

WRA – INTRAMURAL SOCCER COMMITTEE
VOLUNTEER POSITION – JOB DESCRIPTIONS

3/09

Intramural Commissioner Job Description:

Assemble Teams. Assign Team Name/Number. Assign a coach, assistant coach. Coordinate the assignment of sponsors to each team with the IM Committee Chairperson. When creating teams, be cognizant of player ratings and ages to create as balanced a team as possible. It is your decision to honor any or all parent requests. Be aware of bad practice nights when creating teams. Move players off waitlist if players needed. You will receive a password and ID to access your age groups player data in the registration database.

Create practice and game schedules. The WRA Schedule Coordinator will assign your division practice fields /nights and game fields and times. You will be responsible for assigning practice times and setting game schedules.

Keep scores and standings at the Trophy Division Level (4/5G, 4/5B, MS and HS Divisions). Update WRA website at Trophy Division Level (request access). Playoffs are recommended, not mandatory for trophy Divisions.

Hand out medals and trophies to the coaches on the last weekend of the season.

Ensure coaches provide you with player ratings before the end of the season. Update player records with ratings.

Communicate with your coaches regularly.

Timing:

Assemble teams by 7/20. (Uniform Orders must be submitted the first week of August) – Notify coaches).

Create practice schedules before 8/15.

Create game schedule by 8/30 (one week before opening day)

Intramural Coach Job Description:

Notify Teams when you are assigned your team. Coaches will have limited access to the player database to see all the rosters in your division when the teams are assigned.

Work with opposing coach and Division commissioner to re-schedule cancelled games.

For the Trophy Divisions, both coaches should turn in scores to the commissioner by Sunday night.

Rate your players by the end of the season. Submit to your commissioner.

Communicate with your team regularly.

Communicate with your commissioner when questions or issues arise.

Be a positive role model for your players and parents. We're here for the kids.

Schedule Coordinator Job Description:

Determine the number of teams in each division as driven by the number of registrants.

Inform Facilities Director of the number of fields and field size requirements.

Assign each division weekday practice fields (Pre-K and K divisions do not practice).

Assign each division Saturday practice fields prior to Opening Day.

Assign each division fields and times for regular season games.

Referee Director:

Recruit referee volunteers.

Train Referees.

Schedule Referees and Side Judges.

Track attendance.

Pay referees at end of season.

Facilities Director:

Responsible for coordination of Field Maintenance (Weed & Seed, Cutting and Field Lining).

Responsible for determining field placement prior to Field Set Up.

Responsible for Field Set Up (Saturday before first practice).

Responsible for Field Take Down (Immediately following last game).

Responsible for coordinating permits for field use and building use.

Coordinate with Whitpain Township for delivery of goals and pickup of goals.

Equipment Director Job Description:

Prepare equipment bags for coach distribution

Coordinate distribution of equipment to coaches.

Collect equipment at end of the season.

Inventory equipment.

Place Equipment Order request for following year.

Responsible for Soccer area in WRA equipment shed at Wentz Run Park – Has key to shed.

Soccer Chairperson Job Description:

Member of the WRA Board.

Responsible for Intramural Soccer budget.

Chairperson of the Soccer Committee.

Assign volunteers to Commissioner and Director positions.

Order medals and trophies.

Responsible for all expenditures and adherence to the current budget.

Responsible for maintaining and publishing WRA Intramural Guidelines.

Responsible for answering WRA Soccer Hotline.

Responsible for Registration Database.

Responsible for maintaining WRA Soccer Website.

Responsible for Youthleagues relationship (database).

Responsible for Sports Unlimited Relationship (Uniforms)

Responsible for Smart Soccer relationship

Responsible for Photographer relationship (Picture Day)

Responsible for recruiting sponsors, assigning to correct divisions.

Review incomplete registrations.

Other Possible Positions:

Picture Day Coordinator

Fund Raising Coordinator

Sponsor Coordinator

Web Master

WRA Weatherman