

Enfield Soccer Association Division Manager Job Description

- Attend Monthly General board meetings
- Format teams for managed division with information provided by registration manager through excel sheet and web site.
- Recruit coaches from volunteers listed on registrations. If none listed then call parents of players until you have enough coaches.
- Attend pre-season Coaches meetings. Hand out required forms, practice schedules, field locations and any required equipment i.e. nets & corner flags for your division. Hand out Uniforms.
- Work with equipment manager for any additional equipment needs for your division.
- Handle any disciplinary issues that may arise & report them and any issues you cannot solve to Recreational Vice President.
- Check Fields before first game, make sure conditions are ok & teams have required equipment. Report any field safety issues to safety director.
- Attend any required training clinics
- Help with any tournaments or events if possible i.e. *Rec Fest*, *Barmak*, Memorial day parade, fourth of July event.
- End of season turn in of equipment, account for all coaches equipment return from your division along with nets & corner flags. Hand out any end of season forms. Help with any end of season field closings.