



Job Descriptions, Roles & Responsibilities

Contents

INTRODUCTION.....	2
GENERAL KNOWLEDGE AND SKILLS.....	2
BOARD OF DIRECTORS.....	2
COMMITTEES	3
Nominating Committee.....	3
Team Selection and Placement Committee	4
Finance Committee.....	4
WSA Job Descriptions, Roles and Responsibilities.....	5
President.....	5
Immediate Past President	6
Treasurer	6
Secretary	7
Director of Registration	7
Director of Travel Program.....	8
Director of League Relations.....	11
Director of Intramural Program.....	11
Director of Fields and Facilities	14
Director of Referees.....	14
Director of Equipment	15
Director of Website	16
Director of Risk Management.....	16
At-Large.....	17



INTRODUCTION

This document describes the roles and responsibilities of key positions required to manage the Wakefield Soccer Association (hereafter referred to as the WSA). All positions are staffed by volunteers that are either elected by the membership (Director positions) or appointed by the Board of Directors (non-Director positions). Ideally, the WSA will strive to have each position assigned to a different individual, however, by necessity, it is recognized that an individual may be performing multiple jobs. In addition to providing clarity regarding which position within the club is responsible for which task, it is the intent of this document to provide those volunteers with a clear view of what each position requires in an effort to facilitate the recruiting of volunteers.

GENERAL KNOWLEDGE AND SKILLS

In addition to specific knowledge and skills required to fulfill the responsibilities of a specific position, the WSA will strive to fill positions with individuals who possess or will be trained to acquire the following general knowledge and skills:

- Knowledge of the WSA's mission, guiding principles and structure
- Knowledge of the WSA's policies and Age Group Overviews and Curriculum
- Ability to communicate in both written and oral form
- Ability to listen to others
- Ability to be inclusive of other ideas while leading and managing by the WSA's advocated approach
- Ability to make decisions with moral courage in the interest of all the players even if the actions are unpopular with others

BOARD OF DIRECTORS

The business of the WSA will be managed by the Board of Directors (hereafter referred to as the BOD). The BOD will exercise all powers of the WSA, except as otherwise provided by Law, the Articles of Organization, or the Constitution and Bylaws. The WSA is required by its bylaws to elect a BOD at the Annual General Meeting. A nominating committee shall provide a proposed slate of officers before the meeting. Members may also make nominations from the floor. The Board of Directors (BOD) of the WSA shall consist of the following:

Voting Positions

President

Treasurer

Secretary

Director of Travel Program

Director of League Relations

Director of Intramural Program



WSA Job Descriptions, Roles and Responsibilities (cont.)

Director of Fields & Facilities
Director of Risk Management
At Large Seats (3)

Non-Voting Positions

Director of Referees
Director of Equipment
Director of Fundraising
Director of Registration
Director of Website
Director of Tournaments
Immediate Past President

COMMITTEES

In addition to any special committees appointed by the president, the following committees will be appointed by the BOD yearly at the February BOD meeting to conduct WSA business for the upcoming year. Minimum membership is identified below, however, each committee will have the authority to add additional members as required to conduct their business. Each committee will as their first order of business determine the process that will govern the committee and its functions. The process shall be in compliance with WSA bylaws and policies and be subject to BOD approval. Once approved, the processes will be incorporated into this document.

Nominating Committee

The Nominating Committee will recruit and prepare a slate of nominations of officers and directors to be voted at the Annual General Meeting. The Nominating Committee shall consist of the President and two (2) other members of the BOD. The President will be the chairperson of the Nominating Committee. The Nominating committee will conduct its business as follows:

1. Poll Current BOD members and BOD future position holders for intended future commitment
2. Committee Members Assignment of Recruitment activity - Involve others as necessary
 - a) Develop list of potential job candidates from known interested parties
 - b) use Fall/Spring volunteer list to contact potential interested parties
 - c) Branch out to coaches and other parents as required
 - d) Concentrate on U6-U8 for long term stability based on positions
3. Review Candidates and Develop BOD Nominations Slate for AGM



Team Selection and Placement Committee

The Team Selection and Placement Committee will oversee the selection and placement of the Travel Program teams and coaches for the Spring and Fall seasons and ensure that the players are selected and placed in accordance with WSA policy and that the teams are placed in the most appropriate division and/or league according to each team's skill level. In addition, this committee will identify and review coaching candidates for the Travel and Intramural Program teams for the Spring and Fall seasons, and, develop and maintain a coach evaluation process. The Team Selection and Placement committee will consist of the President, Director of Travel Program, Director of League Relations, Director of Intramural Program and the Director of Coaching. The Director of Travel Program will be the chairperson of the Team Selection and Placement Committee.

