSA

JOB DESCRIPTIONS

6 RECREATION REGISTRAR

Responsibilities:

- Provide report to [HEAD REGISTRAR](#) in writing three days prior to the monthly board meeting
- Maintain registrar certification with NCYSA
- Print and distribute registration forms to [AREA COORDINATORS](#) to be placed in schools
- Coordinate placement of signs at schools with [AREA COORDINATORS](#) four weeks prior to the registration deadline
- Place ads in the local newspaper via [MEDIA AND PUBLIC RELATIONS](#) for registrations four weeks prior to the registration deadline
- Oversee removal of signs from schools by [AREA COORDINATORS](#) at the registration deadline
- Print and distribute rosters to the [RECREATION HEAD COACHES](#), [AREA COORDINATORS](#) and [DIRECTOR OF COACHING](#) at the coaches meeting each Fall and Spring.
- Provide updated rosters via email to the [RECREATION HEAD COACHES](#), [AREA COORDINATORS](#) and [DIRECTOR OF COACHING](#) as changes are made following the coaches meeting
- Coordinate with the [RECREATION HEAD COACHES](#) and [DIRECTOR OF COACHING](#) to contact former recreation players regarding registration.
- Input recreation registrations in NCYSA online software assigning players to teams each season
- Submit registration payments to [TREASURER](#) for deposit
- Provide [TREASURER](#) and [HEAD REGISTRAR](#) with player count for Certificate of Deposit fund transfer at the end of each season
- Solicit bids from photographers in the spring to perform team photos for the upcoming seasonal year and present information to Board of Directors for approval
- Schedule seasonal pictures date and make-up date with photographer and communicate dates to [RECREATION TEAM MANAGERS](#).
- Provide picture dates to the [WEBMASTER](#)
- Confirm team photo date with photographer
- Distribute picture forms and pictures to the [AREA COORDINATORS](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [HEAD REGISTRAR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Refer to [NCYSA Registrar Manual](#)
- Photo dates set

Training

- Annual recertification with NCYSA

JOB DESCRIPTIONS

7 AREA COORDINATOR

Responsibilities:

- Place signs at schools one month prior to registration deadline
- Attend Area Coordinators preseason meeting with [RECREATION REGISTRAR](#) and [PRESIDENT](#)
- Remove signs from schools after the registration deadline
- Assist [RECREATION REGISTRAR](#), [DIRECTOR OF COACHING](#) and [VOLUNTEER COORDINATOR](#) in identifying [RECREATION COACHES](#) (U06, U08, U10, U12, U14)
- Assist [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) with scheduling field workdays including repairs to equipment, fields and [line painting](#)
- Prepare field painting schedules for coaches during the season and provide information to [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Determine practice schedules with [RECREATION HEAD COACHES](#) and provide information to [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Determine field closures due to inclement weather. Send out notifications to all [RECREATION HEAD COACHES](#) and [WEBMASTER](#) via email.
- Distribute recreation registration forms provided by the [RECREATION REGISTRAR](#) to the schools.
- Notify [DIRECTOR OF COACHING](#) of any equipment needs for coaches (balls, cones, team bags, ball bags, first aid kits)
- Notify [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) of any equipment needs for fields (paint, corner flags, paint machines, strings, stakes, nets)
- Notify [PRESIDENT](#) of any need for request for goals.
- Work with [PRESIDENT](#) to grow recreation program
- Distribute picture forms to the [RECREATION TEAM MANAGERS](#)
- Assist the [GRANT MANAGEMENT AND FUNDRAISING](#) with any recreation fundraising efforts.
- Maintain any keys for your respective area for distribution to coaches or others as needed
- Communicate information to [RECREATION COACHES](#) in your area about clinics, meetings, deadlines, uniform orders, photos, medals, soccer celebration

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- One month prior to registration deadline – Place registration signs at schools
- First day of school in August and January – Registration forms in the schools
- First recreation game – Remove registration signs from schools

JOB DESCRIPTIONS

8 RECREATION HEAD COACH

Responsibilities:

- Maintain appropriate coaching license – **required for child to play free**
- Establish coaching philosophy with the assistance of the [DIRECTOR OF COACHING](#)
- Attend coaches meeting in the Fall to receive team roster from [RECREATION REGISTRAR](#). Rosters received via email in the Spring.
- Hold preseason team meeting
- Solicit [RECREATION ASSISTANT COACH](#) and [RECREATION TEAM MANAGER](#) from roster. Assume the responsibilities for these roles if unable or unwilling to fill them.
- Send initial communications to players on the team roster
- Establish practice schedule and submit request to the [AREA COORDINATOR](#) at the coaches meeting
- Submit game schedule request to the [GAME SCHEDULER](#) at the coaches meeting
- Paint field lines as scheduled by the [AREA COORDINATOR](#)
- Notify [SAFETY AND FIRST AID](#) to acquire first aid kit
- Attend the seasonal Soccer Celebration

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [AREA COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

- [USSF Youth I license](#) – U4/U6/U8 coaches
- [USSF Youth II license](#) – U10/U12 coaches
- [USSF 'E' license](#) – U14+ coaches

JOB DESCRIPTIONS

9 RECREATION ASSISTANT COACH

Responsibilities:

- Assist the [RECREATION HEAD COACH](#) as requested in practices and games
- Assist with maintaining [paint on field](#) lines
- Attend coaching license clinic (recommended, but not required)

Duration

- Annual commitment for entire season (Fall and Spring)

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

- [USSF Youth I license](#) – U4/U6/U8 coaches
- [USSF Youth II license](#) – U10/U12 coaches
- [USSF 'E' license](#) – U14+ coaches

JOB DESCRIPTIONS

10 RECREATION TEAM MANAGER

Responsibilities:

- Communicate with team members via phone or email relaying information from [RECREATION HEAD COACH](#)
- Coordinate post-game snack schedule with parents – recommend non-sugary, healthy snacks
- Distribute picture sign-up forms from the [AREA COORDINATOR](#) to team members
- Distribute registration forms for the next season to team members prior to the end of the current season
- Submit uniform requests for new players in the Spring to the [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Solicit volunteers for the seasonal [Soccer Celebration](#) and provide names to the [VOLUNTEER COORDINATOR](#)
- Work with [AREA COORDINATOR](#) of any fund raising efforts.

