| Churchland Soccer League | Churchland Soccer League  Position Description  **Staff Position: Development Academy Coordinator**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF STAFF POSITIONS**

Staff are responsible for specific operational functions of the Churchland Soccer League. Staff are expected to:

* ensure the functions of their position are executed expertly.
* work collaboratively and communicate effectively with the Board of Directors, League members, coaches, parents, and players.
* represent the League in a professional, knowledgeable manner at all times.
* develop and maintain good working relationships.

**EXPECTATIONS OF INDIVIDUAL STAFF POSITIONS**

In addition, staff are expected to participate in three additional broad duties:

1. Duty of Care: pay attention to CSL’s activities and operations.
   1. know the organization’s mission, policies, programs, and needs.
2. Duty of Loyalty: put the interests of CSL before personal and professional interests.
   1. serve as active advocates and ambassadors for the organization.
   2. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
   3. maintain confidentiality about all internal matters of CSL.
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission.
   1. prepare for, attend, and conscientiously participate in board meetings.
   2. follow the organization’s bylaws, policies, and board resolutions.

**ROLE OF THE DEVELOPMENT ACADEMY COORDINATOR**

The Development Academy Coordinator is a staff position, serves as an Assistant to the Recreation Commissioner, and reports to the Vice President of the CSL Board of Directors. The Development Academy Coordinator shall ensure the Development Academy Program operates according to the program design, aligned with the goals and guidance of the Board.

The Development Academy Coordinator (DAC) shall work cooperatively with the Recreation Commissioner and the Technical Director to develop and implement the Development Academy Program. The DAC shall be responsible for program implementation and goal achievement. The DAC provides leadership, direction, and vision for the Development Academy Program in alignment with the mission, policies, and practices of the League. The DAC works with available resources to develop and implement training programs for players and coaches on a regular and ongoing basis as approved by the Board. The DAC coordinates equipment needs as approved by the Board and in alignment with the mission, policies, and practices of the League.

**Specific Duties of the Development Academy Coordinator:**

1. General: Responsible for the implementation and operation of the Development Academy Program, under the direction of the Recreation Commissioner and approval of the Board, and in alignment with CSL Policies and Practices. Oversee the Development Academy coaches, trainers, and team managers. Work in close coordination with the Board, Recreation Commissioner, and Technical Director to develop and implement training programs for players and coaches on a regular and ongoing basis. Act as liaison between coaches and the Recreation Commissioner. Reports information to the Recreation Commissioner. In general, perform all duties incident to the position of Development Academy Coordinator and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be assigned from time to time by the Board of Directors.
2. Registration: Assist the Recreation Commissioner with registration monitoring, player assessment and placement, and team formation throughout the soccer year based on CSL’s policies and practices. Verify rosters of each team and maintain a list at the CSL Field Building each season.
3. Team Coordination: Determine team counts. Select team coaches. Assign registered players to teams. Accept players from the waitlist to fill teams. Distributes rosters to coaches. Recommend uniforms to the Recreation Commissioner. Assist coaches, teams, and players with obtaining further training, if desired.
4. Picture Scheduling: Work with the Recreation Commissioner to establish a schedule for team pictures each season. Provide seasonal schedules of team pictures to all teams.
5. Policies and Procedures: Monitor actions, alongside the Recreation Commissioner and Technical Director, of the coaches/managers and report any violations (alleged or proven) of CSL’s policies. When instructed, take appropriate actions necessary to ensure team continuity and harmony, as agreed upon by the Board and in compliance with all Governing bodies, the City of Portsmouth, and CSL. Meet with team parents as required to provide information and guidance as necessary to ensure clarity of Club policies and philosophies, including distribution of CSL Rules and Regulations as needed. Distribute information per the Board’s request/approval of any league activity such as field closures, changes, concession schedules, training, etc.
6. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings of the membership.
7. Staff Duty: Assist in performing board duty, as requested and as scheduled. Staff Duty includes:
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to CSL.
   3. Having knowledge of field usage, schedules, and facilitators during Staff Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Staff Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
8. Term of Service: The term of service shall be one year, but not more than two (2) years consecutively in the same position.

**Assistant: Development Academy Managers are non-voting subcommittee members who:**

1. As appointed by the President, are responsible for assisting the Development Academy Coordinator in the administration and operations of the Development Academy Program. Assistants assume responsibilities, as approved by the Board, of the Development Academy Coordinator in the event the Development Academy Coordinator is unavailable or unable to perform the duties as outlined above.
2. Work in close coordination with the Board, Development Academy Coordinator, Recreation Commissioner and staff to ensure compliance with club policy and a positive flow of information between the club leadership and the teams/players.
3. Attend meetings as required and coordinated with the Board.
4. Assist in monitoring the fiscal status of the Development Academy Program, providing reviews of the budget and input on fiscal matters as necessary.
5. Provide administrative support to Development Academy coaches as required by coordinating training, maintaining records, and coordinating equipment acquisitions as necessary to ensure effective player development.
6. Submit recommendations to the Board for equipment investments for program development.
7. Coordinate compliance with the Risk Management Program, the Board, and the Administrator/Risk Management Officer.
8. Monitor Development Academy Program coaching/training requirements and submit recommendations for consideration and resolution.
9. Maintain Development Academy manuals and distribute said materials to Team Managers. Ensure compliance by all parties and that all documentation is completed and submitted as required. Updates to documentation must be done each season/year.
10. May act as the program player/parent advocate, monitoring issues that need action by the Board and staff. Recommend to the Board issues for consideration for policy adjustment.