



KEY FUNCTION PROCEDURES

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Registrar

1. Enter all registration data in a format acceptable to PA West
2. Sort registered players by sex and single birth year, ie U-8, U-9, etc.
3. Create rosters for Travel Teams and In-House Teams.
4. Maintain an Adult Membership Roster.
5. Maintain a Volunteer Roster sorted by activity.
6. Maintain a Referee Roster.
7. Maintain a Coach Roster.

Permits & Insurance Coordinator

1. Obtain field permits from Monroeville Parks and Recreation.
2. Obtain field permits from Allegheny County Parks Department
3. Obtain field permits from CCAC Boyce.
4. Obtain field permits from Allegheny Intermediate Unit
5. Coordinate insurance program with PA West.
6. Oversee insurance claims which effect the club; ie, Dalton Case

Field Maintenance & Equipment

1. Coordinate volunteers for painting the fields: one per field
2. Maintain a supply of field preparation materials including paint, string, tapes, etc.
3. Maintain a supply of game materials including nets, corner flags, soccer balls, cones, etc.

Practice Reservations & Winter In-door Practice Coordinator

1. Coordinate practice fields for in-house and travel teams; establish day, time and place. For travel teams put 2 teams on each field if necessary.
2. Obtain permits from school district for the use of gymnasiums from Jan through March. Preference given to youngest travel teams.

Newsletter/Publicity

1. Publish a newsletter every other month (6 issues per year).
2. Prepare news release announcing registration dates.

First Aid

1. Provide a first aide kit for each travel team and in-house team.
2. Maintain a supply of materials to replenish kits as needed.
3. Maintain a sign out list of all coaches who have received kits.

Web Master

1. Design MSC Web pages.
2. Provided regular maintenance of information provided on the MSC Web site.
3. Ensure MSC keeps the rights to www.monroevillesoccer.org
4. Present the board with recommendations on use of web.