Duration

- Annual commitment for entire season (Fall and Spring)

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

11 CHALLENGE REGISTRAR

Responsibilities:

- Maintain registrar certification with NCYSA
- Provide report to [HEAD REGISTRAR](#) in writing three days prior to the monthly board meeting
- Work with [CHALLENGE TEAM MANAGERS](#) to collect medical forms, registration forms, birth certificates, payments and photographs
- Work with [ACADEMY DIRECTOR](#) to collect medical forms, registration forms, birth certificates, payments and photographs
- Submit payments to [TREASURER](#) for deposit
- Submit online registrations to NCYSA and US Club for challenge and academy players
- Get player cards signed and laminated
- Give [CHALLENGE TEAM MANAGERS](#) and [ACADEMY DIRECTOR](#) notebooks with team copy of medical form, birth certificates, player cards, team roster and match rosters
- Prepare [Intent to Play](#) forms for MidState Soccer League and obtain signatures from [CHALLENGE HEAD COACHES](#)
- Obtain signature from [PRESIDENT](#) for [Association Registration](#) and [Association Verification of Intent to Play](#) for MidState Soccer League

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [HEAD REGISTRAR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Refer to [NCYSA Registrar Manual](#)
- [MidState Application to Join and Intent to Play](#)
- [MidState Association Verification of Intent to Play](#)
- [MidState Annual Association Registration](#)

Training

- Annual recertification with NCYSA

JOB DESCRIPTIONS

12 CHALLENGE COORDINATOR

Responsibilities:

- Work with [PRESIDENT](#) to grow challenge division
- Represent Chatham Soccer League at the NCYSA Challenge Council Meetings
- Represent Chatham Soccer League at the MidState Soccer League Meetings
- Identify new [CHALLENGE HEAD COACHES](#)
- Present requests to form new challenge teams to the Board of Directors
- Organize annual challenge try-outs
- Submit notice to newspaper via [MEDIA AND PUBLIC RELATIONS](#) announcing try-outs at least two weeks prior to the try-outs
- Complete [MidState Tournament registration](#) with the [CHALLENGE REGISTRAR](#) and [CHALLENGE HEAD COACHES](#) in the Fall
- Complete [State Cup Tournament registration](#) with the [CHALLENGE REGISTRAR](#) and [CHALLENGE HEAD COACHES](#) in the Spring
- Coordinate organization of league-wide gathering at tournaments with [CHALLENGE TEAM MANAGERS](#)
- Acquire block of rooms at a hotel for the tournament and coordinate reservations with [CHALLENGE TEAM MANAGERS](#)
- Submit uniform requests from [CHALLENGE TEAM MANAGERS](#) to [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Select standard uniforms for Challenge division based on options available from vendor selected by [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Determine practice schedules with [CHALLENGE HEAD COACHES](#) and provide information to [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Submit challenge game schedule to the [WEBMASTER](#) to input on the website
- Submit challenge game schedule to the [REFEREE ASSIGNOR](#) for referee assignments at least one week prior to the first game

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- October 10 – [MidState Tournament Registration](#)
- March 1 – [State Cup Tournament Registration](#)
- 4 Months prior to tournament dates – Hotel Reservation Block
- 1 Week after State Cup and December for midseason – [Challenge Try-outs](#)

JOB DESCRIPTIONS

13 CHALLENGE HEAD COACH

Responsibilities:

- Maintain appropriate **required** coaching license
- Establish coaching philosophy with the assistance of the [DIRECTOR OF COACHING](#)
- Determine practice schedules and communicate with [CHALLENGE COORDINATOR](#)
- Submit game schedule requests to [CHALLENGE COORDINATOR](#)
- Sign MidState Soccer League [Intent to Play](#) for [CHALLENGE COORDINATOR](#)
- Determine [CHALLENGE ASSISTANT COACH](#) and [CHALLENGE TEAM MANAGER](#) from roster. Assume the responsibilities for these roles if unable or unwilling to fill them.
- Notify [SAFETY AND FIRST AID](#) to acquire first aid kit
- Attend seasonal [Soccer Celebration](#)
- Assist with [Challenge Try-Outs](#)

Duration

- Commitment for the life of the team
- Provide [CHALLENGE COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- July 15 – Challenge Registration documents submitted to [CHALLENGE REGISTRAR](#) for fall teams
- January 15 – Challenge Registration documents submitted to [CHALLENGE REGISTRAR](#) for spring teams
- June 5 – MidState Soccer League Intent to Play submitted to [CHALLENGE REGISTRAR](#) for fall teams
- November 15 – MidState Soccer League Intent to Play submitted to [CHALLENGE REGISTRAR](#) for spring teams

Training

- [USSF 'E' License or higher](#)

