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# Director of Senior Programs - Men

## Description of Role & Responsibilities

Last Updated: May 31, 2022

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### Voting Position

This person holds the position of U21 & Men's Programs Representative at the Club's Board of Directors. They are responsible for helping develop, execute and oversee the team(s) operations and serve as the liaison between the Senior programs, its coaches and players and the CNSC Board of Directors.

### Duties & Responsibilities:

- Identify and Select Coaching candidates for U21 & Men's Program
- Responsible for developing and communicating the programs timeline and schedule from pre-season planning (including tryouts), to in season schedule and tournaments (if any).
- Ensure that the registration process for players and coaches is done accurately and on time. (Team Registration, Coach Registration with proper credentials, Player Registration & Player Cards)
- Ensure any tournaments other than League play are registered for in a timely manner
- Assist the Registrar with allocation of all U21 & Men's players into appropriate rosters
- Coordinate and facilitate Coaches and Managers information sessions as required;
- Ensure that teams Coaches and Managers are aware of Club policies.
- Ensure team uniforms are Clean and ready for game day
- Ensure the appropriate use of the fields for training, games, and other club activities in line with club rules, regulations, and policies;
- Act as the Point of Contact for all players, parents, Coaches & Managers within the U21 & Men's Teams.
- Communicate all relevant Club information to the Coaches and Managers as required (ie: field closures, coach certifications, fines & discipline, schedule changes etc)
- Assist Coaching staff in Scheduling try out dates and cut off dates
- Coordinate pre-season and in-season training time slots prioritizing teams
- Lead the Senior Program Members in coordinating and participating in activities and fundraising events that will go towards team operation expenses. (Pub Night / Dances Etc.)

- Assist if required on disciplinary matters within teams or with Coaches, Managers, Members;
- Ensure that all Coaches and Managers have a clear understanding of the correct completion of the Game Sheet to minimize financial impacts to the Club.

**Ideally this person should have:**

- Organizational Skills & Leadership Skills
- Ability to identify and set priorities and plan effectively
- Be willing to take action to address needs without being requested to do so;
- Ability to stay on-task to completion, particularly in the face of obstacles or other trying circumstances;
- Is able to communicate in an open, candid and consistent manner;
- Integrity; and the ability to work collaboratively