The Team Selection and Placement Committee will conduct its business as follows:

1. Collect/Analyze data from previous Seasons
 - a) Team Placement Evaluation - categorize placements from previous two seasons as correct, too high, or too low.
 - b) Identify Team Placement/League Trends if applicable
2. Develop Checklist to address the following areas:
 - a) WSA policy
 - b) Team Placement
 - c) Player Placement
 - d) Coach Selection
 - e) Coach Placement
3. Update Team Selection Process from existing WSA Team Selection Policy
4. Communicate Checklist Criteria & Process to Age Group Coordinators
5. After Age Group Coordinators complete the Team Placement, Team Selection and Coach Selection process the Committee will review each coordinator's Checklist for any non-compliance and address any issues with the coordinator(s)
6. The Committee will attempt to resolve all issues with the coordinator, however, if any cannot be resolved in a timely manner an Appeal will be scheduled with the full BOD
7. Changes to placements/rosters due to late registration or league division changes will require committee review prior to implementation.

Finance Committee

The Finance Committee will be responsible for improving the operations of WSA by:

- Reviewing and recommending financial policies to the board, including adequate internal controls and financial records maintenance in accordance with standard accounting practices



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Overseeing budget preparation and financial planning
- Preparing accurate, timely, and meaningful financial statements for the board
- Maintaining accurate and complete financial records
- Helping the board understand the organization's financial affairs
- Outsource appropriate professionals to maintain compliance with federal, state, and other requirements related to the organization's finances.

Time Commitment: Generally, 4-6 hours per month. During budget development (April-May) and tax filing (July-August) times, 20+ additional hours.

WSA Job Descriptions, Roles and Responsibilities

The following key positions are required to manage the work of the WSA.

President

The President is the Chief Executive Officer of the WSA, and subject to the direction of the BOD, shall have general supervision and control of its business.

Duties and Responsibilities

- Ensure that the WSA is managed in accordance with its by-laws, policies, mission statement and guiding principles
- Ensure that all decisions and/or directives of the BOD are implemented in a timely manner
- Ensure that the WSA operations are managed in a timely and efficient manner
- Ensure that all positions required to run the WSA are staffed
- Appoint committees as required to carry out WSA business
- Work with the BOD to develop a dynamic strategic roadmap for the WSA
- Preside at all meetings of the WSA and establish the agenda for all BOD meetings, Annual and Special meetings
- Present an annual report of the state of the WSA at the Annual General Meeting
- Act as the principal representative of the WSA
- Have signature authority, in addition to the Treasurer, for club expenditures
- Special Knowledge and Skills
 - Ability to take directions and provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings
 - Robert's Rules of Order



Time Commitment: 4-8 hours per week.

Immediate Past President

The Immediate Past President shall serve as advisor to the Board of Directors to efficiently transition the roles and responsibilities of the President. This position will have a term limit of one year.

Treasurer

The Treasurer, subject to the direction of the BOD, has general charge of the financial affairs of the WSA.

Duties and Responsibilities

- Implement and/or maintain the bookkeeping system and accounting processes required to provide a detailed set of records of income and expenditure of the WSA
- Be responsible for all day-to-day bookkeeping and handling of accounts payable and account receivable issues
- Have custody of all funds, securities, financial records and tax documents of the WSA
- Act as chairperson of the Finance Committee
- Establish an annual operating budget and submit it for BOD approval prior to the start of the fiscal year
- Publish a monthly and year-end financial statement.
- Submit an Annual Report of Finances to the Board of Directors for presentation at the Annual General Meeting
- File all reports to the appropriate Government Agency in a timely manner, including, but not limited to yearly income tax returns
- Ensure that the WSA maintains a 501c3 non-profit tax status
- Pay all bills that are within the approved limits of the WSA annual operating budget or have been otherwise approved by the BOD, in a timely manner
- Obtain BoD decision for expenditures not covered in the annual budget
- Maintain a Bank Account in the Club's name
- Be one of the two persons, together with the President, authorized to sign checks
- Special Knowledge and Skills
 - Knowledge of general accounting practices for non-profit organizations
 - Skilled in the use of electronic bookkeeping (e.g. Quickbooks Online)
 - Proficient with spreadsheet software (e.g. Excel, Google Sheets)

Time Commitment: Average of 10-12 hours per month; 40+ hours in May to develop next fiscal year budget



Secretary

The Secretary is responsible for recording, maintaining and distributing records of WSA business.

