

# Rep Director

## Description of Role & Responsibilities

Last Updated: May 31, 2022

Voting Position

### Rep Director Role:

This position will report to the Executive Committee and work with Croatia Norval staff, coaches and volunteers to develop and execute technical programming and growth for all soccer programs following best practices from Canada Soccer and the PHDL. This position is the senior technical position within the soccer club, and responsible for liaising with members and external partners on technical matters.

While this is considered a technical position, this role is about working with people - our staff, volunteers, members and their families, as well as other clubs and organizations. The successful candidate will be collaborative, with strong planning and communication skills, and a thorough understanding of cognitive, social-emotional, and physical development of children, youth, & adults.

The primary focus will be on developing and leading coaches who can execute on the technical plan and develop our players. The successful candidate will need to make and communicate difficult decisions while balancing the best interests of the club, teams and players. The candidate should have a basic understanding of planning and program operations, and the ability to manage competing priorities.

This is a dynamic environment, and the successful candidate will need to be adaptable, flexible and collaborative. Work schedules will include a requirement to be on the field on evenings and weekends, working with our players and coaches as they seek to improve their respective skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Key Technical Program Development

- Report directly to CNSC Committee and work collaboratively with the other Technical and Club Staff and Volunteers.
- Develop, implement and lead Croatia Norval Technical Plan and soccer programming over all seasons that align with Canada Soccer Association's Long-Term Player Development and PHDL for all levels within the club.
- Oversee Community Manager and key volunteers to ensure the technical plan is being implemented as designed. Ensure the plan has a viable team placement component based on regular feedback on progress to both parents and players. This must ensure that players who may move up or down with programs in the club – often termed “bubble players” – are treated with respect and compassion when decisions are made.
- Design, implement and manage a Coach Development Plan which includes ensuring all coaches are appropriately certified by utilizing the resources available ( Ontario Soccer )
- Design and implement coaching mentorship/ development opportunities for young coaches (eg. Future Coach program, Jr Coaches, etc.)
- Work closely with the other CNSC Staff and volunteers to retain and transition all players between and across levels and programs as appropriate.
- Either directly, or through an appointed staff/ volunteer, recruit, develop, mentor, retain and manage all paid and volunteer coaches within CNSC programming. Ensure that the certification, recognition, evaluation, appreciation and advancement for coaches is conducted in a collaborative environment.
- Oversees and enforces the player up policy as defined at the club
- Serves as the point of contact for team managers regarding rules and policies of competitive teams

The Rep Director oversees the management & execution of the competitive programs at CNSC.

- Ensure that team officials operate within CNSC Values
- Serves as the point of contact for Team officials and coaches requiring assistance or guidance with team operations, District & Ontario Soccer Rules and Regulations
- Serves as the liaison between team officials, players and parents for any issue resolution and escalation
- Serves as the point of contact for disciplinary issues within the club's competitive teams
- The Rep Director should obtain the necessary requirements / certification for Discipline Chair with PHSA
- U13+ Black out Dates / Submitted to PHSA on behalf of teams

#### Competitive Team Scheduling

- Prepares the schedule for all programs / teams training sessions (April)  
Grassroots, Festival, Rep/Competitive, Mens & U21 and Old Timers  
(Work with Grassroots Director for Grassroots)
- Reviews home schedules provided by district for all U13+ teams and identifies conflicts if any / and assigns home fields as required (May). Manages reschedules as required throughout the season
- Communicates field closures / cancellations to the district when required
- Field Availability provided to PHSA upon request

#### Coach Screening & Development

- Recruit & Screen New Coach Applicants
- Interlock with Grassroots leadership on potential candidates for coaches / Jr. Coaches

#### Tryouts:

- Responsible for organizing an annual open tryout event. Usually held in the Fall (September)

#### Festival Team Progression (U7 to U8)

- Responsible for planning, communication with the current U7 Team, it's officials and parents on preparing for U8 Tryouts and team selection
- Responsible for vetting and assigning coach to the newly formed U8 Team(s)

#### CTMS Functions:

- Tournament Participation Approvals
- ATF, AHEG System Approvals through CTMS
- Submit travel permits on behalf of club for the annual youth tournament (Players, BOD and Insurance Policy #'s)