



Division Coordinator Responsibilities

The Community Soccer Club is organized by a volunteer board consisting of officers, coordinators, and at-large members.

We try to limit the number of board meetings out of respect for the time commitment of the members. Most of our business is conducted by email or on Saturday morning game days. Other meetings may be called from time-to-time by the president.

Players are assigned to club divisions based on grade in school and parent requests to play up no more than one grade level.

The divisions are:

Division	Roster Size *	Players on field *
Pre-K and Kindergarten Co-ed (<i>minimum age 4</i>)	8 - 9	5
Grade 1 & 2 Co-ed	11 - 12	8
Grade 3 & 4 Co-ed	13 - 14	9
Grade 5 & 6 Co-ed	14 - 15	10
Grade 7 & 8 Co-ed	15 - 18	11
Grade 5 - 8 All-Girls	15 - 18	11
Grade 9 - 12 (High School) Co-ed	15 - 18	11

* Note: desired maximum; deviate only if absolutely necessary (lack of coaches, cumulative requests, etc.)

Each division is to be coordinated by one board member. A board member may be assigned as coordinator for one or more divisions based on work load.

Responsibilities of Division Coordinators are as follows:

1. Recruit and assign head coaches and assistant coaches to each team. Direct contact should be made with all coaches, either by phone or email. Make sure you get an affirmative response before assuming a parent is going to coach just because they indicated that at registration.
2. Decide how many teams you will have and how many players will be on the roster. Set up teams in your division(s) based on registrations received prior to the deadline. There must be an even number of teams in each division. Target roster sizes are as listed above.

Note this may have to be adjusted based on registrations received, but the preference is to have more teams with smaller rosters where possible. Rosters are finalized on the web site but off line reports are useful for keeping organized.

3. Balance is also important. For all teams try to have an equal number of boys and girls and an equal number of lower grade and upper grade players. This will not always be possible due to requests. Use judgment and if you have to deny a request in the interest of balance you will have the club's support.
4. Accommodate all requests, to the extent possible, when assigning players to teams. Requests accompanying registrations received after the deadline may be accommodated at the discretion of the coordinator but are not guaranteed.
5. Call or email all coaches to inform them of these important items (again, make sure you get confirmation that the message was received if emailed):
 - a. Date, time, and place for coach's clinic
 - b. Date, time, and place for coach's meeting
 - c. Requirement to have a Volunteer Disclosure (SafeKids) form on file; blank forms may be downloaded from the web site or will be available at the coach's meeting; forms must be renewed each season for returning coaches.
 - d. Requirement to have a current concussion certificate on file with the club. These are good for three (3) years. Refer to the web site for the training course link.
 - e. If coach cannot make meeting, arrange for him/her to pick up rosters and schedule from you at a mutually agreeable time. Or, the information may be emailed. Also, for all divisions except Kindergarten, ask the coach what practice night / time s/he wants and enter that information on the practice sign-up sheet at the coach meeting.
6. Phone messages and emails received from parents in your division will be forwarded to you for disposition. Please keep the coordinator(s) of any other divisions that might be affected, as well as the president, informed of any action taken.
7. Any roster changes after the coach's meeting must be made on the website. Be sure to inform the affected coaches, parents, and division coordinators. If the coordinator is not sure how to do this please contact the president for assistance.
8. Attend as many Saturday morning sessions as possible. It is expected that all coordinators be present whenever games are being held to assist with set-up, tear-down, shirt sales, parent/player questions, game problems, discipline issues, and whatever else may come up that requires attention. Of course, if you are coaching, watching your kids' games, or cannot be there on a particular day that is understandable but advance notification to the president or other board members would be appreciated.