

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Administrator

**Purpose:** The Administrator is the manager of the Campbell River Youth Soccer Association (CRYSA). The Administrator works in conjunction with the Technical Director (TD), under the direction of and with input from, the Executive and Board of Directors to ensure the efficient operation of all club activities and delivery of CRYSA programs. The Administrator's Duties and Responsibilities shall include, but not limited to, the following:

## **Duties and Responsibilities**

- Have a complete understanding of, and ensure the Club operates according to the Constitution and Bylaws of CRYSA.
- Have a complete understanding of, and ensure the Club operates according to the Coach and Player Development Models within the club as outlined in our policies, procedures and curriculum documents.
- Have a complete understanding of the Roles and Responsibilities of each Director and Technical Director, and assist with the implementation of programs and activities when requested.
- Ensure the efficient operation of all club activities and delivery of CRYSA programs.
- Have a basic understanding of club accounting practices.
- Working with the Executive and Treasurer, ensure the club is in good standing as a non-profit society, inclusive of providing required documentation.
- Maintain and keep updated club documentation regarding our Constitution, Bylaws, Policies and Procedures, and Roles and Responsibilities.
- Ensure Coach and Player Development Models and Curriculum documents are communicated and posted to the web site, and updated when modified by the Technical Director or appropriate CRYSA Director.
- Maintain current, timely and complete communication with our Directors, Coaches, Parents and Players with regard to operational documents, general information, Club programs and upcoming events via our website, newsletter and direct communication.
- Manage documentation updates with regard to document numbers, revision dates and format.
- Ensure all documentation, including internal and external communications, maintain the standards of the CRYSA brand including format, use of logos, taglines, mission statement, program and team names, etc.

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January 19, 2016

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- Manage club programs with regard to registration, payments, and any requirements required by UISA and BC Soccer.
- Coordinate any permits and bookings required to provide facilities to execute our CRYSA programs as requested by our Directors and Technical Director.
- Act as scheduler for CRYSA programs and be the contact for game or field cancellations. Such information to be forwarded as required.
- Maintain communication with Directors to ensure understanding and execution of activities required for programs within their role including deadlines, notifications and documentation.
- Stay current with regard to UISA and BC Soccer notifications which impact CRYSA operations.
- Facilitate external and internal communications as directed by the Executive, Board of Directors, or Technical Director in a timely manner.
- Work with the Accelerated Program Director, Accelerated Coaches/Managers, and UISA to aid with team declarations for leagues, team roster submissions and player ID card creation.
- Participate in and offer opinion with regard to program development and enhancement such as; Teaching days, Academy, Camps and Futsal.
- Manage information requests received through our website, club phone, mail and any other channels in a timely manner, either directly or by sending the request to the club Executive, appropriate Director, or the Technical Director.
- Coordinate with Directors of Development league (House), Accelerated, Coaches and the Technical Director to ensure risk management protocols are met, inclusive of criminal record checks.
- Participate in the inventory and sales of CRYSA branded items.
- Liaise with Administrators from other regional clubs to ensure CRYSA is aware of their programs, program costs and operational best practices.
- Prepare agenda, organize and participate in scheduled CRYSA Board of Director meetings.
- Maintain and keep current an ongoing calendar of CRYSA activities and events, and bring items forward at monthly meetings to be addressed by CRYSA Executive and Directors.
- Maintain office hours open to the public for an appropriate period of time, in accordance with season and activities, to ensure effective access to CRYSA. Such hours to be posted on the web site and set at the discretion of the Administrator and Executive. Submit a detailed monthly report of hours and activities to the Executive.

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- If there is a conflict between the Administrator and a Director, the problem will be referred to the Executive of CRYSA. The Administrator and Director will abide by the decision of the Executive.
- Act as the Liaison between CRYSA and the public, parents, coaches etc. When issues arise the Administrator will exercise discretion in solving the issue. If deemed necessary, the issue will be referred to the Executive and BOD.

### **Payment and Termination**

- The Administrator shall be paid on a monthly basis.
- The Administrator Contract is subject to termination without cause by CRYSA on one month's written notice and immediately for cause.
- The Administrator is required to give one month's notice on any voluntary resignation. Such notice period may be waived at the discretion of the Executive.

### **Provisions for Execution of Duties**

- CRYSA will provide a phone line to the Administrator's home.
- CRYSA will supply office supplies (paper, toner, photocopier, etc.), and the Administrator will have access to the CRYSA clubhouse and its equipment in order to carry out the duties of the role.
- The Administrator shall be responsible to provide a suitable home office.
- CRYSA will supply a laptop computer for use in conducting CRYSA business.
- CRYSA will supply an external hard drive for back-up purposes. Information will be backed up monthly and the external hard drive will be maintained in the possession of the President or his designate.

### **Knowledge and Skills**

- Effective communication skills - both verbal and written.
- Efficient computer and administrative skills.
- Ability to provide direction to others.
- Ability to mediate.
- Ability to establish and manage execution of plans.
- Ability to use sound judgment.
- Ability to manage and lead meetings.
- Attention to detail.
- Drive and deliver great customer service to our members.

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## Commitment

- Generally 100 hours per month with fluctuations based on the time of year and programs in session.
- The Administrator will carry out the duties of the role in a manner consistent with the policies of CRYSA.

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