JOB DESCRIPTIONS

14 CHALLENGE ASSISTANT COACH

Responsibilities:

- Assist [CHALLENGE HEAD COACH](#) as requested in practices and games
- Assist with maintaining [field lines](#)
- Attend coaching license clinic (recommended, but not required)
- Assist with [Challenge Try-Outs](#)

Duration

- Annual commitment for entire season (Fall and Spring)

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

- [USSF 'E' License or higher](#) (optional but recommended)

JOB DESCRIPTIONS

15 CHALLENGE TEAM MANAGER

Responsibilities:

- Communicate with team members via phone or email relaying information from [CHALLENGE HEAD COACH](#)
- Coordinate half-time snack schedule with parents – recommend orange slices
- Distribute registration forms for the next season to team members prior to the end of the current season
- Solicit volunteers for the seasonal [Soccer Celebration](#) and provide names to the [VOLUNTEER COORDINATOR](#)
- Pay referee fees at challenge games and submit reimbursement request to [TREASURER](#)
- Assist [CHALLENGE COORDINATOR](#) with tournament gatherings
- Work with [CHALLENGE REGISTRAR](#) to collect notarized medical forms, registration forms, birth certificates, payments and photographs
- Submit uniform requests to the [CHALLENGE COORDINATOR](#)
- Assist with [Challenge Try-Outs](#)

Duration

- Annual commitment for entire season (Fall and Spring)

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- July 15 – Challenge Registration documents submitted to [CHALLENGE REGISTRAR](#) for fall teams
- January 15 – Challenge Registration documents submitted to [CHALLENGE REGISTRAR](#) for spring teams

JOB DESCRIPTIONS

16 GAME SCHEDULER

Responsibilities:

- Determine number of teams with the [RECREATION REGISTRAR](#). There should be five teams per area. Games will need to be scheduled in multiple regions due to the number of teams and amount of available field space and timeslots.
- Contact the [RECREATION HEAD COACHES](#) prior to the coaches meeting for conflicts and requests
- Input conflicts, teams and field availability into the scheduling software ([Sports Scheduler 2003 from LeagueUSA](#)) and generate the game schedules. See attached email on setting up field availability.
- Games need to be balanced with regards to start times. No team should have all early or late games unless requested by the coach
- Schedules need to be balanced with regards to home/away teams. With eight games, each team should have no more than 5 home games.
- Tentative schedules, if final schedules are not ready, need to be complete at least one week prior to the first game.
- Distribute recreation game schedules to the [RECREATION HEAD COACHES](#) at least one week prior to the first games
- Submit recreation game schedule to the [WEBMASTER](#) to input on the website
- Provide changes in game schedules to [WEBMASTER](#)
- Submit recreation game schedule to the [REFEREE ASSIGNOR](#) for referee assignments at least one week prior to the first game

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Prepare game schedule within one week following coaches meeting at the latest

JOB DESCRIPTIONS

17 REFEREE ASSIGNOR

Responsibilities:

- Attend NCSRA Referee Assignor course annually
- Follow the attached [NCSRA Referee Assignor Policies and Procedures](#)
- Compile and maintain a list of available referees
- Collect W-9 from all referees prior to scheduling
- Communicate with referees regarding availability
- Assign referees to games
- Preside over Referees Meeting
- Receive game schedules from [GAME SCHEDULER](#) and [CHALLENGE COORDINATOR](#)
- Submit referee game assignments to the [WEBMASTER](#) to input on the website
- Submit list of assigned referees for recreation games to the [TREASURER](#) for payment processing
- Schedule referee recertification course with NCSRA and relay information to [WEBMASTER](#)
- Coordinate [Referee Mentor Program](#) with Mid-State Soccer League
- Inform any qualified referees about the [NCSRA Referee Mentor Program](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Assign referees at least one week prior to first game and again mid-season
- Provide [TREASURER](#) with payments information mid-season and post-season

Training

- [NCSRA Referee Assignor Certification](#)

JOB DESCRIPTIONS

18 SAFETY AND FIRST AID

Responsibilities:

- Ensure all [RECREATION HEAD COACHES](#) and [CHALLENGE HEAD COACHES](#) have proper first aid kits
- Check goals to ensure all have proper equipment including anchors or sand bags. If the anything is missing, notify the [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Coordinate ordering of first aid kits and sand bags with [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Coordinate American Red Cross First Aid/CPR and Sport Safety Training courses

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

JOB DESCRIPTIONS

19 DISCIPLINE AND APPEALS

Responsibilities:

- Attend NCYSA D&A session
- Participate in statewide disputes as needed
- Handle CSL disputes as they arise
- Read [NCYSA Disciplines and Appeals Manual](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

20 RISK MANAGEMENT LIASON

Responsibilities:

- Ensure all directors, coaches, assistant coaches and team managers have completed the Risk Management process prior to working with the kids. You will be notified of all coaches, assistant coaches and team managers from the [CHALLENGE REGISTRAR](#) and [RECREATION REGISTRARS](#). You will be notified of all new directors by the [PRESIDENT](#).
- Send the attached "Instructions on how to successfully register as a Coach/Asst Coach/Team Manager with NCYSA" to any party that needs to complete the process. This document is available on the Coaches Resources page of the CSL website
- Update "Instructions on how to successfully register as a Coach/Asst Coach/Team Manager with NCYSA" with any changes and submit to [WEBMASTER](#) to load on the website
- Process all Risk Management submissions to NCYSA per the attached [NCYSA Risk Management Liaisons Background Check Instructions](#)
- Respond to any requests for additional information from NCYSA
- Communicate any rejected registrations to [PRESIDENT](#) and affected party