Duties and Responsibilities

- Record the minutes of all WSA meetings including meeting time, date, location, attendance, BOD vote results, and highlights of key discussions
- Distribute meeting agendas and minutes for review before and/or after meetings
- Be the custodian of all official records of the WSA (i.e. minutes, insurance documents, bylaws, etc.)
- Plan, schedule, secure location and notify the BOD and members of upcoming and scheduled meetings, including monthly, annual and off-cycle meetings.
- Manage official WSA communications including email, newspaper and online announcements and responses to online requests for information (e.g. 'Contact Us' link on WSA website)
- File annual report on Secretary of Commonwealth of MA web site and file additional updated documents as necessary
- Special Knowledge and Skills
 - Ability to capture key discussion points in clear, concise manner and ask for clarity in situations where discussion points are not clear
 - Proficient with word processing software and electronic mail

Time Commitment: 4-6 hours per month.

Director of Registration

The Director of Registration has overall responsibility for the WSA player registration process and related WSA affiliation requirements with MYSL and Mass Youth Soccer.

Duties and Responsibilities

- Implement and/or maintain the WSA registration process to ensure an accurate and timely registration of the WSA membership for the Spring and Fall seasons as well as other clinics and/or camps, as needed
- Implement and/or maintain the Wakefield United registration process to ensure an accurate and timely registration of the United teams for fall and/or spring seasons
- Implement and/or maintain online signups for various activities such as practice time sign ups, coach education clinics, tryout volunteers, etc.
- Maintain, or coordinate with Director of Web Site, the registration page(s) on the WSA web site.
- Manage registration funds and ensure timely coordination with the Treasurer
- Maintain a database of all currently registered players as well as past players
- Coordinate resolution of incomplete registrations



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Coordinate processing of mail-in registrations
- Coordinate Age Group wait lists with Age Group coordinators
- Develop a list of candidates for travel tryout sessions
- Ensure that all players, coaches and volunteers are affiliated in accordance with MYSL and Mass youth Soccer requirements and submit required affiliation and other fees due to MYSL and Mass Youth Soccer in Spring and Fall
- Produce mailing lists from the registration database, as required.
- Special Knowledge and Skills
 - Expertise with computers and software systems
 - Attention to detail

Time Commitment: Generally 4-6 hours per month. 4-8 hours per season preparing for new season registration periods (November-January, March - June, August-September).

Director of Travel Program

The Director of Travel Program has overall responsibility for the WSA's Travel Program. The Travel Program typically consists of the Boys and Girls U10, U12, U14, U16, U18 (U16/18 Spring only) Age Groups. This role largely performs an oversight function, but the Director of Travel Program ultimately has responsibility for all travel-based programs, ensuring that they are administered per the WSA's policies.

Duties and Responsibilities

- Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group, as per the WSA's Team Selection policy and that the Travel teams are ready by the start of the soccer season
- Participate in the development of the Travel Program team rosters and placements as chairperson of the Team Selection and Placement Committee
- Organize and run Age Group Coordinator kick-off meeting before the start of each season
- Verify rosters and verify/print pass cards for MYSL league for the Spring season
- Ensure by working with the Director of Facilities that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for the Travel Program is available prior to the start of the season
- Coordinate with the Director of Referees to ensure referee assignments are carried out as required
- Ensure, working with the Age Group Coordinators and the Director of Coaching, that coach development activities are communicated and made available to coaches
- Monitor the progression of the season, ensuring that the age groups operate per the WSA's policies and Age Group Overviews and request division changes for misplaced teams.



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Ensure that information is passed along in a timely fashion to the Age Group coordinators, and others, as appropriate
- Ensure that the club philosophy, divisional approach and important current events are communicated to all Age Group Coordinators for distribution to parents/guardians before the season and during the season as appropriate
- Ensure that end-of-season player evaluations are collected by all age group coordinators and made available to the Team Selection and Placement committee
- Ensure that travel tryouts are properly staffed with volunteers at check-in and at various tryout stations and that tryout process approved by tryout committee is properly administered.
- Communicate the team placements and rosters identified by the Team Selection and Placement committee to the Age Group Coordinators for distribution to coaches, and to the Director of League Relations for submission to the league.
- Recruit Age Group Coordinators for the Travel Program and present selections to the Nominating Committee
- Working with the Age Group Coordinators facilitate coach recruitment
- Ensure that all Travel Program issues are addressed and solved to a satisfactory and timely resolution
- Act as contact person for parents who have issues with placement or coaches
- Ensure that coaches and other key volunteers are recognized for their contributions
- Ensure that the Travel Program continuously improves and evolves to meet the current demands and youth-in-soccer philosophies
- Oversee Age Group Coordinators, and take on their tasks if those roles are not filled
- Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings

Time Commitment: Generally 10-12 hours per month. 10-12 hours per week during pre-season periods (December-April and June-September).

