

Director of GrassRoots

Description of Role & Responsibilities

Last Updated: May 31, 2022

Voting Position

General Description:

The Director of GrassRoots Programs at Croatia Norval Soccer Club is responsible for the development, enhancement, execution and management of the programs offered for players U4 - U7.

The Director may and should form a team with assistants who will oversee certain areas of the program.

This person should be passionate about developing the love of the game in young players and have great organizational and communication skills.

The GrassRoots Director must attend Board of Directors meetings to engage with the Board on the progress of the GrassRoots program.

Program Description:

The Grassroots Program is for players U4 - U7.

Typically the program has run 2x/week

U4 & U5 - 60 min and U6 60 min & U7 - 75min

In 2022 we introduced the U7 ADP Program to better prepare the U7 players for potential competitive play with the addition of a Saturday training session which includes time spent on game structure and awareness.

As of 2021/22 the indoor programs for the grassroots players has been offered to U5 - U7 and is typically a co-ed multi year skills development program and/or a indoor Futsal component.

The GrassRoots Program Director / Department is responsible for:

- The planning & execution of the Outdoor Season Program (End of May - End of August, approx 12 -13 weeks)
- Participating in developing the strategy for indoor programs as well as recommending improvements to the outdoor program approach.

General & OnGoing:

- Manage the grassroots@croatianorval.com email on a timely manner / respond to inquiries

Specific Tasks / Deliverables:

January:

- Meet to start working out the details of the program for the upcoming season and assign tasks to members
- Finalize the program details - determine registration fees (to be presented to Odbor and approved). Once finalized and approved, a registration link will be created (by Club Secretary/Admin)
- Create an advertisement that can be added to website and social media (Instagram, FB)
- Provide content / text for website
- Prepare an advertisement to be put in Glas Centra and the Zupni Vjesnik
- Annually review what the program does and does not do well. What gaps do we have, what else can we offer, what do we need to change.

January 31 - Registration Open (all items above are complete)

February - April:

- Begin compiling a list of coaches. Look at last year's list, plus the list of prospects who were interested but didn't participate the year prior. Club inventory of coaches and who may want to do an extra couple of sessions during the summer season.
- Keep an eye on registrations & progress compared to previous year.
- Email all previous registrations notifying them that registration is open
- Do regular reminders / reels / posts on social media for registration
- Do an inventory of all equipment we have / create a list of what we need to order for the upcoming season (each season new balls are required. Size 3)
- If doing a cinch sack to hand out uniforms in / work with sponsorship team to find a sponsor
- Provide artwork of club and potential sponsor to supplier / ensure that cinch sack is ordered on time for early May delivery
- Schedule Picture day with photographer
- Communicate to the Club Registrar when registration is closed so that all players are registered appropriately with our district association.

Coach / Volunteer Assignments:

- Ongoing: gather volunteers, Jr Coaches and available coaches to run the program
How to find coaches:
 - The registration form has an option for people to sign up as a volunteer - that report can be pulled from Teamsnap
 - Previous years volunteers / Jr Coaches
 - Reaching out directly to people you know on the teams and asking them directly
- Determine based on anticipated team size how many people are required / recruit as needed
- Schedule a Coach's Kick Off Meeting (mid May)

2022 - Introduced NEW Toni and Ilko as the Technical Leads of the Grassroots program to develop, oversee, organize the coaches and the on field curriculum. After the end of the season prepare a post mortem on what went well and what didn't to use for the following year planning.

May:

- Coordinate with Club Admin/Secretary to create teams in teamsnap and roster players
- Add in non-roster players such as coaches / managers as they become known (a week or two before start of season)
- Prepare a "Welcome to the 20xx Season" handout with all the information that parents need to know to be ready for the first day and the season.
- Enter the schedule for grassroots teams in teamsnap for all age groups - training sessions, picture day, end of season party
- Communicate and send out welcome letters to all players once rostering is complete and schedule has been entered in Teamsnap.
- Organize uniforms and handout process
- Print out Roster Sheets for each team / laminated if possible and provide to coaches

June / July:

- End of season party planning
 - Food, drink, awards, games, hand out photos
- Determine "End of Season" gift and coordinate the ordering of the item to be ready for early to mid August.
(Past seasons gifts: We The Norval T-shirt, Water Bottle with CNSC Logo, Toque with embroidered logo, trophies)
- Point person(s) for the program / coaches and parents - issue resolution

July / August:

- Interlock with Club Committee on indoor programming needs. What types of programs do we offer for which age groups etc.
- Keep in touch with parents and coaches / get a feel for what is needed / what people would be interested in
 - Team based House League Games or
 - Skill Development with a certified coach
 - Etc...

End of Season Party:

- Last session / weekend of the season
- In August - Get a volunteer or two from each team to help with the execution of the event

End of the Season:

- Gather Equipment / Store properly in container and take inventory
- Complete a post season summary document assessing the program, and feedback.
Suggestions for the following year.

Fall/Winter Season:

- Depends on what type of programming is offered.
- Work with the club on program development / communicate offerings / create ads & Social Media etc.