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

21 MEDIA AND PUBLIC RELATIONS

Responsibilities:

- Semi-Annual Newsletter
- Coordinate newspaper advertising with [RECREATION REGISTRAR](#) and [CHALLENGE COORDINATOR](#)
- Submit articles about league events to the newspaper
- Coordinate promotional products purchases with [UNIFORMS AND EQUIPMENT PURCHASER](#) and [GRANT MANAGEMENT AND FUND RAISING](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Preseason newspaper advertising
- Summer camp articles
- Registration deadline articles

JOB DESCRIPTIONS

22 GRANT MANAGEMENT AND FUND RAISING

Responsibilities:

- Coordinate Fund Raising Events such as t-shirt sales, raffles, etc.
- Coordinate promotional products purchases with [UNIFORMS AND EQUIPMENT PURCHASER](#) and [MEDIA AND PUBLIC RELATIONS](#)
- Research various grant options
- Work with [PRESIDENT](#) to determine needs for existing field enhancement and new field development

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Chatham Parks and Recreation
- Carolina Meadows
- US Soccer Foundation
- Uniroyal
- United Way

JOB DESCRIPTIONS

23 UNIFORMS AND EQUIPMENT PURCHASER

Responsibilities:

- Provide report to [PRESIDENT](#) in writing two days prior to the monthly board meeting
- Attend the monthly board meeting
- Negotiate price with vendors
- Present board with estimates from vendors for all purchases
- Place annual recreation league uniform order in accordance with area colors based on number of teams from prior year
- Purchase goals as requested by the [PRESIDENT](#) and approved by the board
- Purchase balls, cones, team bags, ball bags as requested by the [DIRECTOR OF COACHING](#) and approved by the board
- Purchase first aid kits as requested by [SAFETY AND FIRST AID](#) and approved by the board
- Purchase paint, corner flags, metal detectors, paint machines, strings, stakes, nets as requested by the [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) and approved by the board
- Purchase medals, trophies, patches as requested by the [DIRECTOR OF COACHING](#) and approved by the board
- Coordinate purchase of promotional products such as T-shirts, sweatshirts, jackets, hats, etc. with [MEDIA AND PUBLIC RELATIONS](#) and [GRANT MANAGEMENT AND FUND RAISING](#) as approved by the board
- Store and maintain record of surplus inventory
- Communicate with the [RECREATION TEAM MANAGERS](#) for Spring season uniform orders
- Communicate with the [CHALLENGE COORDINATOR](#) for uniform orders as needed

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- June 30 – Place fall recreation uniform order
- Order soccer celebration awards
- June 30 – Place challenge uniform order

JOB DESCRIPTIONS

24 DIRECTOR OF FIELDS AND FIELD DEVELOPMENT

Responsibilities:

- Provide report to [PRESIDENT](#) in writing two days prior to the monthly board meeting
- Attend the monthly board meeting
- Maintain inventory of fields with goal sizes and maps showing steel pins for painting
- Maintain metal detectors and materials for [initial painting](#) supplies in a secure location
- Schedule and oversee with the [VICE PRESIDENT](#) the scheduled maintenance of all existing fields
- Assist [PRESIDENT](#) with the development of new fields
- Solicit bids for work on all new and existing fields
- Assist [AREA COORDINATORS](#) with initial field painting on scheduled field workdays
- Enlist assistance from [ADULT SOCCER COMMUNITY LIAISON](#) for scheduled field workdays
- Assist [AREA COORDINATORS](#) with seasonal field painting schedule
- Maintain balanced field practice and game schedules
- Provide [WEBMASTER](#) with practice schedules received from [AREA COORDINATORS](#) and [CHALLENGE COORDINATOR](#)
- Provide changes in practice schedules to [WEBMASTER](#)
- Ensure all goals are in safe condition with the [SAFETY AND FIRST AID](#) and [AREA COORDINATORS](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Annual field maintenance begins
- Preseason field line painting completed
- Last week of August – contact Portable Toilet vendor for delivery
- Third week of May – contact Portable Toilet vendor for pickup

JOB DESCRIPTIONS

25 ADULT SOCCER COMMUNITY LIAISON

Responsibilities:

- Communication between Chatham Soccer League Board of Directors and the adult soccer community
- Ensure fields are not damaged by adult play
- Ensure equipment is not damaged by adult play
- Submit changes of time and location for adult pickup games to [WEBMASTER](#)
- Solicit assistance from adult soccer community for field workdays as directed by [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

JOB DESCRIPTIONS

26 DIRECTOR OF COACHING

Responsibilities:

- Recruit new coaches as needed for teams
- Preside over Coaches Meeting
- Preside over the Area Coordinators preseason meeting
- Schedule coaching clinics with NCYSA and relay information to [WEBMASTER](#)
- Provide coaches with materials and guidance for age appropriate coaching methods
- Assist [RECREATION HEAD COACHES](#) and [CHALLENGE HEAD COACHES](#) with developing a coaching philosophy

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

- [USSF National Youth license](#)
- [USSF 'D' license or higher or equivalent](#)

JOB DESCRIPTIONS

27 CAMP DIRECTOR

Responsibilities:

- Work with [HEAD REGISTRAR](#) to coordinate camp registrations
- Select Chatham Skills Camp dates for upcoming summer sessions
- Determine session curriculum
- Recruit licensed coaches to assist during the sessions
- Coordinate third-party camps
- Print camp forms before Spring Soccer Celebration
- Notify [MEDIA AND PUBLIC RELATIONS](#) of camp dates for newspaper articles
- Submit proposal to board for camp expenditures and projected revenues

