

FC Legacy Staff Position Descriptions

Responsibilities of FC Legacy Staff

- Engage and respond to questions, concerns and opportunities from members and community
- Attend staff, Board, and committee meetings
- Monitor and make suggestions about website and social media outlets
- Remember that each staff member is accountable to all other staff, the membership, and the Board of Directors
- Communicate effectively with coaches, staff, players, and parents

JOB DESCRIPTIONS

Director of Operations (DOO)

The Director of Operations oversees **all off-the-field activities** for FC Legacy.

Responsibilities:

- Set up registration for events, leagues and tournaments in Blue Sombrero
- Register teams for leagues and tournaments, assuring all documents, permits and payments are submitted.
- Create MYSA player cards and rosters in Affinity, and distribute to managers for league and tournaments
- Serve as the administrative liaison to all league and tournament organizers (e.g., Lake Country, Heartland, MYSA, etc.)
- Secure hotel blocks for teams for tournaments, reserve coach rooms, send payment authorization
- Manage Blue Sombrero accounts (cancelations, credits, transfers, scholarships)
 - Send balance statements to members
 - Track fees past due and relay to Club Treasurer, if necessary
 - Track sponsorships and Club Bucks
 - Receive scholarship applications and adjust member balance
 - Apply Team Manager credits
- Send all club-wide emails
- Answer daily emails/phone/texts from coaches, managers and prospective and current members
- Recruit, train, supervise, manage and assist Team Managers
- Design, order, and distribute practice/special event t-shirts and coach shirts
- Set up Admiral account for players with unique jersey number
- Perform monthly reconciliation in Quickbooks for club and tournament checking accounts
- Send sympathy cards/ flowers/memorial contributions to members and charities, respectively
- In collaboration with staff and other personnel (paid or intern) - maintain website and social media
- Serve on Finance committee

Assistant Director of Operations & Coaching Administration (Asst. DOCA)

Responsibilities:

- Actively participate in coaching development activities as designed by the DOC – PD
- Communicate effectively with coaches, staff, players, and parents
- Work with DOC-PD to assign coaches to teams
- Work with DOC-PD to determine final rostering for players with input from coaches and DOO
- Determine practice schedules in consultation with coaches
- Secure field locations for outdoor training and gym locations for indoor training
- Assist Director of Operations with other administrative duties as necessary

Director of Coaching and Player Development (DOC-PD)

The Director of Coaching & Player Development is responsible to develop, manage and oversee programs and processes designed to meet the club's overall objectives relative to player and coach development. They will oversee **on-the-field activities** for FC Legacy related to training and match play.

Responsibilities:

- Recruit, hire and manage qualified coaches in consultation with other FC Legacy staff members
- Train and monitor coaches and help them plan and implement training sessions
- Coordinate club wide training/organize skills clinics – oversee *Foundations, High School Soccer Alternative* programs and any new programs from the club related to player development
- Develop *Game Analysis* system for coaching staff to assist them in weekly and season-long training plans.
- Work with Assistant DOCA to assign coaches to teams
- Work in collaboration with Assistant DOCA and treasurer to distribute and collect coaching agreements each season (Fall and Spring)
- Work with Assistant DOCA to determine final rostering for players with input from coaches and DOO
- Provide ongoing evaluation of coaches
- Determine appropriate league and tournament participation for the club and individual teams in consultation with staff coaches and Assistant DOCA.
- Work with all staff coaches to develop guidelines for them to ensure uniform terminology and technical communication
- Design and administer a coaching education program/conduct age-specific coaches clinics
- Conduct meetings for all staff coaches a minimum of six times annually.
- Develop coaching manuals focusing on roles and responsibilities of players in various systems of play for 4 v 4, 7 v 7, 9 v 9, and 11 v 11.
- Develop a standard coach and player evaluation process
- Design and execute team tryouts
- Develop camp curriculum and run camps for all player levels
- Report to the Board of Directors and attend board meetings

Treasurer

The Treasurer shall have the general authority, powers, duties, and responsibilities of a treasurer of a corporation, and as set forth in Section 4.9 of the Bylaws of FC Legacy.

