



# VANCOUVER ATHLETIC FC

Role Title:	Divisional Age Group Coordinator
Position Type:	Volunteer Position
Reports To:	Divisional Coordinator
Approximate Hours:	100
Timings:	Throughout the calendar year with more time required in the few weeks around spring evaluations.
No of Positions Available:	15

## Role Detail

An Age Group Coordinator is a volunteer who takes on the vital responsibility of managing communication between the various administrative parts of the club and the teams at a specific age level. Age group coordinators are responsible for all players within a single sex and age group – for example U11 boys, U13 girls, and so on and have responsibilities all year round, from assessments through the regular season.

They are responsible for the following key activities;

From the periods of March through to June Assist the Head Coach, Registrar and Club Administrator to ensure the evaluations prior to the season start run efficiently by;

- Working with the Administrator to communicate registration dates and keep track of registrations for your age group.
- Working with the Administrator making sure players and parents are aware of the date, time, location and process for evaluations for your age group.
- Make sure the Club administrator and head coach are aware of any players from the age group who are new to the Club or who played last year but are not intending to return.
- Attend the evaluations to assist in the administration of player arrivals and collect bibs at the end of the sessions.
- After evaluations are complete, communicate the level of play invitations to parents.
- After acceptances are in and teams are organized (which is done by the head coach), communicate team assignments to parents.
- Recruit and assign staff (coach, assistant coach, manager) and kids to teams in the registration system
- Collect birth certificates for **ALL** U11 players, and in older age groups for any players who haven't played Club soccer in Vancouver for either of the last two years. If players are new to the Club but played elsewhere in Vancouver you will need to know the name of the previous Club.

Prior to the season starting (July - August) Age Group Coordinators will be required to ;

- Follow up on any outstanding registrations, ensuring all kids are in the system and advise the registrar of any payment issues.
- Make sure all kids who have registered are assigned to a team.



# VANCOUVER ATHLETIC FC

- Ask parents for birth certificates for any child at U11, OR who is new to playing soccer in Vancouver OR who has not played soccer in Vancouver for more than two years (if new to the club, the Registrar will need to know the player's previous Club).
- Identify and coordinate team management.
- If required, make sure teams are completing photo ID cards before their first game.

There are a number of responsibilities that will need to be undertaken throughout the season (September to March), these will include but are not limited to;

- Make sure team staff (particularly new staff, and those at U11) know where to find information about their games, are aware of their responsibilities for field set-up / tear down, communications with other teams.
- Confirm that ID cards, where required, are finalized and validated.
- Answer or refer on any questions from team staff about Club operations / expectations, etc.
- Make sure that everyone who is playing has registered and paid (or applied for funding).
- Assist the Club Administrator with any communications regarding game/training cancellations, events and general information if required.
- Coordinate any player transfers between teams.
- Coordinate Intra Club Permits (ICP) between teams.
- Identify possible training and development opportunities for coaches, players and officials.
- Facilitate dispute resolution that may arise including;
  - Disputes between players and coaches.
  - Disputes between parents and coaches.
  - Disputes between teams.

The following knowledge is required, but is not required in order to volunteer, as the Club will provide in-house training for all of this.

- Knowledge of appropriate VYSA and BCSA processes, procedures and regulations
- Knowledge/experience of BCCGSL or 4 District guidebook and rules and regulations.
- Knowledge and familiarity of players in their applicable age group.