Travel Program Age Group Coordinators

The Age Group Coordinators have overall responsibility for a specific age group within WSA's Travel Program. Age Group coordinators will be typically required for Boys and Girls U10, U12, U14, U16/18 (U16/18 Spring only) age groups. Each age group coordinator will have over-sight responsibility for the age group as well as be actively involved in the league, coach, team, and player placement process.

The coordinator is ultimately responsible for ensuring that all WSA policies and procedures are successfully administered. The Age Group Coordinator is the WSA's primary champion and principal point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers and players in the age group.



Duties and Responsibilities

- Act as the primary liaison between the WSA and age group coaches and ensure that all WSA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notification of player team placements)
- Develop Travel Program team rosters and placements and submit them to the Team Selection and Placement Committee for review and approval
- Monitor and collect end of the season player evaluations from coaches
- Provide approved rosters, schedules, equipment and general guidance to coaches as required
- Ensure that all coaches have submitted Zero Tolerance forms to Assistant Registrar
- Ensure that all coaches within the age group have requested/received field space to accommodate practices
- Ensure that the club philosophy and divisional approach are communicated by the coaches to parents/guardians before the season (coordinator's letter)
- Monitor the progression of the season, ensuring that the age group operates per the WSA's policies and Age Group overviews and request division changes for misplaced teams.
- Ensure that end-of-season player evaluations are completed by all coaches in a timely manner
- Ensure all travel coaches and players (U12 and above for players) submit and have ID cards.
- Ensure that all Age Group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required (the number of players registered determines the number of coaches required), working with DOC and Travel Director
- Encourage all coaches to view other teams within the age group - especially those teams one level up and/or down from their team.
- Monitor the coaches during the season (games and/or practice) and complete coach evaluations
- Resolve any issues with parents that cannot be resolved by the coach (those issues that can't be resolved will be referred to the Director of Travel Program or WSA BoD as appropriate)
- Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings

Time Commitment: Generally, 10 hours per month. 6-8 hours per week during pre-season periods (December-April and June-September).



Director of League Relations

The Director of League Relations acts as the representative of the WSA to the MYSL (Middlesex Youth Soccer League).

Duties and Responsibilities

- Attend MYSL meetings each month
- Attend MYSL Annual General Meeting
- Attend WSA monthly meetings
- Report all league decisions and issues to the WSA
- Bring WSA issues and opinions to the league
- Vote on League issues on behalf of the WSA during league meetings as appropriate
- Submit team rosters, team placements, payments, playing field availability and all other required league paperwork in a timely fashion
- Provide necessary data entry in SportsManager to the league in a timely fashion
- Work with league commissioners, age directors and board of directors on matters pertinent to WSA travel teams entered in the league
- Work with the WSA Director of Travel Program to ensure that the WSA Travel Program operates within league guidelines.
- Work with the WSA Director of Referees (Referee Assignor) in any league referee matters that may arise
- When called for, act as WSA's liaison with Massachusetts Youth Soccer Association
- Act as a member of the Team Selection and Placement committees
- Special Knowledge and Skills
 - Ability to use sound judgment

Time Commitment: Approximately 10-12 hours per month, including attendance at required meetings.

Director of Intramural Program

The Director of Intramural Program has overall responsibility for the WSA's intramural soccer program. This typically consists of the U-5, U-6, U-7, U-8, U-10, BU12 (if feasible), GU-12 (if feasible), BU-14 and GU-14 divisions. This role largely performs an oversight function, but the Director of Intramural Program ultimately has responsibility for all intramural programs, ensuring that they are administered per the WSA's policies.