Duration

- Paid position that is filled by the Board of Directors
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- Set camp dates

JOB DESCRIPTIONS

28 VOLUNTEER COORDINATOR

Responsibilities:

- Identify candidates for the following positions to present to the Board of Directors
 - [ADULT SOCCER COMMUNITY LIAISON](#)
 - [HISPANIC COMMUNITY LIAISON](#)
 - [WEBMASTER](#)
 - [GRANT MANAGEMENT AND FUND RAISING](#)
 - [MEDIA AND PUBLIC RELATIONS](#)
 - [RISK MANAGEMENT LIAISON](#)
 - [DISCIPLINE AND APPEALS](#)
 - [SAFETY AND FIRST AID](#)
 - [REFEREE ASSIGNOR](#)
 - [GAME SCHEDULER](#)
 - [AREA COORDINATORS](#)
 - SOUTHWEST
 - BIG WOODS
 - MONCURE
 - NORTH CHATHAM
 - PERRY HARRISON
 - PITTSBORO
 - SILER CITY
 - CHATHAM CHARTER
 - SILK HOPE
 - WOODS CHARTER
 - [CHALLENGE COORDINATOR](#)
 - [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Coordinate season [soccer celebrations](#)
- Attend the preseason [AREA COORDINATORS](#) meeting

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [PRESIDENT](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

JOB DESCRIPTIONS

29 WEBMASTER

Responsibilities:

- Create new seasons on the website
- Copy Fall to Spring season on the website
- Update contacts on the website for administrative changes as notified by the [PRESIDENT](#)
- Input meetings, news and events as provided from the [SECRETARY](#)
- Input picture dates as provided by the [RECREATION REGISTRAR](#)
- Input training events from [REFEREE ASSIGNOR](#) and [DIRECTOR OF COACHING](#)
- Input teams, coaches, assistant coaches and team managers contact information for the [HEAD REGISTRAR](#)
- Input game schedules from [GAME SCHEDULER](#)
- Input practice schedules from [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Input referee schedules from [REFEREE ASSIGNOR](#)
- Input practice cancellations as provided by the [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Input game cancellations as provided by the [GAME SCHEDULER](#)
- Input changes in time and location of adult pick-up games as provided by [ADULT SOCCER COMMUNITY LIAISON](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- Update information on the website within 24 hours of receiving it

JOB DESCRIPTIONS

30 HISPANIC COMMUNITY LIAISON

Responsibilities:

- Assist the [RECREATION REGISTRAR](#) with Spanish translation for all registration forms
- Assist the [PRESIDENT](#) with the parents meeting for any Latino families
- Assist the [MEDIA AND PUBLICS RELATIONS](#) with Spanish translation for any press releases

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season

Training

- None required

JOB DESCRIPTIONS

31 ACADEMY DIRECTOR

Responsibilities:

- Work with [PRESIDENT](#) to grow Academy division
- Represent Chatham Soccer League at the NCYSA Academy Council Meetings
- Identify new Academy Coaches
- Develop curriculum for Academy training sessions
- Attend seasonal scheduling meetings at NCYSA to schedule Academy matches. Coordinate any schedules with [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#) for field availability.
- Organize annual academy registration
- Submit notice to newspaper via [MEDIA AND PUBLIC RELATIONS](#) announcing program at least two weeks prior to the registration
- Complete [MidState Tournament registration](#) in the Fall
- Complete [State Cup Tournament registration](#) in the Spring
- Coordinate tournament hotel reservations with [CHALLENGE COORDINATOR](#)
- Submit uniform requests to [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Select standard uniforms for Academy division based on options available from vendor selected by [UNIFORMS AND EQUIPMENT PURCHASER](#)
- Determine practice schedules with [DIRECTOR OF FIELDS AND FIELD DEVELOPMENT](#)
- Submit Academy game schedule to the [WEBMASTER](#) to input on the website
- Submit Academy home game schedule to the [REFEREE ASSIGNOR](#) for referee assignments at least one week prior to the first game
- Notify [SAFETY AND FIRST AID](#) to acquire first aid kit
- Attend seasonal [Soccer Celebration](#)

Duration

- Annual commitment for entire season (Fall and Spring)
- Provide [VOLUNTEER COORDINATOR](#) with replacement recommendations prior to leaving position

Deadlines

- May 1 – Complete [Risk Management Background Check](#) with NCYSA for upcoming season
- October 10 – [MidState Tournament Registration](#)
- [State Cup Tournament Registration](#)
- Hotel Reservation Block
- [Challenge Try-outs](#)

Training

- [USSF National Youth license](#)

JOB DESCRIPTIONS

A – Chatham Soccer League

- Soccer Celebration Checklist:
<http://www.chathamsoccerleague.org/forms/Soccer%20Celebration%20Checklist.xls>
- Challenge Try-Outs: <http://www.chathamsoccerleague.org/forms/Challenge%20Try-Outs.doc>
- Bylaws: <http://www.chathamsoccerleague.org/bylaws.php>
- Board Meeting Agenda Format:
<http://www.chathamsoccerleague.org/forms/Board%20Meeting%20Agenda%20Template.doc>
- Area Coordinators Meeting Agenda Format:
<http://www.chathamsoccerleague.org/forms/AREA%20COORDINATORS%20MEETING%20AGENDA.doc>
- Coaches Meeting Agenda Format:
<http://www.chathamsoccerleague.org/forms/COACHES%20MEETING%20AGENDA.doc>
- Coaches Meeting PowerPoint:
- Referees Meeting Agenda Format:
- Referees Meeting PowerPoint:
- Parents Meeting Agenda Format:
- Parents Meeting PowerPoint:
<http://www.chathamsoccerleague.org/forms/Parents Meeting Template.ppt>

