

NYS Vice President Job Description:

1. Field assigning:
 - a. Working with the Naugatuck Parks and Recreation Department to secure field space for NYS:
 - i. Fill out paperwork and get approved all field permits each season.
 - ii. Create a master schedule of open field times
 - iii. Schedule all NYS team practice times
 - iv. Schedule special event field times like:
 1. Camps, Coaching clinics, Foot skills, etc
 - v. Schedule Recreation and Travel game times
 - vi. Winter Indoor practice schedule
2. Handles all communication between the Naugatuck Parks and Recreation Department and Naugatuck Youth Soccer:
 - a. Field issues
 - b. Weather issues
3. Chairperson of the committee to set up goal nets before each season and take down goal nets after the season is over
 - a. Create a list of new/repairs needs for all goals, goal nets and anchors that are needed each season
4. Chairperson for the Disciplinary Committee:
 - a. Keeps the Disciplinary Guidelines current
 - b. Creates a Disciplinary Committee for each disciplinary issue that arises.
 - i. Investigates and gains consensus on disciplinary penalties
5. Chairperson of the Nominating Committee for yearly Board of Director elections
 - a. Acquires the Intention to Run emails for all election candidates
 - b. Sends out and collects the candidate questionnaires.
 - c. Creates the election ballot
 - d. Along with a member of the Advisory Board, counts the ballots to determine election winners.
 - e. Hands all yearly election material to the Secretary for storage.
6. Is the liaison between the coaching Director and the Board of Directors:
 - a. Handles any contract issues or renewals
 - b. Conducts yearly reviews of the expectations of the Coaching director.
7. A committee member on Naugatuck Youth Soccer's host soccer tournament to represent the field scheduler.
 - a. Currently this is named N.I.S.T.
8. Handle the duties of the Naugatuck Youth Soccer President in his/her absence.