



## **Job Descriptions for Volunteers**

Cincinnati East SAY is run entirely by dedicated volunteers. We have jobs to fit everyone's abilities and schedules. Here are some summary job descriptions. Please contact the current volunteer to learn more about volunteer duties and time commitments.

### **President**

Responsible for the overall program; makes sure others have what they need to do their jobs; resolves disputes and questions of propriety; keeps program running smoothly; Area representative to SAY Soccer National for votes and annual meeting.

### **Vice President**

Supports the president; presides over Ethics committee and issues sanctions.

### **Treasurer**

Responsible for the finances of the organization; provides financial report at semi-annual (seasonal) Area Board meeting; receives and issues checks, including team fees from Districts.

### **Secretary**

Maintains meeting notes and prepares documents and handouts.

### **Webmaster**

Supervises and maintains the Cincinnati East Say website ([sayeast.org](http://sayeast.org)), including seasonal updates.

### **Referee Trainer**

Schedules and conducts training sessions for new referees.

### **Referee Coordinator**

Maintains referee registry, schedules training for referees and obtains referee schedulers.

### **Referee Schedulers (6-8)**

Schedule referees (assigns games) during the season.

### **Tournament Coordinator (fall only)**

Organizes the Area tournament for Cincinnati East SAY and coordinates Cincinnati East SAY participation in the State Tournament.

### **Team Committee Representatives (4)**

Supervises Districts as organized in four groups, including coordination of player and team registrations with District Representatives.

### **At Large**

Serves on Area Board committees and supports registration and league organization.

### **Schedulers (2)**

Create game schedules for all Divisions, spring and fall seasons.

## Cincinnati East SAY

### job descriptions (continued)

#### **Scorer**

Tracks scores and standings for competitive play levels (strikers and kickers).

#### **Field Coordinator (1-2)**

Obtains necessary field permits, oversees field maintenance including lining, and evaluates field conditions weekly during the season to determine cancellation; makes announcements on Field Status hotline during the season.

#### **Nets**

Distributes nets at start of season, collects nets at end of season, and repairs/buys nets.

#### **Head Coach (hundreds)**

Cincinnati East SAY requires 1 head coach to be designated for each team before the season. The head coach should have a "G" license (issued by attending an SAY Coaches Clinic, available before each season), organize team, learn the rules of SAY soccer, know behavior and abuse policies, train players, ensure all players get adequate playing time, support referees, put up and take down nets (occasional), provide game ball and corner cones (home team), manage parent behavior, make sure every game is fun for everyone (coaches, players, referees, and family).

#### **Assistant Coach(s) (hundreds)**

Cincinnati East SAY allows each team to designate up to 2 "official" assistant coaches for the team roster. The assistant coach also helps to organize team, learn the rules of SAY soccer, know behavior and abuse policies, train players, ensure all players get adequate playing time, support referees, put up and take down nets (occasional), provide game ball and corner cones (home team), manage parent behavior, make sure every game is fun for everyone (coaches, players, referees, and family)