JOB DESCRIPTIONS

B – MidState Soccer League

- Policies: <http://www.midstatesoccer.org/policies.html>
- Bylaws: <http://www.midstatesoccer.org/bylaws.html>
- Modified Rules: <http://www.midstatesoccer.org/Small-Sided%20Rules.html>
- Referee Mentor Program:
<http://www.midstatesoccer.org/referee%20mentoring%20program.html>
- U-10 Self Scheduling: <http://www.midstatesoccer.org/U-10%20Self%20Scheduling.html>
- Forms: http://www.midstatesoccer.org/forms_adobe_format.html
- Fees & Costs: <http://www.midstatesoccer.org/fees.html>

JOB DESCRIPTIONS

C – North Carolina Youth Soccer Association

- NCYSA Risk Management Registration Instructions:
- NCYSA Risk Management Registration: <http://www.ncsoccer.org> (click Administrative > Risk Management)
- NCYSA Registrar Manual: http://www.ncsoccer.org/Registration/registrar_manual.pdf
- NCYSA Discipline and Appeals Manual:
<http://www.ncsoccer.org/admin/docs/daManualCurrent.pdf>
- NCYSA Risk Management Liaison Manual:
<http://www.chathamsooccerleague.org/forms/NCYSA%20State%20Risk%20Management%20User%92s%20Manual.htm>
- NCYSA Risk Management Association President User Manual:
<http://www.chathamsooccerleague.org/forms/NCYSA%20State%20President%20User%92s%20Manual.htm>
- NCYSA Risk Management Rules:
http://www.ncsoccer.org/admin/risk_mgt/docs/RiskManagementRulescurrent.pdf
- NCYSA Academy Program Rules:
http://www.ncsoccer.org/NCYSAbeta/programs/U10_Academy/academy_rules.pdf
- NCYSA Challenge Handbook:
http://www.ncsoccer.org/NCYSAbeta/programs/challenge/docs/chg_handbook_current.pdf
- NCYSA Classic Handbook:
http://www.ncsoccer.org/NCYSAbeta/programs/classic/docs/ClassicHandbook_July10_2009.pdf
- NCYSA Rules: <http://www.ncsoccer.org/docs/admin/parliamentary/NCYSArules.pdf>
- NCYSA Forms: <http://www.ncsoccer.org/Administration/forms.shtml>

JOB DESCRIPTIONS

D – North Carolina State Referees Association

- Referee Assignor Manual: <http://www.ncsra.org/TheArbiterportal/ASSIGNORSManual2007.doc>
- Referee Mentor Program:
<http://www.ncsra.org/RefereeMentorProgram/RefereeMentorProgram.htm>
- Referee Training: <http://www.ncsra.org/clinics.html>
- Arbiter Portal: <http://www.ncsra.org/TheArbiterportal/TheArbiter.html>

JOB DESCRIPTIONS

E – US Youth Soccer Association

- U6 (Modified Rules):
[http://www.usyouthsoccer.org/assets/coaches/US Youth Soccer Official Under 6 Playing Recommendations.pdf](http://www.usyouthsoccer.org/assets/coaches/US%20Youth%20Soccer%20Official%20Under%206%20Playing%20Recommendations.pdf) and [http://www.usyouthsoccer.org/assets/coaches/ADDENDUM U6.pdf](http://www.usyouthsoccer.org/assets/coaches/ADDENDUM_U6.pdf)
- U8 (Modified Rules): http://www.usyouthsoccer.org/assets/under8_official_rules.pdf and [http://www.usyouthsoccer.org/assets/coaches/ADDENDUM U8.pdf](http://www.usyouthsoccer.org/assets/coaches/ADDENDUM_U8.pdf)
- U10 (Modified Rules):
[http://www.usyouthsoccer.org/assets/coaches/US Youth Soccer Official Under 10 Playing Recommendations.pdf](http://www.usyouthsoccer.org/assets/coaches/US%20Youth%20Soccer%20Official%20Under%2010%20Playing%20Recommendations.pdf) and [http://www.usyouthsoccer.org/assets/ADDENDUM U10.pdf](http://www.usyouthsoccer.org/assets/ADDENDUM_U10.pdf)
- U12 (Modified Rules):
[http://www.usyouthsoccer.org/assets/coaches/US Youth Soccer Official Under 12 Playing Recommendations.pdf](http://www.usyouthsoccer.org/assets/coaches/US%20Youth%20Soccer%20Official%20Under%2012%20Playing%20Recommendations.pdf) and [http://www.usyouthsoccer.org/assets/coaches/ADDENDUM U12.pdf](http://www.usyouthsoccer.org/assets/coaches/ADDENDUM_U12.pdf)
- U14 (Conforms to FIFA): <http://www.fifa.com/worldfootball/lawsofthegame.html>

