



**WEST HAMILTON  
YOUTH  
SOCCER  
CLUB**

**SOCCER CONVENER: PRIMARY ROLES AND FUNCTIONS  
Passed March 2002**

**WEST HAMILTON YOUTH SOCCER CLUB March 15, 2002**

**SOCCER CONVENER: PRIMARY ROLES / FUNCTIONS**

**Club Mission Statement:**

To provide a safe, healthy environment that fosters the development of individual and team skills in the sport of soccer. We will encourage fair play, enjoyment, and values of good sport regardless of ability, and promote mutual respect between players, parents, coaches and club personnel.

**Overview:**

Generally, the Convener is the Club representative who conveys and oversees the implementation of the Club's Policies. The Convener has a major role in interacting between club personnel as well as parents and coaches especially in overseeing the delivery of the Club's 'Code of Conduct' which stresses:

- commitment to improving player performance,
- skill training attuned to the principles of coaching,
- respect for all individuals,
- enthusiastic and positive attitude, as well as
- exhibit high standards of personal conduct and fair play
- commitment to equal treatment and equal playing time

**Job Description**

**1) Liaison with Coaches**

- Identify and contact coaching volunteers to fill all designated teams
- ensure that coaches are registered with the Club for the coming season, as required by Ontario Soccer
- Association insurance policy
- inform and coordinate coach's attendance at clinics as directed by the Club
  - clinics may be provided by Ontario Soccer Association as part of Coaching Certification
  - clinics provided by the Club include Orientation for coaches (review of rules, Club expectations, policies, handbook)
- establish communications with coaches in order to establish position as designated Club representative to resolve on-field situations, or as representative to convey issues, concerns to Executive. Purpose is to gain and maintain consistency in application of expectations, inputs for improvements/changes.
- Encourage the use of Practice Plans, as promoted by the Ontario Soccer Association.
- Encourage the development and sharing of drills and other resources for coaches (see various web sites indicated in the Club's handbook).

**2) Liaison with Parents**

- establish communication protocol with parents in order to establish position as designated Club representative to answer questions regarding scheduling, assignments to teams, resolution of on-field situations, or as representative to convey issues, concerns to Executive
- coordinate parent information meetings as needed

**3) Evaluation of Players**

- receive list of registered players from Registrar, and ensure that all players are registered within the Division in order to be eligible to play,
- ensure that registration information is complete, especially phone numbers, verify birth certificate, etc.
- ensure that notice is given to all players and coaches concerning sessions established for evaluation of all players
- ensure coaches availability for evaluation night(s)
- ensure that coaches have evaluation sheets in order to explain process to players
- select committee from coaches to determine evaluations of all players, remaining coaches will supervise on-field drills, scrimmages, etc. for the purposes of player demonstrations in a variety of venues
- collect evaluation results and establish player listings by A's, B's, C's:
  - evaluations are based on assessments of personal skills, game skills, attitude (cooperation, work ethic, behaviour), etc.

4) Team Building

- conduct meeting of coaches to make team selections, aiming at team balance with equal number of A's, B's, C's
  - consideration may be given for players to be assigned to teams where their parent is a coach or assistant coach
  - consideration may be given for players in the same family, with same travel arrangements, etc. Such
- considerations may be made, but should not be to the detriment of team balance or numbers of
- assigned players.
  - as much as possible, in mixed divisions, balance the numbers of boys and girls on each team
  - ensure team listings are distributed to coaches, as well as uniforms based on coaches choice
- provide keys or access to equipment lockers for coaches

5) Coordination of Practices and Games

- ensure practice and game schedule is provided to all coaches and players at beginning of season
- ensure coaches take responsibility for inflating balls for practice/games
- ensure availability of first aid kit
- ensure nets are installed by coaches or parents before practice/games
- ensure referees are available for game time; in younger divisions, ensure coaches take responsibility for organizing referees
- ensure presence in order to provide information to parents/ players/coaches
- assist coaches in resolving questions of policy/practice regarding occurrences on the field
- serve as primary contact in case of "issues" with coaches
- assist in monitoring of youth referees.
- Reminder that youth referees are supervised by the Chief Referee and Technical Coordinator.

6) Coordination of Call-ups

- prepare a list of players from the next youngest age group for call-ups
- consult with Convener of that age group in order to obtain permission from parent

7) Coordinate Super Saturday or Sunday

- make up game schedule and distribute to coaches
- liaise with Food Coordinator for organizing refreshments for the day
- ensure referees and lines-persons are available; in younger divisions, ensure coaches take responsibility for organizing referees
- ensure field is set up for safe play
- assist with proceedings, such as setting up trophy tables and sound system
- at end of game schedule, ensure teams are arranged to receive trophies

Other Duties:

a) Pictures

- ensure coaches/players are informed of selected day and time
- assist photographer in processing teams and individuals in an orderly manner
- ensure coaches and players are properly identified for the photographer
- ensure orderly distribution on receipt of developed pictures