

## **QSC TRAVEL COORDINATOR DUTIES**

---

**BY-LAWS – Travel Team Coordinator:** The traveling team Coordinator shall serve as a liaison between the club and league(s) to which it is affiliated and shall communicate all relevant information to the Executive Committee and to the coaches of the club's teams. He shall post sign-up lists for people who are interested in coaching traveling teams. The lists and/or recommendations for coaches will be submitted to the Executive Committee, subject to the majority approval. In the event of a shortage of coaches, the Travel Team Coordinator shall attempt to find suitable candidates. He shall review, revise if necessary subject to majority approval of the executive committee the overall travel program policy and oversee the adherence to such by the travel team participants.

### **GENERAL TASKS**

- Attend Monthly Executive and Club Meetings
- Attend League Meetings (ICSL meetings roughly 6 to 8 per year)
- Plan and Run Coaches Meetings
- Assist Club Registrar with team and player registrations
- Assist President with trip coordination (Ottawa and Europe), if needed
- General Travel Team Coordination with Coaches, Parents, and Players
- Complaint Investigation in Travel Program, if needed
- Manage Coaching Resources (Dropbox), NSCAA membership, etc.

### **DECEMBER**

- Prepare Annual Survey
  - <http://www.keysurvey.com>
- Prepare Awards Ceremony Order
  - Identify Award Winners
  - Identify Teams in 1<sup>st</sup> and 2<sup>nd</sup> place in their leagues
  - Order Trophies and medals/pins
- Coaches Meeting, if needed
- Estimate uniform needs for upcoming year, determine kits, # of teams, etc.
  - Coordinate with Angelo's Soccer Corner

### **JANUARY**

- Awards Ceremony Preparation - Ensure Awards delivered on time
  - Assist President to prepare Awards Certificates for Becky Armstrong Award
  - Suggest COY and BA Award recommendations to Board
- Survey Results
  - Generate Reports
    - 1 for each Coach
    - 1 Report for Club Executive Board
    - 1 for Snack Stand and Facilities Manager
- Tentatively Plan Coaches Meeting for Year
- Make recommendations on Registration System Changes (if any)

## **QSC TRAVEL COORDINATOR DUTIES**

---

- Clone previous season. Update Season settings. Registration date and payment date must match.
- State Cup Registrations due (assist Registrar)
- Assist in indoor tournaments (Q'town teams ½ price)

### FEBRUARY

- Prepare Uniform Ordering with Angelo's – confirm samples are available
- Awards Banquet
- Identify teams for upcoming season
  - Begin Coaching Planning Sheet – organize team placement and Leagues for upcoming season
  - Plan Tryout Dates with Coaches for April & May – Set range of dates (start/end dates) with minimum time in between (i.e. ten days)
- Open Travel Registration by February 15<sup>th</sup>
- Set up coaching course – NSCAA (Optional)

### MARCH

- Prepare for Travel Tryouts
  - Send Tryout Forms/Flyers in schools (if desired)
  - Get signs out when snow is gone
  - Hang banner in Q'Town; digital billboard
  - Players hand out travel flyers to friends (if desired)
- Complete any Policy Changes
- Plan State Cup field needs with Facilities – Have field open 3<sup>rd</sup> weekend of March (weather permitting)
- Coaching approvals – Create Returning Coaches application (if desired)

### APRIL

- Initial placements & leagues expected April 1
- Club tournament
- Tryouts (Evaluations) and Ratings
  - Have handout for new parents
  - Plan independent evaluators as needed
- ICSL Placements due mid April
- Coerver Camp drawing – 6 scholarships
  - 2017 – Lisa Reilly gets one
- Coaches meeting prior to tryouts
  - Travel Policy and curriculum and handbook
  - Tryouts
  - Adhere to field schedule

### MAY

## QSC TRAVEL COORDINATOR DUTIES

---

- Continue Tryouts (Evaluations)
- Team Selection
  - Coaches must submit rosters for approval to TC
  - Coaches must complete risk management, paperwork, etc.
- Uniform and equipment orders
  - Majority and accessory orders due by June 15<sup>th</sup>
  - Roster on website must match names for bags & warmups
  - Coaches – polos, soccer balls (game and practice balls)
- Parents meetings
  - Prepare Introductory letter
  - Meet with all teams
- Order new coaches packets:
  - Gerry Hess at KwikGoal; [Ghess@kwikgoal.com](mailto:Ghess@kwikgoal.com); 267-575-0783

### JUNE

- Coordinate Uniform Orders (online) with Angelo's, Coaches, and Parents
- ICSL – Items due 6/12 – work with Registrar
  - Club Registration
  - Final Worksheet and check
  - Final Placements due
  - Team Registration on ICSL website (Registrar)
  - Field Registration forms due.
  - Committee Volunteer Form & Committee Representative application
- Accept players into database and complete rosters
  - Payments Due from Parents – Normally Due June 28<sup>th</sup> w/ FA apps
- Team Management – work with President and Registrar
  - RG-6 – Player registration forms, Codes of Ethics, Medical Release forms, Copies of birth certificates for new players, 1 by 1 photos for player pass, Risk Management, teams register on ICSL, etc.
- Schedule Pittman for Fall – Work with intramural coordinator
  - 3, 4, or 5<sup>th</sup> Saturday in September, 8 am to ?
- Work with Secretary on Contact List

### JULY

- Ensure uniforms are in by early August
- Second round of Angelo's orders for uniforms and bags and club store
- Complete Practice Spreadsheet for August and Fall
  - Practices start for most teams
- Monitor Academy registrations
- Make request for Indoor Needs
- Total Soccer Training
  - Academy
  - Keeper Training

## **QSC TRAVEL COORDINATOR DUTIES**

---

### AUGUST

- Ref Fees Spreadsheet completed immediately after schedules complete
- Pre Season Coaches Meeting – make sure all coaches have current League Rules
- Registrar completes all Player Pass work for upcoming season
  - Confirm all payments received
  - Confirm team budgets provided
- Game Schedules released – usually Late August

### SEPTEMBER

- Angelo's promo order – Coaches and other volunteers
- Season starts
  - Field Coordination as needed
  - Reschedule rainouts
- Schedule pick-up nights (if desired)
- Academy
- Photos – Work with Intramurals on dates
  - September 17 and 24, 2016

### OCTOBER

- Season in Play
- Academy
- Angelo's club store – add blankets, beanies, assorted long and short sleeve t-shirts, zip-up sweatshirt (if desired)

### NOVEMBER

- Start preparing Survey for December release
- Zoom Reports – Coordinate with Coaches
- Renew WebApp (survey) and Zoom Reports
- Prepare Winter Indoor Schedule
- Ensure all League Games completed