



**MASSAPEQUA SOCCER CLUB (MSC)  
DIRECTOR OF COACHING ("DOC")  
JOB DESCRIPTION**

**Essential Duties and Responsibilities**

- The DOC shall oversee all soccer related activities and the development of the club, its teams coaches, trainers and players.
- The DOC shall develop, operate and oversee programs for all levels of play and is responsible for all aspects of soccer operations within the club.
- The DOC shall act as an ambassador for the club and promote the interests of the club at all times.
- Create a curriculum for each age level and develop a Coaching Manual and a Coaches Orientation Manual.
- Create, evaluate and summarize game reports to track team progress over time.
- Identify most talented players in club and alert State and Regional coaches for possible inclusion in State and Regional teams
- Oversee tournament selections to ensure proper team and player development.

**Selection of Parent Coaches and/or Administrators**

- DOC shall establish criteria, subject to approval of the Board for the selection of Parent Coaches and/or Administrators
- DOC shall establish a job description for the role of Parent Coach and/or Administrator;
- DOC shall solicit candidates and recommend a candidate for the position of Parent Coach and/or Administrator for interview by the Board of Directors (the "Board") for final approval
- DOC shall work closely with the Parent Coaches and/or Parent Administrators;



### **Selection of Trainers**

- DOC shall solicit and recommend to the Board trainers for all travel teams;
- DOC shall establish criteria for the selection of all trainers and shall establish minimum qualifications for trainers at all club levels, including intramural, developmental, travel and premier.

### **Tryouts**

- Create a universal evaluative tool to evaluate players at tryouts.
- DOC in conjunction with the travel trustee shall establish a tryout schedule;
- DOC shall arrange for evaluators and/or trainers to attend each tryout session;
- DOC shall promote the tryouts of the club;
- DOC shall meet with parent coaches, evaluators and/or team trainers to make the selection of players
- The selection of players will adhere to the process described within the Travel Team Guidelines.

### **Supervision and Oversight**

- The DOC shall report to the travel trustee and the President with respect to all matters concerning the club; and shall work closely with the travel commissioner with respect to the day to day operations of the club.
- DOC will attend Board meetings at the request of the President and/or travel commissioner and shall provide bi-annual written reports to the Board providing updates on soccer related issues and advise the Board on issues relating to player development.
- DOC will be responsible for promoting the club code of conduct and will report any allegation of inappropriate conduct by a player, Parent Administrator, or trainer to the President and/or travel commissioner. The Board in all cases will determine what sanctions, if any, are appropriate.



### **Parents and Players**

- DOC will hold parent and/or player meetings as necessary or requested by the President and/or travel commissioner.

### **Public Relations**

- DOC shall engage in community involvement by promoting the club and assisting with public relations, this includes but is not limited to appearances at club functions and events.

### **Training and Development**

- DOC shall be responsible for overseeing the activities of the trainers and ensure that all trainers adhere to club by-laws, policies and procedures.
- DOC shall establish a written Player Development Program ("PDP") for all levels of play in the club.
- DOC shall oversee the implementation of the PDP. Once created, the PDP shall be the exclusive property of the club.
- DOC shall promote and administrate training programs including but not limited to clinics and camps; and design and administer a coaching education program.
- DOC shall have exclusive rights to run camps.
- DOC shall perform other such duties deemed reasonable by the Board.
- DOC shall hold meetings at least once each season with the travel commissioner and the Parent Coaches as he deems or as needed on such topics as tournament schedule, league play and player development.
- DOC shall hold bi-annual meetings with club trainers to ensure the universal application of the PDP.
- DOC shall develop a standard coaching evaluation process.
- DOC shall develop a standard player evaluation process.



### **Intramural Program**

- DOC shall make recommendation to the Board on the playing rules, structure and administration of the intramural program in an effort to promote the PDP.
- DOC shall conduct intramural coach's clinics prior to the commencement of each intramural season and provide written practice plans for use by each parent coach for practices to be run by the parent coaches throughout the intramural season.
- The DOC shall solicit a trainer(s) as requested by the Board to oversee the intramural training sessions.

### **Developmental Program**

- DOC shall solicit and recommend candidate for the position of Developmental Coordinator for interview by the Board for final approval.
- DOC shall establish criteria, subject to approval of the Board for the selection of Developmental Coordinator and shall establish a job description for the role of Developmental Coordinator.
- DOC shall solicit and recommend trainers for all developmental age groups and shall develop and implement a training curriculum for the developmental program consistent with the PDP.
- DOC shall work closely with the development coordinators in the selection of tournaments, league play and the administration of training sessions.

### **Club Tournaments**

- DOC will advise and assist the tournament director when requested in promoting the club's tournaments.

### **No conflict of Interest**

Committee will oversee the duties of the DOC to ensure efficiency.