



## GRSC Age Group (Division) Commissioner Responsibilities Overview

Introduction: The Glen Rock Soccer Club provides programs for children aged 2 – 18 years old. Children in the clinic programs play in town on Saturday or Sunday, while our recreational travel teams play games against other towns in northwest Bergen County either at home or away. The travel teams participate in the Northwest Bergen Soccer Association (NWBSA, [www.nwbsa.org](http://www.nwbsa.org)). The clinic programs and travel teams are broken down by division (age group) and each division has its own Commissioner.

### The Developmental programs include:

- **Parent and Player (ages 2-3):** requires participation of a parent or guardian. Players learn basic soccer skills like chasing, running, kicking, and listening.
- **Pre-K (ages 3-5):** Players focus on developing their soccer abilities through fun weekly activities, games, and scrimmages. There are typically two timeslots each fall and spring.
- **Kindergarten:** Players spend the first half of each session continuing to develop soccer skills and tactics, with the second half of each session devoted to games against other teams in the session. There are typically two timeslots each fall and one timeslot each spring.
- **Division 7 Girls (1<sup>st</sup> grade):** Players spend the first half of each session continuing to develop soccer skills and tactics, with the second half of each session devoted to games against other teams in the session.
- **Division 7 Boys (1<sup>st</sup> grade):** Players spend the first half of each session continuing to develop soccer skills and tactics, with the second half of each session devoted to games against other teams in the session.
- **Division 6 Girls (2<sup>nd</sup> grade):** Players spend the first half of each session continuing to develop soccer skills and tactics, with the second half of each session devoted to games against other teams in the session.
- **Division 6 Boys (2<sup>nd</sup> grade):** Players spend the first half of each session continuing to develop soccer skills and tactics, with the second half of each session devoted to games against other teams in the session.

### The Travel Team programs include:

- Division 5 Girls (3<sup>rd</sup>-4<sup>th</sup> grades): play NWBSA league games home or away on Saturdays starting at 9am OR 11am
- Division 4 Girls (5<sup>th</sup>-6<sup>th</sup> grades): play NWBSA league games home or away on Saturdays starting at 9am OR 11am
- Division 3 Girls (7<sup>th</sup>-8<sup>th</sup> grades): play NWBSA league games home or away on Saturdays starting at 9am OR 11am
- Division 5 Boys (3<sup>rd</sup>-4<sup>th</sup> grades): play NWBSA league games home or away on Sundays starting at 1pm OR 3pm
- Division 4 Boys (5<sup>th</sup>-6<sup>th</sup> grades): play NWBSA league games home or away on Sundays starting at 1pm OR 3pm
- Division 3 Boys (7<sup>th</sup>-8<sup>th</sup> grades): play NWBSA league games home or away on Sundays starting at 1pm OR 3pm

- Division 2 Co-Ed (9<sup>th</sup>-12<sup>th</sup> grades): play NWBSA league games home or away on Sundays starting at 1pm OR 3pm

Outlined below are the Commissioner responsibilities for both clinic programs and travel (NWBSA) teams:

- (1) **TeamSnap** – All division commissioners (a.k.a. age group coordinator) will receive commissioner access to their respective age group to help them manage the season, including rostering of all teams in TeamSnap. Training will be provided by the GRSC Registrar.
- (2) **Draft coaches and assistant coaches** - Typically, this is looking at who has registered to be a Coach or Assistant Coach and confirming that they are still able to volunteer. For Head Coaches, this also means asking who they would like as their Asst Coach. This may also entail asking someone who signed up to be an Asst Coach to serve as a Head Coach. Lastly, if no one, or not enough people, have signed up to be coaches, emails must be sent out to parents to see if someone can step up and be a coach. Requirements for coaches can be found by clicking [here](#).
- (3) **Attend monthly Club meetings as a member of the GRSC Board** - Board meetings are typically the first Thursday of each month and start at 8:00pm. They are usually around 1.5 hours each and usually at the GR Inn. There are also separate Club-specific meetings for tasks such as setting the budget, meeting with training reps, reviewing the scholarship applications, etc. The GRSC president will notify the Board of these meetings and anyone who wishes to attend is welcome to do so. Attend meetings as you can – the more you attend the more informed you will be.
- (4) **Coordinate the player draft with coaches (NWBSA teams only)** - This is picking an evening in early summer that works for all head coaches and the Registrar or other GRSC Executive Committee officer. The goal of the draft is to create balanced teams from an athletic capabilities and skills perspective. Once NWBSA teams are drafted, team rosters are submitted to the GRSC Registrar, usually the same night as the draft. As players register late, coordinate with coaches on appropriate placement on teams. Draft rules and player rankings will be distributed by the Registrar prior to the draft.
- (5) **Assemble and Roster teams from players in the division (Clinic programs only)** - [This is forming reasonably balanced teams from a team size and elementary school perspective. Typically, several children from two or three of the elementary schools are on each team. You will also receive requests from parents to have their children play on a particular team with a friend. GRSC tries to accommodate these requests, but cannot guarantee them.
- (6) **Coordinate distribution of shirts, socks (all ages) and practice equipment (balls, cones, practice pinnies for NWBSA teams) prior to the start of the season** - Uniforms and equipment for all age groups are distributed before or at the Coaches' clinic held just prior to the start of each season. If a coach cannot attend the Coaches' clinic, alternate

arrangements for pickup of uniforms and equipment must be made with the coach. Soccer balls for each Developmental program player are distributed on opening day.

- (7) **Communicate with coaches on what mandatory certifications they need to complete -** The Registrar will send this information regularly as the season approaches, but the Commissioner will need to send reminders to their coaches. This means sending notifications to coaches/asst coaches as to who needs to complete the Rutgers SAFETY class (all coaches), Glen Rock Borough background check (all coaches), the NWBSA online Coaches' Contract (NWBSA teams), and the Positive Coaching Alliance (PCA) workshop (NWBSA teams). Requirements for coaches can be found [here](#).
- (8) **Communicate GRSC rules and responsibilities to coaches –** Send each coach a copy of the “GRSC Coaches’ Code of Conduct & Ethics” and the “GRSC Coaches’ Guide” and encourage them to attend the preseason coaches’ meeting which covers coach responsibilities and any new Laws of the Game.
- (9) **Communicate NWBSA rules to all coaches of NWBSA teams (NWBSA teams only) -** This is directing coaches to the NWBSA website and asking them to read the Rules of Competition (<http://www.nwbsa.org/rules.cfm>) as well as downloading the PDF and forwarding to the coaches. Coaches should have a printed copy of the Rules of Competition with them at each game.
- (10) **Compile player rankings at the end of the season (Divisions 2, 3, 4, 5, and 6 only) -** The Registrar distributes a ranking form to all Div 2-6 coaches, usually in October, asking them to rate their players’ abilities in various categories. The coaches should complete the form and send the completed form back to the Registrar ASAP. The rankings are private and cannot be shared with players or parents. The rankings are used to help coaches with the following season’s player draft. The Commissioner should follow up with their coaches to ensure that they have completed and submitted their player rankings to the Registrar.
- (11) **Coordinate with NWBSA Coaches on the return of equipment and jerseys at the end of the season (NWBSA teams only) -** This is telling travel team coaches where to return equipment and uniform bins. Uniform bins should be inventoried by the coach and all jerseys/pinnies washed.
- (12) **Answer parent inquiries -** Commissioners may receive inquiries from parents in the months leading up to the season. Typically, “what team is my child on,” “when are games,” “when do we practice,” and “can my child be on a team with \_\_\_\_\_”. The Club is here to help you answer all these questions.

Despite the list above, there isn’t a large investment of time required. In the off season, there is no weekly time commitment. The bulk of the time commitment is in the weeks leading up to opening day – recruiting any needed coaches, creating, and rostering the teams in TeamSnap, missing coaching requirements, etc.

Thanks for your interest! If you have any questions, please contact the Club at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com).