Duties and Responsibilities

- Ensure that pre-season planning activities and outcomes, including team and coach assignment, are accomplished in each age group, as per the WSA's Team Selection policy and that the soccer season commences on time
- Oversee the development of the Intramural Program team rosters
- Act as a member of the Team Selection and Placement Committee



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Organize and run Age Group Coordinator kick-off meeting at the start of the season
- Ensure by working with the Director of Facilities that field space is allocated and adequate to accommodate matches and practices
- Ensure by working with the Director of Equipment that equipment required for the Intramural Program is available prior to the start of the season
- Ensure by working with the Director of Coaching that coach development activities are communicated to and made available to coaches
- Coordinate with the Director of Referees to ensure referee assignments are carried out as required
- Monitor the progression of the season, ensuring that the age groups operate per the WSA's policies and Age Group Overviews
- Ensure that information is passed along in a timely fashion to the Age Group coordinators, and others, as appropriate
- Ensure that the club philosophy, divisional approach and important current events are communicated to all Age Group Coordinators for distribution to parents/guardians before the season and during the season as appropriate (Pre-Season "Join Up" letter)
- Ensure that end-of-season player evaluations are collected by all age group coordinators and made available to the Team Selection and Placement committee
- Recruit Age Group Coordinators for the Intramural Program and present selections to the Nominating Committee
- Work with the Age Group Coordinators to facilitate coach recruitment
- Ensure that all In-town Program issues are addressed and solved to a satisfactory and timely resolution
- Act as contact person for parents who have issues with placement or coaches
- Ensure that players are acknowledged for their participation (awards) and, coaches and other key volunteers are recognized for their contributions
- Ensure that the In-Town Program continuously improves and evolves to meet the current demands and youth-in-soccer philosophy
- Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings

Time Commitment: Generally 4-8 hours per month. 8-10 hours per week during pre-season periods (December-April and June-September).

Intramural Age Group Coordinators

The Age Group Coordinators have overall responsibility for a specific age group within WSA's Intramural program. Each Age Group Coordinator will have over-sight responsibility for the age group as well as be actively involved in coach and player placement process. The coordinator is ultimately responsible for ensuring that all WSA's policies and procedures are successfully



administered. The Age Group Coordinator is the WSA's primary champion and principal point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers and players in the age group.

Duties and Responsibilities

- Act as the primary liaison between the WSA and age group coaches and ensure that all WSA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notification of player team placements)
- Create and communicate the season (match) schedule to all coaches before the start of the season
- Participate in the development of the Intramural Program team rosters and select coaches
- Schedule and manage (cancellations, payment, etc.,) referees for matches as required and work with the refs to make sure they are following guidelines and providing constructive instruction to the players.
- Organize and run Age Group meeting at the start (coach's kick-off meeting) and at the end of the season (coaches' player evaluations meeting)
- Provide rosters, schedules, equipment and general guidance to coaches as required
- Ensure that all coaches have submitted Zero Tolerance forms to the Director
- Ensure that all coaches within the age group have requested/received field space to accommodate practices
- Ensure that the club philosophy and divisional approach are communicated by the coaches to parents/guardians before the season (Pre-Season "Join Up" letter)
- Monitor the progression of the season, ensuring that the age group operates per the WSA's policies and Age Group Overviews
- Ensure that end-of-season player evaluations are completed by all coaches in a timely manner
- Ensure that all Age Group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development
- Encourage all coaches to view other teams at the age group level
- Monitor the coaches during the season (games and/or practices) and complete coach evaluations
- Resolve any issues with parents that cannot be resolved by the coach (those issues that can't be resolved will be referred to the Director of Intramural Program or WSA BOD as appropriate)
- Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings

Time Commitment: Generally, 2 hours per month. 8-10 hours per week during pre-season periods (December-April and June-September).



Director of Fields and Facilities

The Director of Fields and Facilities is responsible for the overall management, operation, scheduling, coordination and availability of all game and practice facilities used by the WSA.

Duties and Responsibilities

- Coordinate field availability with coaches for all initial and rescheduled games
- Generate and communicate practice schedule from coach's inputs
- Coordinate with the Director of Referees Coordinator to schedule referees for rescheduled games
- Monitor field conditions before and during season and together with the President, Director of Travel Programs, Director of Intramural Program, close fields as required if fields are deemed unplayable
- Supervise the development and maintenance of soccer fields for WSA and expend funds appropriated by the BOD for such development and maintenance.
- Coordinate with the Director of Equipment to ensure that any equipment required for field maintenance and preparation (e.g. nets, goals, painting equipment) is procured
- Liaison with the Wakefield Recreation Department, Wakefield School Department and Northeast Vocational Technical School to obtain field and facility use permits or organizational approval for use of necessary fields and facilities.
- Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season.
- Establish a budget for facilities requirements for each fiscal year
- Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment

Time Commitment: Generally, 4-6 hours per week. 8-16 hours per week during pre-season periods (December-April and June-September).