JOB DESCRIPTIONS

F – US Soccer Federation

- Referee Resources: <http://www.ussoccer.com/laws/index.jsp.html>

JOB DESCRIPTIONS

G – Federation Internationale de Football Association

- Laws of the Game: <http://www.fifa.com/worldfootball/lawsOfthegame.html>

JOB DESCRIPTIONS

H – Coaching Education

- Youth I License:
http://www.ncsoccer.org/NCYSAbeta/programs/coaching/School%20Information/Youth_I_Module_Course_Description.pdf
- Youth II License:
http://www.ncsoccer.org/NCYSAbeta/programs/coaching/School%20Information/Youth_II_Module_Course_Description.pdf
- 'E' License:
http://www.ncsoccer.org/NCYSAbeta/programs/coaching/School%20Information/E_License_Course_Description.pdf and http://www.ussoccer.com/common/stContent.jsp_40-DELICENSE.html
- 'D' License:
http://www.ncsoccer.org/NCYSAbeta/programs/coaching/School%20Information/D_License_Course_Description.pdf and http://www.ussoccer.com/common/stContent.jsp_40-DELICENSE.html
- National Youth License: <http://www.usyouthsoccer.org/coaches/NatYouthLicense.asp> and http://www.ussoccer.com/common/stContent.jsp_40-YouthLicense.html
- 'C' License: http://www.ussoccer.com/common/stContent.jsp_40-CLICENSE.html
- 'B' License: http://www.ussoccer.com/common/stContent.jsp_40-BLICENSE.html
- 'A' License: http://www.ussoccer.com/common/stContent.jsp_40-ALICENSE.html
- 'A' License Renewal: http://www.ussoccer.com/common/stContent.jsp_40-ALICENSERENEWAL.html
- National Goalkeeping License: http://www.ussoccer.com/common/stContent.jsp_40-GKLICENSE.html
- National Fitness Level 1 License: http://www.ussoccer.com/common/stContent.jsp_40-FITNESS1COURSE.html
- National Adult License: http://www.ussoccer.com/common/stContent.jsp_40-ADULTLICENSE.html
- NSCAA Coaching Courses: <http://www.nscaa.com/nrc.php> and <http://www.nscaa.com/rc.php>

JOB DESCRIPTIONS

I – LeaguesUSA Sports Scheduler 2003

- LeaguesUSA Sports Scheduler 2003 User Manual:
http://www.leagueusa.com/product_scheduler.htm

1) We have 6 "divisions" (U-4, U-6, U-8, U-10, U-12 & U-14) The U-4 and U-6 games are scheduled for 1:00 hour only. All others are scheduled for 1:25. I only see one spot to set the game length. How would you recommend handling this situation?

The software is timeslot based. Therefore you can only use one game length per schedule.

You can't change the game-length between divisions. We have several work-a-rounds that may help you. It will depend on what you need to do with your schedule.

If possible, try to assign specific days of the week for divisions that share the fields with different game durations. Then create a schedule for each group with the same game duration.

If you need to put all of the divisions in a single schedule because you need to use the Team Binding feature or just want a Master Schedule for everybody, then you will need to get creative with how you add your timeslots to your fields.

Generally, those divisions with differing game-lengths play on different fields. So this is what you do:

First, set the game-length to the shortest time amongst all the divisions. Then, for those fields that must have longer game-lengths you must add your timeslots one timeslot at a time separating each timeslot according to the duration that you need.

For example:

If you set the game-length at one hour, but you need the timeslots to be one and half hours starting at 9am.

1. You must add your timeslots one at a time, because adding several timeslots at once will result in allowing games every hour.
2. Set the Open time to 9am and the Close time to 10am.
3. Add this timeslot.
4. For the next timeslot set the open time at 10:30am and the Close time at 11:30am
5. Add this timeslot.
6. Continue until you have added the desired amount of timeslots.

This will allow a game to be played every hour and a half instead of only one hour.

If the divisions with varying game-lengths must share the fields on the same days, then it would be a good idea to only allow each division to play at certain times of the day. You can force this to happen using the Block Dates, Times, and Fields option.

JOB DESCRIPTIONS

For example:

Given 2 divisions with different game lengths allowing Division 1 the early games and Division 2 the late games on the same fields. Division 1 has one-hour games and Division 2 has one-and-half-hour games.

1. Add the one-hour timeslots for the early games.
2. Add the one and half hour timeslots for the later games as described in the example above only adding one timeslot at a time until the desired amount is reached.
3. Go to Block Dates, Times and Fields.
4. For Division 1 block all available later times.
5. For Division 2 block all the early times.

You must think of the time blocks in a negative way. Block out what can't be used.

2) Is there a way to see which teams are not playing in a particular week (i.e. a list of teams with a bye for that weekend)?

There is no such thing as a “bye game” in league play. What you are referring to are teams that simply do not have a game on a given weekend. The important thing you should be looking at is that each team has the required number of games during the season. Our software will produce the correct number of matchups with an even number of home and away matchups.

If you are finding that there are several teams that don't play every weekend, then this may be because you have made too many weekends available on your fields. The software will attempt to spread all the games out over the entire season.

You can view all scheduled games from the Schedule Interface or use the Report Viewer to look at your schedule in many different ways. Go to My Schedule → Report Viewer.

3) I have two coaches in the same division that want to play back to back each weekend (as they share players). Do you have a recommendation on how best to handle this?

I think the best way to handle this would be to utilize the drag and drop Schedule Interface. You can move these matchups to timeslots that are next to each other.

Please keep in mind that dragging and dropping should be the last and final thing you do with your schedule. If you go back into the wizard to make a major change to your schedule parameters, then the software will need to regenerate a new schedule each time. As a result your previous manual changes will be lost.

