

NYS Recreation Age Group Director Job Description (5/6, 7/8, 9/10):

The Age Group Director needs to recruit an Assistant Director to assist them when they are not available:

- This person must be approved by the NYS Board of Directors

Attend NYS Board of Directors Meeting when they are scheduled:

- Meetings are scheduled a minimum of once per month and maximum of twice per month

Pre-Season:

- Determine the age group registration close date based on the team size criteria and the number of available coaches:
 - Remember all players must play at least 50% of the game and that must be taken into consideration when determining the optimal team sizes
- Solicit for coaches from the list last season's coaches and from the player registration forms.
- Ensure all Coaches have an up-to-date Background Check completed
 - If not, give the procedures for completing the Background Check
 - The NYS Registrar will post a list of who has completed the Background Check process
- Get a list of Practice times from the NYS Vice President and have coaches choose their practice night, field and time.
 - Create a final list of Age Group practices and give to the NYS Vice President.
- Make a list of equipment needs and submit an order to the NYS Purchasing agent.
 - Use the prior end of season inventory to decide what equipment is needed
 - Use the Purchasing Document to request what equipment is needed
- After the close of registration, pull all registrations from Stone Alley and organize teams
 - Try to even out teams that from the previous season were very dominating
 - Use coaches evaluations as a guide
 - Satisfy requests for specific coaches, practice times and car pool, on a best effort basis
 - No guarantees on these requests
 - Any late registration requests must be done through the NYS Registrar.
 - This cannot be done by Age Group Directors
- Email the Publicity/Activities Director for a list of sponsors for this age group
- Submit a uniform order, with sponsors, to the Purchasing Agent
 - Use the Purchasing Document
- Email all coaches their final rosters no less than 2 weeks prior to the start of the season.
- Create games schedules and email them to the coaches no less than 2 weeks prior to the start of the season
 - Work with the NYS Vice President to set up night games based on field availability
- Attend the Opening Day event to have a meeting with all your coaches:
 - Review general league rules and guidelines
 - Review expectations from the coaches:
 - Weekly Referee appraisals
 - End of Season Player appraisals
 - Coaches code of Conduct
 - Communication methods
 - Hand out equipment and uniforms
 - Review how to set up and anchor goals used in your age group
- For 7/8 and 9/10 age groups:
 - Verify your goals and nets are in good working order and are set for the start of the season.

During the Season:

- Each week, make sure your fields are set up and the field equipment is available to your coaches:
 - 5/6 fields are set up by the age director
 - 7/8 and 9/10 fields are set up by the coaches
 - Corner flags (4) per field
 - Goal anchors or sand bags
 - One per goal
 - Goals are set up on the field before the first game and taken off the fields after the last game
 - For night games, turn on the lights to ensure they warm up in time for the game
- For 7/8 and 9/10 age groups, pay Referees for each game worked
 - Work with the NYS Treasurer on getting the cash to pay the referees.
- Each week, after games are complete:
 - Make sure all goals, corner flags, screw-in anchors, net pegs and sandbags are off the field.
 - Each age group will have their own variation of field equipment
- Collect all equipment at the end of the season and give it to the Purchaser
- Review your field equipment and make a list of next season's field equipment needs

Other:

- Assist with NYS Sponsored events:
 - Home soccer tournament (NIST)
 - Try-outs
 - Awards Ceremony
 - In Person Registration
 - Etc