Responsibilities:

- Receive and deposit cash and check payments from P.O. box into bank account
- Work with the Finance Committee to create the FC Legacy Annual Budget and monitor financial progress
- Maintain club finances to ensure proper accounting and management of all transactions
 - Manage QuickBooks and club bank accounts
 - Record club revenues, expenses, A/R and A/P within QuickBooks and reconcile weekly with club bank accounts
 - Monitor Bank Accounts to ensure correct allocation of funds and security of accounts
 - Manage accounts receivable
 - Enter payments received in proper accounts in QuickBooks
 - Send report to Director of Operations for cash/check payments received to be credited in Blue Sombrero
 - Manage accounts payable and expenses
 - Make payments due on all accounts
 - Provide reimbursements for club expenses made by personal funds
 - Maintain filing of receipts/invoices on all payments/reimbursements made
 - Manage payroll
 - Provide staff compensation payments on monthly basis
 - Provide coaching staff compensation payments on a monthly basis for seasonal coaching and on timely basis for tournament coaching
 - Receive additional coach pay list from staff coaches and verified in collaboration with DOO, DOC-PD, and Asst. DOCA
 - Maintain coach agreements
 - In collaboration with DOC-PD and Asst. DOCS Distribute and collect agreements each season (Fall and Spring)
 - Maintain database of coaching staff information for tax purposes
 - Provide referee compensation for Branson Shootout Futsal Tournament
 - Manage taxes
 - Prepare and file 1099s for all persons paid
 - Work with Tax Accountant to file tax returns annually
 - Work to ensure club receives all tax benefits offered as 501(c)(3)
- Provide comparative monthly financial reports at each Board Meeting
- Maintain and track sponsorships
 - Receive and deposit all sponsorship payments
 - Send invoices and tax documentation letters to sponsors
 - Send Director of Operations sponsorship accounts with Club Bucks credits to apply in system
- Review and track scholarships
 - Receive and approve scholarship applications
 - Track scholarships approved each season
- Past Due Account Collections
 - Communicate with members on accounts past due
 - Establish payment plans if needed and take additional steps of pulling player card if necessary
- Create and manage a Capital Reserve Account
 - Direct an amount each month to Reserve to reach an annual goal as specified by the Board
 - Dispense monies from Reserve towards projects as approved by the Board

- Answer emails, phone calls and texts on financial aspects from staff, Board, coaches, players and parents

Coaches

Coaches are selected by and responsible to the DOC-PD and Asst. DOCA.

Coaches are the primary contact that each player and parent has to the club and must represent the club and themselves in a manner consistent with club policies, procedures, and mission statement.

All FC Legacy coaches will:

- Collaborate with the DOC-PD and Asst. DOCA to
 - Select players for their team
 - Establish and implement training techniques
 - Determine team tactics and formations -
 - Determine times and locations for training sessions
- Maintain and pursue licensing appropriate to the level of the team being coached
 - USSF National D license, or equivalent, is preferred for those coaching competitive teams
- Participate in all league activities (Lake Country Soccer or other as appropriate) related to scheduling and preparation for league play, including but not limited to bracketing and scheduling meetings
- Develop, motivate, and teach players
- Ensure that necessary equipment is available for training
- Secure a substitute coach if, for any reason, the regular coach is unable to attend a game or practice
- Determine playing positions for each player
- Determine playing time for each player to enhance the development of each player
- Ensure that the uniform policy is enforced for practice and games
- Maintain good communication with the Team Manager
- Maintain good communication with parents and be accessible to discuss players
- Pass a criminal background check
- Provide player evaluations annually for each player

Expectations of Coaches

- Always remember that the players are children
- Understand the laws of the game and ensure that players understand and follow them
- Be at least 15 minutes early and prepared for all training sessions and games.
- Always show respect for players, referees, and opponents
- Do not use abusive or profane language
- Be gracious in victory and dignified in defeat
 - The coach is the example that the parents and players will follow
- The DOC-PD will review the status of any coach who is ejected from a game
- Do not talk to fans, opposing players, or opposing coaches during games, except to offer congratulations or assistance
- Coaching from the sidelines during games should be limited and positive
- Do not argue with officials
- Do not criticize a player in front of other players
- Support other FC Legacy coaches, teams, and players
- Wear appropriate FC Legacy attire to all training sessions and games
- Tobacco, alcohol, and non-prescription and/or illegal drugs are prohibited during all training sessions and games
- Improper contact or relationships with players will result in immediate expulsion
- Be responsible for enforcement of all club, league and MYSA policies, rules, and regulations

- Attend all scheduled club coaches meetings, including special meetings called by staff or board