Director of Referees

The Director of Referees has the overall responsibility for recruiting, developing, managing and scheduling all referees assigned by the WSA to cover matches and to ensure that those referees are properly certified or trained as required to cover the games for which they are assigned.

Duties and Responsibilities

- Ensure that all referees, whether certified or not, have the training to referee the level of game they are assigned
- Be responsible for referee development planning and activities



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Develop and maintain lists of active, certified and non-certified referees in town and surrounding towns if necessary, and, update the lists each season
- Act as the central contact for League Referee issues
- Organize a training meeting for travel referees prior to the beginning of each season and as necessary at other times
- Attend the state certification course and completes the annual re-certification requirements (preferred, but not required).
- Assign referees to all in-town games and rescheduled games
- Submit referee game payment requests to the treasurer for payment
- Make sure the referees are aware of any rule changes each season.
- Recruit new referees
- Resolve all referee related issues to a timely and effective resolution
- Special Knowledge and Skills
 - State certified referee assignor (being a certified referee is preferable, but not required)
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment
 - Ability to manage and lead meetings

Time Commitment: Generally 2 hours per week during the season and 4-6 hours per week during pre-season periods (February-April and August-September).

Director of Equipment

The Director of Equipment is responsible to provide and manage the necessary equipment required by the WSA to operate its soccer program.

Duties and Responsibilities

- Work with the Director of Travel Program, Director of Intramural Program and the Director of Fields and Facilities to establish their yearly requirement for equipment and uniforms
- Establish an equipment budget for each fiscal year
- Keep an accurate inventory of all equipment owned by the WSA (this includes, but is not limited to, all on field items, field lining equipment, goal replacement supplies, game and practice items, first aid needs and uniforms)
- Plan the collection of all coaches' equipment at end of each season to facilitate inventory and establish reorder requirements
- Work with Program directors to schedule the distribution and return of equipment
- Purchase all needed equipment and accessory items, following the established budget for the fiscal year
- Special Knowledge and Skills



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Ability to use sound judgment
- Ability to provide direction to others
- Ability to negotiate
- Ability to establish and manage execution of plans
- Ability to use computer systems to track/maintain inventory

Time Commitment: Generally 4-8 hours per month. 8-10 hours per week during pre-season periods (Feb - April and August - Sept)

Director of Website

The Director of Website is responsible for the development and maintenance of the WSA Internet Website.

Duties and Responsibilities

- Develop and maintain the WSA web site
- Keep the WSA website current
- Special Knowledge and Skills
 - Website development and editing

Time Commitment: Generally 4-6 hours per month.

Director of Risk Management

The Director of Risk Management has overall responsibility for management of all activities related to the minimization of potential risks to the association and its members.

Duties and Responsibilities

- Shall oversee and administer all aspects of risk management for the club.
- Shall assist in establishing policies concerning risk management issues within the club,
- Shall assess, identify, analyze and prioritize potential risks to maximize safety of athletes, volunteers and spectators.
- Shall assist the club in communication regarding risk management, and develop distribution of educational and instructional materials.
- Shall monitor risk management in all areas including but not limited to:
 - Prevention of Child Abuse
 - Safety of facilities (including goals, parking lots, etc.)
 - Safety and First Aid Guidelines
 - Guidelines for Tournaments and Travel
 - Special Knowledge and Skills
 - Ability to provide direction to others
 - Ability to mediate
 - Ability to establish and manage execution of plans
 - Ability to use sound judgment



WSA Job Descriptions, Roles and Responsibilities (cont.)

- Ability to manage and lead meetings

Time Commitment: Generally 2 hours per week during season and 4 hours per week the weeks prior to season start. 4 hours per month off season.

At-Large

At-Large board members do not have pre-defined duties, but are voting members of the board. The current needs of WSA will determine the tasks and/or committees they will be assigned to by the president of the Board.

Duties and Responsibilities

- Attendance requirement: Any Board member that misses three monthly meetings during the course of the fiscal year may be removed and replaced by vote of the Board.
- Provide input on organizational matters.
- Take on short-term assignments such as: organizing picture day, serving on a standing or new committee, volunteering at tryouts, etc.

Time Commitment: Generally, 2-6 hours per month