Also keep in mind that the software does perfect time balancing to ensure that each team has equal exposure to all available timeslots (e.g. equal number of early and late games). Moving matchups to other timeslots will skew the time balancing for those teams involved.

4) I have a coach that has two teams (in different divisions). I want to make sure his schedule will allow for him to get from one field to another. How do I do this?

JOB DESCRIPTIONS

Use the Team Binding feature and activate the Minimum Time Between games. The Minimum Time Between Games should be input in multiples of your game length. For example if your game length is set at 01:00, and you input 01:15 minimum time between games, then the system will assume you want at least 02:00 between games.

JOB DESCRIPTIONS

J – Contacts

- Schools
 - Administration Sarah Campbell scampbel@chatham.k12.nc.us
 - Facilities David Moody dmoody@chatham.k12.nc.us
 - Chatham Charter
 - Horton Middle
 - Moncure Justin Bartholomew jbartholomew@chatham.k12.nc.us
 - North Chatham Charles Aiken caiken@chatham.k12.nc.us
 - Northwood HS Wanda Kidd
 - Perry Harrison Brayton Leonhardt bleonhar@chatham.k12.nc.us
 - Pittsboro Elementary Sarah Cooper scooper@chatham.k12.nc.us
 - Siler City Elementary
 - Silk Hope Elementary Janice Frazier jfrazier@chatham.k12.nc.us
 - St Thomas More David Tyll dtyll_stm@yahoo.com
 - Woods Charter
- Mid State Soccer League
 - Commissioner John Hunter midstatesoccer@hotmail.com
 - President Lex Alvord landscapesbylex@hotmail.com
- NCYSA
 - Director of Coaching Bill Furjanic doc@ncsoccer.org
 - Risk Management Rachel Jones rachel@ncsoccer.org
 - Challenge Susan Hartsell susan@ncsoccer.org
 - Recreation Judy Ennis judy@ncsoccer.org
- NCSRA
 - State Referee Assignor John Bouda jmb@ioa.com
- US Youth Soccer
 - Director of Coaching Sam Snow
 - Assistant DOC John Thomas jthomas@usyouthsoccer.org
- Non-School Fields
 - Briar Chapel Mitch Barron mbarron@newlandcommunities.com
 - Camp Royall David Yell dyell@autismsociety-nc.org
 - Carolina Meadows
 - The Preserve Pat Mowry
- Developers
 - Newland Companies Mitch Barron mbarron@newlandcommunities.com
 - Newland Companies Ed Timoney etimoney@newlandcommunities.com
- Fundraising
 - Uniroyal/Chapel Hill Tire Jen Hammon jhammon@trone.com
- Sports Leagues

JOB DESCRIPTIONS

- Chatham Parks & Rec Tracy Burnett tracy.burnett@chathamnc.org
- East Chatham Baseball
- East Chatham Football Joe Atwater jatwater2@nc.rr.com
- North Chatham Lacrosse Chris Mann christopher.mann@fmr.com
- Soccer Equipment
 - Score Steve Kamin scoresoccer108@aol.com
 - Pevo Andrew Quirk andrew@pevosports.com
- Landscaping
 -
- Uniform Recycling
 - Passback <http://www.passback.org/>
- Carolina Railhawks
 - Promotions Kevin Brosseau kevin@carolinarailhawks.com
 - Sales Dave Cieslinski dave@carolinarailhawks.com
 - Marketing Brad Myers brad@carolinarailhawks.com
 - President Chris Economides chris@carolinarailhawks.com
- Camps
 - British Soccer Camp Ben Cook bcook@challengersports.com
 - HatTrick Futbol Academy David Wren david@hat-trickfutbolacademy.com
 - Duke Soccer Camp Kathy Rennie socampboys@verizon.net
 - Carolina Railhawks
- Software
 - Sports Leagues USA Charlie Mandt charlie@leagueusa.com
- Purchasing
 - Score Steve Kamin

JOB DESCRIPTIONS

K – Grant Information

- US Soccer Foundation <http://www.ussoccerfoundation.org>
- Chatham Parks and Recreation <http://www.chathamnc.org/Index.aspx?page=150>
- United Way
- Carolina Meadows
- Galloway Ridge

JOB DESCRIPTIONS

L – Field Painting

Initial Painting Instructions

- 1) Using metal detector locate first pin.
- 2) Using 300' tape measure, compass and metal detector, locate last pin in line.
- 3) Using map and metal detector, locate all pins between first and last pin in line
- 4) Repeat for all exterior lines
- 5) Locate all interior pins using exterior pins as points of reference
- 6) Using string and screwdrivers, run string between pins as noted on the maps
- 7) Using specified paint color and paint machine, paint heavily along the string
- 8) Using tape measure and can of paint, paint the center circle, penalty arc and corner arcs (if field map calls for them)

NOTE: Dig out each pin to confirm that you have located the correct pin.

Maps

- Briar Chapel
- Camp Royall
- Carolina Meadows
- Chatham Charter
- Horton Middle School
- Moncure School
- North Chatham Middle School
- Northeast District Park
- Northwoods High School
- Perry Harrison
- Pittsboro Elementary: <http://www.chathamsoccerleague.org/forms/PES.pdf>
- Pittsboro Town Park
- The Preserve
- Town Lake Park: <http://www.chathamsoccerleague.org/forms/TLP.pdf>
- Silk Hope Elementary
- Southwest Community Park
- Spanish Baptist Church
- Woods Charter

JOB DESCRIPTIONS

M - Logos

<http://www.chathamsocketleague.org/images/logos/>

JOB DESCRIPTIONS

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