



Lakewood Director Duties - 2018

Director-Technical Coordinator

- Responsible for scheduling evaluations, finding evaluators and organizing equipment for evaluations
- Responsible for finding Evaluation Day Supervisors and Age Group Coordinators
- Responsible for compiling evaluation data and working with the General Manager of Operations, the Coaching Coordinator, the Age Group Coordinators and coaches to place players on teams
- Responsible for scheduling practice time with the Lakewood technical staff
- Lakewood technical staff report to the Technical Coordinator
- Attend regular board meetings

Director-Coaching Coordinator

- Responsible for finding coaches for all the Lakewood teams
- Responsible for updating the coach and manager package for each season
- Responsible for tracking certification levels for all coaches and managers including MED and RIS
- Responsible for tracking criminal record checks for all coaches and managers
- Attend regular board meetings

Director-Treasurer

- Prepare, manage and distribute monthly financial statements for monthly board meetings
- Prepare financial statements for annual review and/or audit
- Maintain financial records through the Simply Accounting software package and supplemental schedules as required
- Prepare and manage the annual Board-approved budget for the Lakewood Soccer Association
- Maintain accounts receivable through registration fees, player transfer fees, fundraising events, and tournaments
- Responsible to make sure cheque requests completed for all cheques
- Prepare cheques for all Lakewood payments
- Make bank deposits as needed
- Process and handle NSF issues through collections (after reviewing with Lakewood Board)
- Attend regular board meetings

Director-Registration Coordinator

- Responsible to update and maintain the online registration system
- Member of the SYSI Permission to Play Out-of-Zone (PTPOZ) Sub-Committee (2-4 meetings per year)
- Provide assistance with PTPOZ forms (player placement to and from Lakewood)
- Responsible for transfer of fees to and from other zones with transferred players
- Responsible for registration summaries and determining number of teams in each division (with Technical Coordinator)
- Register teams with SYSI (Zone Team Forecast and Submission) and pay SYSI fees
- Coordinate with SYSI to determine dates for registration and for late fees
- Communication with KidSport and Jumpstart and assist parents submitting the forms
- Attend regular board meetings

Director-Secretary

- Responsible for preparing meeting agenda and recording minutes from board meetings
- Attend regular board meetings

Director-Communications Coordinator

- Responsible for maintaining the Lakewood website
- Responsible for creating Lakewood newsletter
- Responsible for distributing Lakewood newsletter to schools and community associations
- Works with the Registration Coordinator to update the online registration system
- Attend regular board meetings

Director-Fundraising Coordinator

- Responsible for assisting teams with ideas for fundraising
- Responsible to develop fundraising opportunities for teams and for Lakewood
- Attend regular board meetings

Director-Equipment Coordinator

- Responsible to maintain and organize the Lakewood storage facility
- Responsible to coordinate the distribution and return of uniforms and equipment for all teams
- Responsible to sort and store all equipment and uniforms after returns
- Responsible to replenish and/or arrange for repair of uniforms and equipment after each season
- Responsible for supplying equipment for evaluations
- Attend regular board meetings

Director-Facilities Coordinator

- Responsible to obtain practice times for all Lakewood teams for the indoor season
- Responsible to schedule practice times for all indoor Lakewood teams
- Responsible to obtain facilities for evaluations, for team meetings and for board meetings
- Support the Kickstart Tournament Committee for any tournament field needs
- Attend regular board meetings

Director-Mini-Soccer Coordinator

- Organize 2 meetings per season with the Lakewood area community association soccer coordinators
- Coordinate player and coach training for the Lakewood area community associations
- Assist the staff coaches to develop the mini soccer (U7 and U9) training program
- Attend regular board meetings

Director-Tournament Coordinator

- Responsible to organize the Lakewood Kickstart tournament
- Responsible for finding Kickstart committee members
- Manage and update Tournament Duties document
- Attend regular board meetings

Officer-President

- Chair all Lakewood board meetings
- Search for people to fill vacancies on the Lakewood Board or Committees
- Sit on various SYSI committees (zone presidents, Zone Composition Advisory Committee, SYSI Board) or find delegates as required
- Preside over complaints brought against Lakewood or delegate as required

Officer-Vice-President

- Fill in for the President as required

Lakewood requires volunteers for the following non-Board positions for each soccer season

Age Group Coordinators (6 required)

- Responsible for communicating with players about evaluation times
- Responsible for collecting registration payments at evaluations
- Providing assistance to the General Manager of Operations, the Coaching Coordinator, the Technical Coordinator and coaches to place players on teams

Evaluation Coordinator (1 or 2 required)

- Obtain and set up equipment for evaluations
- Support the Technical Coordinator, Age Group Coordinators and evaluators during evaluations
- Take down equipment at the end of the session

Kickstart Committee (4-6 required)

- Responsible for organizing Lakewood Kickstart tournaments

Coaching Committee (4-6 required)

- Duties and Responsible are covered in the Lakewood Coaching Committee Terms of Reference

Player Development Committee (4-6 required)

- Duties and Responsible are covered in the Lakewood Player Development Committee Terms of Reference

Lakewood also requires volunteers for the following committee positions

SYSI Committees (9 positions)

Program Committee (3 positions from Lakewood, plus 1 from mini soccer in Lakewood zone)

Responsible for all changes in format for youth soccer (number of players on field, on rosters, permit rules, etc.). Committee meets 4-6 times per year plus many decisions made by E-Mail.

Discipline Sub-Committee (1 position)

Responsible for conducting hearings for all game related incidents (red cards, coach/player conduct). Committee meets as required – usually 2-4 times per year.

Referee Development and Recruitment Sub-Committee (1 position)

Committee is joint between SYSI, SASI (Saskatoon Adult Soccer Inc.) and SDSRAI (Saskatoon and District Soccer Referees Association Inc.) to help guide referee recruitment and development. Committee meets 2-4 times per year.

PSL/Premier Structure Sub-Committee (2 positions)

Committee recommends premier or PSL changes to the Program Committee. Changes to maximum number of PSL teams allowed from Saskatoon, rules around drafting players from other zones, etc. Committee meets 2-4 times per year.

U19 Division Alignment Sub-Committee (2 positions)

Committee recommends U18 playing format, team formation, division alignment (who plays who, which teams go into each division) to the Program Committee. Committee meets 2 times per year.

Contact Leonard Lewko at president@lakewoodsoccer.com with questions.

January 31, 2018