

East St. Paul Community Club (ESPCC)
Soccer Director, Convener and Equipment Manager
Roles & Responsibilities

General Role Overview:

All conveners' work together, along with the ESPCC Soccer Director, who oversees the program, to ensure that the club is represented in a professional manner and that all club and district policies are implemented efficiently. The group also works towards improvements and changes by lending input and creating new guidelines and procedures as required. All club volunteers are to be respectful towards one another and should have an enthusiastic and positive attitude. A sincere desire to create a safe and fun environment for the youth soccer program, while wanting to provide skillful learning opportunities for players, are also an asset for this role.

General Responsibilities:

There are two meetings each calendar year where all of the soccer conveners, the equipment manager and the soccer director get together to plan and prepare for the outdoor and indoor soccer programs for ESPCC.

-Specifically, the U4-U8 convener responsibilities are (but are not limited to):

- Ensuring there is a personal understanding of the program and specific age group formats, rules, etc. Templates have been created in order to assist with organizing and streamlining the program details. As well, a monthly task list has been created in order to plan and prepare for the season.
- Reviewing player registration lists in order to place players and coaching staff to form teams. Form balanced teams according to age group guidelines.
- Communicating with coaching staff to distribute team rosters, schedules, etc., as well as, working with the coaching staff to ensure coaching requirements are obtained in a timely manner. Facilitate or support coaching staff with Parent Meeting Agendas,

- Player Information Sheets and encourage pre-season parent meetings.
- Communicating with the ESPCC Equipment Manager to ensure teams receive jerseys and equipment.
 - Working alongside the FCNW convener group to help plan and prepare for the annual season-end jamboree.
 - Communicating with coaching staff and parents to address concerns, resolve issues, and when necessary, discussing these items with the ESPCC Soccer Director. Regular communication and updates are required with the ESPCC Soccer Director as well. This is often achieved simply by being copied in on emails.
 - Encourage and support coaching staff and coaching development through the use of training session planning, practice planning, clinic attendance and use of soccer manuals.
 - U4–U8 conveners run their programs in May and June; however pre-season preparation specifically begins for ESPCC in March and ends mid-July. ESPCC falls under the umbrella of the FCNW (Football Club Northwest) district and planning for the soccer program takes place all year-round. There are typically eight meetings a year with all of the FCNW Mini Soccer Conveners and the FCNW Mini Director.
 - Although the ESPCC Soccer Director does oversee the entire soccer program, U4-U8 soccer conveners work primarily with the FCNW Mini Soccer Director.
 - The FCNW district U4-U8 age groups are currently in an outdoor soccer program only.

-Specifically, the U9-U18 convener responsibilities are (but are not limited to):

- Ensuring there is a personal understanding of the program and specific age group formats, rules, etc. Templates have been created in order to assist with organizing and streamlining the program details. As well, a monthly task list has been created in order to plan and prepare for the season.
- Reviewing player registration lists in order to place players and coaching staff to form teams. Form balanced teams according to age group guidelines.

- Communicating with coaching staff to distribute team rosters, schedules, etc., as well as, working with the coaching staff to ensure coaching requirements are obtained in a timely manner.
- Facilitating or supporting coaching staff with Parent Meeting Agendas, Player Information Sheets and encourage pre-season parent meetings.
- Coordinating practice times and distribution of schedule through communication with coaching staff and ESPCC Soccer Director
- Communicating with the ESPCC Equipment Manager to ensure teams receive jerseys and equipment.
- Work alongside the FCNW (Football Club Northwest) convener group and WYSA (Winnipeg Youth Soccer Association) to help plan and prepare for the annual season-end jamboree (U9 – U12 age groups only).
- Communicating with coaching staff and parents to address concerns, resolve issues, and when necessary, discussing these items with the ESPCC Soccer Director. Regular communication and updates are required with the ESPCC Soccer Director as well. This is often achieved simply by being copied in on emails.
- Encourage and support coaching staff and coaching development through the use of training session planning, practice planning, clinic attendance and use of soccer manuals.
- U9–U18 conveners run their programs over several months of the calendar year: U9 – U12 run from the end of April/early May to mid-July (outdoor soccer) and the end of October to the end of March (indoor soccer). U13 – U18 run from the end of April/early May to the end of June, but then playoffs resume in early September and are done at the end of that same month (outdoor soccer). The indoor program runs from the end of October to the end of March.
- Pre-season preparation specifically begins for ESPCC in March (outdoor soccer) and August (indoor soccer).
- ESPCC falls under the umbrella of the FCNW district and planning for the soccer program does take place all year-round. There are typically eight meetings a year with all of the FCNW Soccer Conveners, representing the eleven CC's within the district, and the FCNW Recreational Director.

-Specifically, the Soccer Director responsibilities are (but are not limited to):

The ESPCC Soccer Director works with the ESPCC Manager and ESPCC Club President, as well as a number of soccer conveners and the equipment manager, in order to provide the best possible soccer experience for all players, parents, coaching staff and community.

Specifically, working with the ESPCC Manager and Club President to ensure proper budgeting and program costs are established, to access and review any registration reports and to communicate field needs at Benham and the main complex facilities.

To work with the soccer conveners in a timely and efficient manner in regard to all of the items above as well as to make sure all players are placed on a team, to help facilitate practice locations as well as to support and/or resolve any player, parent or coaching issues. Meetings are called on a need-to basis in addition to the semi-annual meetings.

The soccer director also works closely with the FCNW Mini Soccer Director and the FCNW Recreational Director in a timely and efficient manner in regard to all of the items above, but also works to establish proper programming for each age group and to ensure ESPCC player and parent needs are taken into consideration when decisions are being made. Good written and oral communication skills, a positive attitude and a strong work ethic are required for this role.

Specifically, the Equipment Manager responsibilities are (but are not limited to):

General Role Overview:

The equipment manager manages and oversees all of the required sports equipment and jerseys for all teams within the East St. Paul Community Club soccer program, works closely with the ESPCC Club Manager, ESPCC Soccer Director, ESPCC Coaching Staff and Inventory Suppliers.

- Determines the needs and prepares the purchase order of sports equipment and jerseys including the Tim Bits and BMO sponsorship programs.
- Creates, establishes, maintains, and reconciles uniform and equipment inventories and oversees the maintenance of inventory records for the club.
- Oversees uniform and equipment distribution and retrieval.
- Oversees and coordinates all game equipment.
- Works with coaching staff to ensure that all uniforms and related apparel and equipment are maintained and returned in a clean and serviceable condition.
- Performs miscellaneous job-related duties as assigned.
- Stores and packs sporting equipment appropriately when not in use.
- Communication, organization and coordination skills are an asset for this role.
- There may be moderate physical activity required in the organizing of the equipment area and in making the necessary storage arrangements throughout the season.